**Title I, Part A Parent and Family Engagement Policy**

**Sea Breeze Elementary School; 0671**

**2018-2019**

# Parent and Family Engagement Mission Statement

**Mission Statement:**

**Response:** The mission of Sea Breeze Elementary School strives to maintain high expectations and promote academic excellence for all students by creating a positive school climate which respects and values diversity and nurtures self-esteem.

# 2017-2018 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

**RESPONSE:**

**Response:** Parents will be invited and encouraged to become active members of the School Advisory Council (SAC). At the SAC meetings parents will be provided information regarding the school's Title I allocation (inclusive of professional development and parent involvement allotments). Parents are invited to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's parent family engagement program.

# 2018-2019 Coordination and Integration

* Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Include how the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

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| **Count** *(add or remove rows as needed)* | **Program** | **Coordination** |
| **1** | Individuals with Disabilities Education Act (IDEA | Supplemental instruction support provided by the school will be discussed with parents during the development of the student's IEP |
| **2** | Feeding Empty Little Tummies | Elks Club donates weekly food bag to families of need. |
| **3** | District Title I support of school | District Title I department provides information and trainers for some parent education programs. They also support school Parent Family Engagement planning. |
| **4** | VPK Summer Program | Weekly family events will engage parents in their child’s education through learning, participation and building positive relationships; including providing opportunities for educational success. Parent Family Engagement and strengthening parenting skills are also reinforced. |
| **5** | ESOL | Two ESOL paraprofessionals provide translation, written notes and testing to accommodate students and parents. Paraprofessionals will also be available at conferences to assist with translating in the classroom as needed. The receptionist at Sea Breeze also speaks Spanish and will assist when needed in the front office. The guidance counselor will work with ESOL parents/families to support the understanding of their child’s academic needs and ESOL parent nights will be provided twice during the year. |

# Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **Count** | **Activities and Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Develop agenda, handouts, and/or presentation materials that address the required components | Principal or designee | July/August 2018 | Copies of documents uploaded to the online crate |
| **2** | Develop and disseminate invitations (flyers, ConnectEd calls, texts, newsletters, etc.) | Principal or designee | August  2018 | Copies of invitations, call logs, and sign-in sheets uploaded to the online crate |
| **3** | Hold the Meetings | Principal or designee | August/ September 2018 | Agenda/Sign-in Sheet uploaded to the online crate |
| **4** | Evaluate the Meetings | Principal or designee | August/ September | Aggregated Evaluation Form/Notes uploaded to the online crate |

# Parent Notifications

Describe how the school will provide each family with timely notice information regarding the following:

* the parent’s right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals
* how the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments
* how the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teachers who is out of field? [ESEA Section 1116]

**RESPONSE:**

The school handed out a “Parent’s Right to Know” letter at Back to School Night. The school provides families with individualized student reports about the performance of their child(ren) when they are received from the state. A letter goes home with students who have teachers that are out of field at the beginning of the school year.

# Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [ESEA Section 1116]

**RESPONSE:**

**Response:** Teachers will hold conferences twice a year with parents/guardians of student(s) in their classroom. Families will be given a summary of the student's current data and an explanation of the interventions the teachers are using to assist the child in reaching determined goals. Parents/Guardians will be asked, as well as shown, ways in which they can support these efforts. Teachers will make themselves available to parents during the year to discuss their child's progress. Parents will be provided suggestions for coordinating school/parent efforts and explanations of homework and grading procedures. The school will offer parents a night each year to provide an explanation of statewide assessment systems, standards, and other accountability measures. The school will also provide academic nights to support parent’s understanding of the ELA/Math standards and what is required of our students at each grade level. Our guidance counselor will work with families at their convenience to secure necessary resources and give support when needed. The school social worker will assist in home visit when necessary. All teachers and staff will be available throughout the year to discuss parent concerns, questions or needs regarding their child(ren).

# Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents/families work with their child(ren) to improve academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116.

