**Southport**

**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)]?**

The annual meeting will be held on Open House day to which all parents will be invited via newsletters, posted on the school website, as well as teacher websites (such as DoJo) and shared via social media (Twitter/Facebook). We will have a session for parents in the morning and a session at night before Open House.

A Powerpoint presentation will be developed by the Bay District Schools’ Title I Coordinator and Southport Elementary School’s Parent Liaison to view during the annual meeting. The power point will provide information required by law with additional school information. Stations will be set up for parents to receive more information and/or have more of a hands-on experience with the information presented.

**Documentation:**

-Sign In Sheets

-Input forms

-Meeting notes

**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)]?**

The PFEP will be placed on the agenda at the School Advisory Council (SAC) meetings

and other meetings with business and community partners to review and improve. These meetings will be held quarterly during the year.

All parents are given the opportunity to complete a paper or online Title I Survey in the Spring of the year. The results are tallied and shared with the faculty and the SAC on ways to improve our PFEP for the next year. An evaluation of the current year’s PFEP is conducted during each SAC meeting. Based on the evaluation and survey results, additions/deletions/revisions are made to the plan for the following year. In this way, the school supports the changing needs of the parents and the school.

**Documentation:**

Sign in sheets

Agenda

Meeting Minutes

Copies of distributed materials

Survey Results

Evaluation Results

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

The SAC committee, comprised of parents, community members, teachers, administrators, and support staff, met in May to develop the 18-19 SWP based on current available data (MAP, attendance, behavior). All members were encouraged and provided the opportunity to give input. The plan will be reviewed by the LEA for their input.

**Documentation:**

Sign in sheets

Agenda

Meeting Minutes

Survey Results

Evaluation Results

**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)]?**

Parents may participate in making decisions for their students education through Parent Event evaluations, Parent-Teacher conferences, and during specialized meetings like IEP meetings, SAC meetings, and Child Study Team meetings. If possible, any suggestions made by parents will be acted upon immediately.

**Documentation:**

Minutes of the meeting

Sign in sheet

**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)]?**

Any parent who is not satisfied with the plan will be able to fill out a form to be submitted with the plan to the Bay District School’s Title I coordinator who will in turn share the form with the BDS administrative team.

**Documentation:**

Copy of Form to be submitted

Copy of the SWP plan

**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)**

Several activities are planned to assist and provide information, materials, and trainings for parents to work with their child(ren) to improve and/or monitor each child’s academic achievement. These activities will include topics such as the Florida State Standards for ELA and Math (plus Science for the intermediate grade levels), FSA/MAP assessments, the use of the Parent Portal and Teacher websites (including DoJo...a communication tool). These topics will be accessible through workshops, the Title I Annual meeting, Open House, school-wide or grade level events, SAC meetings, Parent-Teacher conferences and other parent meetings held throughout the school year.

**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)**

A description and an explanation of the curriculum used at each grade level will be provided in print as a handout for parents to view and review during scheduled activities at the school and during meetings such as SAC meeting and parent conferences. Parents will also been given information on how to access curriculum resources online like the CPalms.org website.

**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)**

A description and an explanation of the assessments used at each grade level will be provided by the teachers, the guidance counselor, the BDS resources teachers/therapists and/or the administration during scheduled meetings such as parent conferences and individual student education plan meetings. Parents will also been given information on how to access more information about the state required tests on the Florida Dept. of Education website in the student planners and printed brochures.

**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)**

During many of the activities we have planned, a printed handout of the each achievement level will be provided so the parents will know what the expectations are for their child to be successful in the classroom and on required state assessments. Trainings for parents to access this information online will also be available.

**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)**

The materials and trainings provided throughout the year will/may include a copy of the Standards used for each grade level; a planner that provides the student handbook and the school expectations for success; the grade level expectations for success; lists that contain assessments used by each grade level; and instructions on how to access information outside the school setting for academic standards, curriculum that can be accessed online, achievement levels for state tests and communication tools such as Parent Portal and DoJo. This will be done through workshops, activities and parent meetings.

**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 | F,G,H,I,J | AM/PM |  |
| August | Orientation | Standards/Curriculum | G,H,J | AM/PM |  |
| Sept. | Open House | Standards/Curriculum/ Assessment | G,H,J | PM |  |
| Oct/Feb | Curriculum Nights | Standards/Curriculum/ Assessment | G,H,I,J | PM |  |
| Nov/Feb | FSA Nights | Standards/Assessment | G,H,I,J | PM |  |
| Aug/May | Parent Teacher Conferences | Standards/Curriculum/ Assessment | G,H,I,J | AM/PM |  |
| Sept/May | SAC Meetings | Standards/Curriculum/ Assessment | G,H,I | AM/PM |  |
| Aug, May | Transition Meetings | Standards/Curriculum | G,H | AM |  |
| Aug/May | Parent Portal Workshop | Standards/Achievement | G,H,J | AM/PM |  |

 \*To be updated throughout the year.

