**Belleview-Santos Elementary SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Mission Statement** *(Optional)*

Describe how the parent and family engagement plan is a shared responsibility.

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| The parent and family engagement plan is the shared responsibility of administration, leadership team, teachers, non-instructional staff, and parents. The plan is built around the feedback provided from the parent survey. Last year 125 parents responded to this survey and the information was ranked and shared with the School Advisory Council (SAC). The SAC committee then provided suggestions and input into this year’s plan. The SAC committee consists of parents, community members, and staff.  |

Describe how the parent and family engagement will assist in providing high quality instruction for all learners.

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| Parent and family engagement assists in providing high quality instruction for all learners by raising awareness of the expectations, standards, and demands of the learners. By raising awareness and understanding the diverse needs of our families we can broaden the learner’s circle of influence and support. Involved parents will increase the overall academic achievement, attendance, and the engagement of our learners.  |

**Engagement of Parents**

Describe how the school will engage 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.

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| Belleview-Santos engages parents through a monthly newsletter that is sent home and is placed on the school’s website. The SAC committee meets bi-monthly to review the Title 1 budget, how the funds are being allocated, and the impact it has on our learners. All parents are invited to attend these meetings and encouraged to review the School Improvement Plan. We are collaborating with Strong Fathers Strong Families to bring dads and families into the school. Belleview-Santos will have 4 Strong Fathers Strong Families events. One will be geared towards reading to support our school improvement goal 1, another for math supporting goal 2, a science night will support goal 3, and then an introduction event in the morning to explain the importance of parental engagement.  |

**Coordination and Integration with Other Federal Programs**

Describe (*in the table below*) how the school will coordinate with other federal programs and integrate parent and family engagement activities that teach parents how to help their child(ren) at home.

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| Title I Part A | Belleview-Santos receives Title 1 funds based on our free and reduced lunch counts and student allocations. These funds are used to provide supplemental instructional materials, personnel, technology, and family engagement opportunities. We encourage parents to visit the District Title I Mobile Resource van by making a Skylert phone call home and advertising it on the school’s website. The district and the school work in cooperation to schedule the Title 1 van to be available on our campus. The van is staffed by district Title 1 staff to assist parents in finding appropriate materials for themselves and their children. The school hosts Title 1 parent events at a variety of times to support parents and families with information and resources about the core curriculum to use at home.  |
| Title I Part C (Migrant) | The school coordinates and works with the District Migrant Liaison to provide programs and resources to select families. The school will have an ESOL paraprofessional or other bilingual staff at our Standard Nights to support the migrant population and offer additional supports.  |
| Title I Part D (Neglected & Delinquent) | [Enter text here or N/A] |
| Title II  | Teachers, staff, and leadership members participate in district and school professional development.  |
| Title III - ESOL | The administration coordinates with the Grants & Federal Programs and the ESOL Department to identify students in need of services and supports. ESOL paraprofessional units are allotted to Belleview-Santos to provide students with the appropriate academic support they need to progress in their learning and/or a second language. ESOL paraprofessionals serve the learners, families, and staff by providing necessary support for our ESOL learners.  |
| Title IV Part A | The administration, leadership team, and teachers ensure that all students have access to a well-rounded education in a safe learning environment. Teachers are provided with training opportunities to differentiate and meet the needs of all learners. The leadership team prints and provides parents with reports explaining their child’s academic levels in reading and math and resources they can use at home to support their child’s learning.  |
| Title IV Part B (21st CCLC) | [Enter text here or N/A] |
| Title IX Part C - Homeless | Every learner has the opportunity to an equal education in a safe place. Our school works with the social worker to make home visits to share information, obtain information, and speak to parents as needed. Learners are provided with any necessary supplies to be successful at school, as needed. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | The school guidance counselors and teachers refer parents with eligible students to the Home Instruction for Parents of Preschool Youngsters which is coordinated by the District Title I office.  |
| Individuals with Disabilities Education Act (IDEA) | The administration and leadership team coordinates with the ESE, Student Services Department to make sure learner’s needs are met and information is shared with parents. Parents are invited to attend problem solving team (PST) meetings to review their child’s progress and prepare for the next steps of instruction. Parents are also invited to attend their child’s IEP meeting. The teacher and guidance counselors work along with the parents to review the learner’s goals and implement a plan for any necessary changes in their curriculum. Quarterly progress reports are sent home updating parents on their child’s progress towards their goals.Teachers and staff will follow the Multi-Tiered System of Support (MTSS) to provide intervention to learners in the area of math and reading.  |
| Voluntary Pre-Kindergarten Program | The VPK program is operated at the District Title 1 offices and housed at area schools. The VPK program provides schools with written information, about registration which can be given to parents.  |

**Annual Parent Meeting** *(Stand Alone)*

Provide a description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program.

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| Belleview-Santos will hold the Annual Parent Informational Meeting on August 10th at 9:30am prior to orientation. The school will make parents aware through a school wide parent Skylert call, our website, and on Twitter. The Principal and Assistant Principal will develop an agenda, parent handouts, and creates a power point presentation. For any parents who are unable to attend or arrive late the information will be available in the front office and on the portal.  |

Provide a description of the nature of the Title I program that is shared with parents (school wide or targeted assistance).