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| **Count** *(add or remove rows as needed)* | **Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Report Card Conference Night | All staff | Teachers will conduct individual conferences to discuss each child’s current data, expectations for the school year, and goals for the school year. | October 2018- May  2019 | Progress Reports and Parent Conference Forms, sign in sheets |
| **2** | Family Academic Night for all grade levels | Teachers who teach those specific grades | Parents will learn new strategies to assist with their child’s reading learning to include hands on activities, website resources, lesson help, and ways to assist with homework. | February 2018 | Flyer announcement, Connect ED, sign in sheets |
| **3** | Carnival | All Staff | Students will participate in a school wide carnival. This is a fund raiser for the school. Teachers will be participating in this event within booths, and a silent auction will occur with gift baskets created by each grade level. | October, 2018 | Flyer, ConnectEd announcement |
| **4** | Book Fair | Teachers; Media Specialist | Students will receive a coupon that entitles them to a free book. The goal is to put books into students’ hands and encourage reading. | November 2018 | Flyer, ConnectEd announcement |
| **5** | Science Fair | Teachers; Students | Students will participate in the Science Fair. Every grade level will be presenting either a class Science Fair project or individual projects. Projects will be displayed on a specific night. Parents are invited to attend and view the projects. Awards will be given. | November 2018 | Flyer, ConnectEd announcement |
| **6** | FSA Night | Third/Fourth/  Fifth Gr. Teachers; March 2018 | Parents will become informed regarding the FSA requirements, how the FSA is formatted and standards to be assessed on the FSA. | March; 2018 | Flyer announcement, Connect ED, sign in sheets |

# Staff Development

Describe the professional development activities the school will provide, with the assistance of parents/families, to educate the teachers, specialized instructional support personnel, school leaders, and other staff in the following:

* the value and utility of contributions of parents/families
* how to reach out to, communicate with, and work with parents/families as equal partners, and
* implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

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| **Count** | **Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Staff Training - PIP, Strategies | Parent Involvement Committee | Provide information to staff on the various cultures represented in the school and to improve the ability of staff to work effectively with parents. | August 2018 | Agenda Sign-In Sheets |
| **2** | Parent Portal training- Effective Conferencing | Administration | Provide teachers with guidance on how to effectively communicate with parents through EPortal and email. | October 2018 | Communication with parents that is informative and productive for both parent and teacher. |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

# Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more meaningful engagement in the education of their child(ren). [ESEA Section 1116].

**RESPONSE:**

**Response:** Parents are invited to shop at the school Book Fair. The book fair is held once during the year. All students will receive a coupon enabling them to purchase a book from the Book Fair. Parents are invited to eat lunch with their children during Book Fair week. Report Card Night Meetings are held during first quarter and third quarter to inform parents and stakeholders about instructional practices, for parents to receive report cards and meet briefly with classroom teachers. Copies of the Parent Family Engagement Plan are provided in Spanish and English and will be sent home to all parents. All communication from the school is provided in both English and Spanish. Families are encouraged to volunteer at the many activities offered throughout the year. School events will be provided to involve parents and keep them abreast of the academics their child is receiving in their specific grade level.

# Communication

Describe how the school will provide parents and families of participating children the following [ESEA Section 1116]:

* Timely information about the Title I programs
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to obtain
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children
* If the schoolwide program plan under is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency.

**RESPONSE:**

Sea Breeze Elementary will provide information about Title I programs in a timely manner, using various methods of communication (facebook, website, meetings). Information about Title I programs, Extended Learning Opportunity (ELO) Programs, Florida Standards, and forms of academic assessments will be shared with parents during SAC/Title I Information Meetings, parent conferences, and any other time a parent requests such information. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at the annual Title I Public Meeting.

Conference nights will be a time for teachers to review current student data to include I- ready scores and District benchmark assessments. Translators will be available at all parent meetings and made available when needed. A multi-lingual staff member is available to assist parents at their request.

# Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [ESEA Section 1116]:

**RESPONSE:**

All correspondences regarding the parent meetings will be created in the aforementioned languages and distributed to parents to increase participation.

Translators will be available at all parent meetings and made available when needed. A multi-lingual staff member is available to assist parents at their request. Teachers and staff will make themselves available throughout the year. Families can call, set up a meeting with the teacher, and email them at any time.

# Discretionary Activities

Describe any activities that are not required, but will be paid for through Title I, Part A funding [ for example, home visits by school staff (including GETs and Home School Liaisons), transportation for meetings, activities related to parent/family engagement, etc.]

**RESPONSE:**

N/A

# Uploads

Please prepare evidences below. Refer to your Beginning of the Year Timeline and Title I Crate for resources and sample documents.

**2016-17 Title I Crate**

* Evidence of parent input in the development of the school SIP/Title I Plan and Title I Budget (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
* Evidence of parent input in the development of the school Parent and Family Engagement Policy (PFEP) (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
* Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)

**2018-19 Title I Crate**

* Copy of the school SIP or Title I Plan (charter)
* Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
* Copy of the Parent-School Compact (Final in all languages)