 **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 | School Advisory Council | Plan/review/improve the PFEP and develop the SWP | AM/PM |  |
| Aug/Sept | Handbooks |  A resource for communicating school guidelines, expectations, and procedures | Handout |  |
| Aug/May | Newsletters | A resource for communicating school events, character development and helpful hints to improve student achievement | Paper, Email, Social Media, Phone |  |
| Oct | Doughnuts with Dads | Engaging parents to align efforts at home and school for student learning so students thrive | AM |  |
| Nov | Muffins with Mom | Engaging parents to align efforts at home and school for student learning so students thrive | AM |  |
| Mar | Father-Daughter Dinner | Engaging parents to align efforts at home and school for student learning so students thrive | PM |  |
| Feb | Mother-Son Dinner | Engaging parents to align efforts at home and school for student learning so students thrive | PM |  |
| Oct/May | Academic Awards Day | Engaging parents to align efforts at home and school for student learning so students thrive | AM |  |
| Nov | Celebration of Learning | Engaging parents to align efforts at home and school for student learning so students thrive | AM |  |
| Sept/May | Family Breakfast and Flag Raising | Engaging parents to align efforts at home and school for student learning so students thrive | AM |  |
| Aug/June | Parent Resource Center | Provide support and information for families with children | AM/PM |  |
| Aug/May | PTO Meetings | Engaging parents to align efforts at home and school for student learning so students thrive | AM/PM |  |
| Sept. | Bullying Prevention Workshop | Provide support and information for families with children | PM |  |

\*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)]?**

The school will utilize trainings provided by the district for the faculty and staff during scheduled days when the students are not on campus as well as during monthly meetings with the teachers and Leadership Team meetings. We will invite specialist that work with families to attend and present at these meetings. We will also use professional training videos. These trainings will be based on parent input on our activity surveys and the Title I Spring Parent Survey as well as research-based best practices on how to reach out and work with parents to build ties with the school.

**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)]?**

Our school provides a Pre-Kindergarten program and parents are invited to all the school events and activities that promote participation in the child’s education. We also invite parents to meet with the parent liaison to apply for Access Programs, such as Food Stamps and Medicaid, and discuss how the parent can participate in their child’s education and the importance of attendance.

**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?)**

In tabulating our Title I Spring 2018 Parent Survey, we found that many parents are wanting to maintain the workshops for Curriculum, Assessments and Achievement; and Parent Portal training. They would like for us to add a workshop on monitoring their child’s progress and how to recognize/alleviate bullying.

**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)]?**

Each year, substitute teachers are provided for our classroom teachers to schedule conferences and discuss the compacts. Even conferences held on the telephone about the child’s achievement with the curriculum, our teachers discuss the compacts and invite the parents to stop by at their convenience to sign and receive a copy of the compact. Our parent liaison keeps a record of the compacts completed and communicates with the teachers throughout the year to ensure that the teachers have discussed the compact with each family.

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

During many of our school events, community-based organizations are included. We have several that provide refreshments, while others provide clothing for our students during our events. In our partnership with the Lynn Haven United Methodist Church, we are able to provide parents with supplies and food as well as volunteers at parent events and in the classrooms. The Celebration of Learning event includes this organization plus businesses/professionals such as Bee-Keepers, Florida Highway Patrol, Bay County Fire and Rescue teams, the Forestry Division, local farmers, and our local high school students that provide activities for the parents and students to experience learning together.

**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)]?**

Child care is provided during our SAC meetings and many of the Parent-Teacher conferences. Transportation is provided for parents to school/teacher meetings by way of our parent liaison and our school social worker (if available).

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

Elevate Bay is our district volunteer organization that provides training to parents that want to volunteer at the school. We also utilize our PTO that organizes an event to train parents to volunteer during school and classroom events.

**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)]?**

Our guidance counselor, social worker (if available) and parent liaison are able to make home-visits to parents that are unable to physically attend a meeting at the school. They are able to discuss the standards, curriculum and assessments that their child needs in order to be successful at school.

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

Through our teachers’ effort in our character development program, we utilize the ‘Power of 3’ concept monthly to recognize that the family, the school and the student work closely to ensure the student is successful.

**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.)**

According to the Spring 2018 Title I Parent Survey, parents state that their work schedule deters participation as well as transportation and childcare in many of the events and/or meetings held here at school. We are offering morning and evening opportunities so that parents are able to participate in our school events and/or meetings. Transportation is provided occasionally through our parent liaison and our social worker (if available). Childcare is provided as needed for events and meetings. Interpreters provided by the district are invited to assist families with English as their second language during conferences and teachers are using Google Translate if the interpreter is not available at the time. Invitations are sent via flyers (with translated versions),

**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)]?**

Parents will be invited via newsletters, posted on the school website, as well as teacher websites (such as DoJo), shared via social media (Twitter/Facebook) and paper flyers/brochures will be sent home. We will work closely with our district provided interpreter and utilize Google Translate to ensure that invitations and meetings are in a language that parents can understand.

 **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)]?**

Because of the results of the 2018 Spring Title I Parent Survey that states their work schedule interferes with their participation, we will have opportunities for parents to be involved with their children at school scheduled for the mornings, afternoons, and evenings.

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

Parents will be invited via newsletters, posted on the school website, as well as teacher websites (such as DoJo), shared via social media (Twitter/Facebook) and paper flyers/brochures will be sent home. These invitations will be provided one to two weeks in advance so the parents are able make plans to attend.

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

|  |  |
| --- | --- |
| **Category** | **List of Items** |
| Parent Liaison | Salary; Benefits |
| Parent Communications | Paper; Printer, ink/toner, rental fees; Stamps; Printed materials/brochures that are outsourced |
| Parent Training/Events | Refreshments, handouts, activity supplies, printer and printing supplies, stipends for teachers as consultants, printed materials, consultants/author visits, computers/tablets |
| Parent/Teacher Conferences | Substitute teachers, stipends |
| Parent Center | Equipment, supplies |