**Callaway**

**18-19 Parent and Family Engagement Plan**

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parent and must be distributed to parents in an understandable and uniform format, and in the language parents can understand. It must be made available for the community and updated periodically to meet the changing needs of the parents and the school. [Section 1116(b)].

**Instructions: Describe the means by which the school will carry out the ESSA requirements below.**

**1. POLICY INVOLVEMENT**

**A. By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school’s participation in Title I, the requirements of Title I, and the right of parents to be involved [Section 1116(c)(1)]?**

Callaway Elementary will conduct their Title I Annual Meetings in September, 1 before our Open House and one conducted in the morning to allow those who can’t attend our evening meeting. Bay District Schools will provide a powerpoint for these meetings that cover the requirements of Title I law and how it pertains to our school.

**B. By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP [Section 1116(c)(3)]?**

All parents will be given the opportunity to complete a paper or online Title I Spring Survey. The results of the completed surveys are tabulated and shared with the faculty and our School Advisory Council for their thoughts on how to improve our PFEP for the next school year. An evaluation of the current PFEP is conducted during a scheduled SAC meeting. Based on the Spring Survey results and evaluations, revisions are made for the next school year. This plan will be revised as needed throughout the school year according to the changing needs of the parents and school.

**C. By what means will the school involve parents in the joint development of the School-wide Program Plan [Section 1116(c)(3)]?**

 During scheduled SAC meetings, results from a comprehensive needs assessment are discussed. Strategies from the current school year’s SWP are reviewed. Revisions are made based on needs, barriers and parent input.

**D. By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]?**

These opportunities will be given but are not limited to-CST meetings, SAC meetings, Parent /Teacher conferences, IEP meetings, phone conferences. Suggestions that are given from parents, if practical and reasonable will be implemented in a timely manner.

**E. If the School-wide Program Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district [Section 1116(c)(5)]?**

Parent who are not satisfied with the SWP will complete a complaint form to be submitted with the plan to Bay District Schools.

**2. BUILDING CAPACITY FOR INVOLVEMENT**

**F. By what means will the school provide assistance to parents in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children [Section 1116(e)(1)]? (Include activities in Table A)**

Open House, Title I Annual Meeting, Math, Science & Reading Family Nights, Parent Portal workshops

**G. By what means will the school provide parents a description and explanation of the curriculum in use at the school [Section 1116(4)(B)]? (Include activities in Table A)**

Title I resources are shared at Open House and ELA samples. Faculty shares information about curriculum via DOJO, newsletters and other printed materials, parent conferences & Math, Science, and Reading Nights.

**H. By what means will the school provide parents a description and explanation of the academic assessments used to measure student progress [Section 1116(4)(B)]? (Include activities in Table A)**

Callaway holds curriculum nights for our parents to stay informed. During parent conferences they have opportunities to ask specific questions, several teachers share Eureka videos on their DOJO class stories, and teachers send home printed materials.

**I. By what means will the school provide parents a description and explanation of the achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]? (Include activities in Table A)** Title I meetings, parent conferences, district letters, and curriculum night are all ways Callaway parents can learn about expectations of the standards.

**J. By what means will the school provide parents materials and training to help them to work with their children to improve their children’s achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement [Section 1116(e)(2)]? (Include activities in Table A)**

 Science, Math, Reading Family Nights, Parent Center/Parent Liaison, Parent Portal workshop

**Table A**

**Parent Training Opportunities**

**Include all activities for requirements F through J above and all transition activities that involve parents.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Timeline** | **Title of****Training/Event** | **Topics** | **Requirement(s)** **Addressed****(**F,**G,H,I,J)** | **Time****(AM or PM)**  | **# of Parents** **Attended\*** |
| Sept/Oct | Title I Annual Meeting | Requirements of Title I | G, I, J | AM & PM |  |
| Sept | Open House  | Classroom expectations, curriculum, assessments | G, H | PM |  |
| Sept | Dads Take Your Child to School | Parent Portal assistance the importance of a father figure in a child’s life  | F, J,  | AM |  |
| OCT | Family Math Night | Interactive math games, curriculum, Take home math packets  | F,J,G,I | PM |  |
| Jan | Family Science Night | Interactive science stations, Review of Science Fair projects | F,J,G,I | PM |  |
| Apr | Family Reading Night | Interactive Reading stations, Guest speaker or reader, The importance of reading 20 mins a day handout | F,J,G, I  | PM |  |
| AprApr  | Parent Portal Workshop & Eureka Math Acct. Pre-K to K Transition  | To assist parents with connecting to Parent Portal/Eureka Math Acct l and help them with other issues they may have. Assisting parents w/ the transitioning of their Pre-K child into kindergarten.  | F, G H, J, IF,J | AM & PMAM |   |

 \*To be updated throughout the year. Fill in the number who actually attend the activity after it is over.

**Table B**

**Other Events/Activities**

**Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children [Section 1116(e)(4)].**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Timeline** | **Title** | **Purpose** | **Time****(AM or PM) or Method** | **# of Parents** **Attended\*** |
| Aug-May | Schoo School Advisory Council | Plan/review/improve the PFEP and develop the SWP | 5:30pm 2nd Tuesday of the month |  |
| Aug-May | Parent Resource Center | To encourage and assist parents and or children within our school with attendance issues, Parent Portal, clothing needs & ACCESS FL, home visits | 7:00am- 2:30pm |  |
| Aug-May | School Social Worker | To encourage and assist parents and children within our school with behaviors, homelessness, home visits  | 7:00am- 3:00pm |  |
| Aug-May | School newsletter & Parent Center Newsletters,DOJO & Social Media(Twitter, Facebook etc) | To inform parents of school events, issues & topics in English & Spanish languages | N/A |  |

\*To be updated throughout the year

**K. By what means will the school educate the faculty, staff, and administrators, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school [Section 1116(e)(3)]?**

 Bay District School inservice trainings for administrators,teachers & support personnel as deemed necessary by Bay District Schools throughout the school year. School Social Workers & Parent Liaison attending meetings/trainings deemed necessary per Bay District Schools throughout the school year.

**L. To the extent feasible, by what means will the school coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children [Section 1116(e)(4)]?**

 Churches - Backpacks of love-food program for the weekends

DCF- Access

Health Department - Dental Bus

Happy Soles-shoe program

FSU Students- Math night

Abuse Awareness Family Advocacy Center

Gulf Coast State College-Dental Students

Health Screenings- Haney Students

Happy Hangers-clothing program Jr. Service League

Attendance referrals- Anchorage Children's Home

Pre-K to K transition-Inviting local feeder preschools to our transition event

**M. By what means will the school provide other reasonable support for parental involvement activities as parents may request [Section 1116(e)(13)]? (Based on the Title I Spring Parent Survey results, what activities did the parents request that are included in this plan?)**

Based on our Spring Parent Surveys, Callaway parents responded to the need for more understanding of Eureka Math. Callaway Elementary will be conducting Parent Portal assistance workshops to include having the parents create a online Eureka Math account so they and their child can become more familiar with Eureka through the use of their tutorials and online resources.

**N. Elementary Only - How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed [Section 1116 (d)(2)(A)]?**

Parents will be encouraged at our Open House to sign-up for a parent -teacher conference to go over any concerns the parents might have and to complete a School-Parent Learning Compact. For parents who were unable to attend the Open House, the teacher will contact the parent and request a conference with them.

**O. Optional – How will the school develop appropriate roles for community-based organizations and businesses in parent involvement activities [Section 1116(e)(13)]?**

**P. Optional – By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the trainings [Section 1116(e)(6)]?**

**Q. Optional – By what means will the school provide literacy training for parents if the LEA has exhausted all other sources of funding [Section 1116(e)(7)]?**

**R. Optional – By what means will the school pay reasonable and necessary expenses, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1116(e)(8)]?**

**S. Optional – By what means will the school train parents to enhance the involvement of other parents [Section 1116(e)(9)]?**

**T. Optional – By what means will the school conduct in-home conferences for parents who are unable to attend at school [Section 1116(e)(10)]?**

**U. Optional – By what means will the school adopt and implement model approaches to improve parent involvement [Section 1116(e)(11)]?**

**3. ACCESSIBILITY**

**V. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). [Section 1116(f)]? (List the barriers identified by parents in the Title I Spring Survey and the methods by which the school will assist to overcome the barriers.)**

Based on our schools Spring Parent Survey results, work schedule was listed as the top barrier to attending school events. We plan on making, when possible, flexible times for our events.

**W. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand [Section 1116(e)(5) and (f)]?**

All school communications are translated for our ELL families. Google Translate and staff members assist with this. Bilingual Staff members assist with conferences and phone calls.

**X. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening to accommodate parents’ schedules [Section 1116(c)(2)]?**

Based on the Spring Parent Survey results, the majority of parents indicated that evening and right after school would be the most convenient times to attend events.

**Y. By what means will the school provide parents with timely information about meetings, activities, and events [Section 1116(c)(4)(A)].**

Per our school policy, a minimum of 2 weeks notice will be given to parents. Notification of events will be posted with various forms of communication to maximise the greatest participation.

**Title I Expenditures Parent and Family Engagement (Adjust to reflect the planned expenditures)**

|  |  |
| --- | --- |
| **Category** | **List of Items** |
| Parent Liaison | Salary & benefits |
| Parent Communications | Paper, ink/toner, copier rental, stamps, digital newsletter, printed materials/brochures |
| Parent Training/Events | Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants/author visits, ink toner |
| Parent/Teacher Conferences | Subs to cover classrooms, stipends for after hours |
| Parent Center | Equipment & supplies |