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| During the annual Title 1 parent meeting the below topics will be discussed along with their rights as a title 1 parent.* What Title 1 does and how the federal funding supports the learning opportunities for all students.
* The goals of Title 1
* How Title 1 funds will be allocated and what the funds will support (i.e. Professional development, parent engagement, activities/resources, and academic supports, etc.)
* How title 1 supports parental engagement and how parents/families can be involved
* Parent and Family engagement opportunities at the school
* School Improvement Goals
* Home School Compact
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Provide a description of how the meeting will cover yearly progress, school choice, and the rights of parents.

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| Yearly progress is shared with parents and families at the first SAC meeting and made available on the school’s website. School choice information is shared by the district and the school through newsletters, Skylert phone calls home, and the district website.  |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

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| Belleview-Santos teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families. All parents are invited through information sent in our newsletters, Twitter, Skylert calls, and the school’s marquee. Conferences are held before or after school, with duty free time for the teachers to accommodate the needs of the parents. Conferences may also take place after hours by way of telephone*.* Two curriculum events will be offered in the morning at 6:45am before school and two curriculum events will be offered after school at 5:00pm. The School Advisory council will meet at 2:30pm and 6:00pm. **Classroom teachers will also hold conferences with our parents to discuss student assessment results, expectations, and goals for the upcoming school year. This will be documented through parent conference logs.**  |

Describe how will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.

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| There will be childcare available for each SAC meetings. During curriculum events there will be hands on activities for students. **The school’s assigned Social Worker and Social Worker assistant will make home visits on the school’s behalf to provide contact information for family and student services. In addition, childcare referrals for assistance are provided from the school Social Worker and/or School Counselor department.**  |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.

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| Belleview-Santos will build capacity by increasing the number of opportunities that parents have to learn strategies that will assist in their child’s education, as well as fun activities that improve school and community relations. Academics will be incorporated into every event. Aside from the core curriculum events like reading, writing, science, and math we will incorporate academic stations during the Safe Trick-or-Treat, Holiday Performance, and School Carnival.  |

Describe how the school will implement activities that will build relationships with the community to improve student achievement.

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| The school has reached out to local businesses to provide supports in the school. This will continue throughout the year. This summer Express Care of Belleview agreed to be our business partner and support learners, staff, and the needs of the school. On August 17th the Principal will be meeting with the local Rotary club and sharing information about how they can support student achievement. In August we will also meet with the Belleview Chamber of Commerce. |

Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).

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| Parents will be provided opportunities to attend curriculum events at the school that focus in the areas of reading/writing, math, science, and assessment. During these events, parents will receive samples of their child’s work, grade level resources to support their child at home with the standards, and information about how they can stay connected. Resources will be provided that are parent friendly and provide engaging opportunities for families to work together with their child or children. Curriculum specific events include the Reading/Writing family Thankful Breakfast, Science Exploration Night, and Math Game Pastry Breakfast. In addition to these events there will be a student led Conference Night where parents will also receive hands on learning materials to take home. Belleview-Santos will also host an assessment event to walk through the assessment expectations, do some practice problems together, and provide explanations that will broaden the families understanding of ways to demonstrate mastery of the Florida Standards. There will also be academic stations during the Meet Your Teacher orientation, Open House, Safe Halloween, and the School Carnival. Parents will be advised of these events through our school’s website, monthly newsletters, Skylert automated call, and the school’s marquee. Teacher will also use class dojo and/or e-mail lists to remind parents of upcoming engagement opportunities.  |

Describe how the school will provide other reasonable support for parent/family engagement activities.

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| Other supports will be offered for parents who are unable to attend the Title 1 events with available resource links through the school’s websites and printed flyers which will be sent home and available in the front office. Parents and families are always invited to volunteer in classrooms around the campus after completing a volunteer.  |

**Staff Development**

Provide a description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families.

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| Training will be offered to teachers by the student service manager and the guidance counselor during pre-planning week. Prior to any family engagement events teachers are provided information that will help the families feel like a valued contributor. Prior to the event the student services manager will provide the teachers with training on how to successfully implement student-led conferences.  |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners.

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| Teachers are expected to make a positive call to all parents within the first two weeks of school. Sample conversations and greetings are provided to the teachers. Teachers are expected to call parents back within 24 hours of a parent leaving a message. Best practices for communicating with parents are shared in staff newsletters.  |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.

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| Belleview-Santos will host many family engagement activities where staff will be provided with professional development and information to prepare them for events.  |

**Other Activities**

Describe other activities (ex: parent resource center) the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren).

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| * Each parent will receive a calendar of events which provides important dates for parent engagement throughout the school year.
* A Parent-School Compact will be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review this compact in discussions with parents concerning their child’s progress.
* District parent survey dates will be advertised on the school’s marquee, website and newsletters in a timely manner.
* Volunteer & Mentor Appreciation Program - At the beginning of the year (September) recruitment and training will be offered to potential volunteers and mentors by the Student Services Manager. At the end of the year (May) a breakfast will be held to celebrate their service and commitment by the administrative team. Teacher input surveys are collected in May to gauge the effectiveness of the program.
* The Title I Mobile Resource Van will visit the school campus 4 times during the school year. Notification of these Title I Resource Center visits will be sent out via newsletter, Skylert phone calls, and noted on the marquee, and the school’s website for all parents.
* Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the teacher checkout program.
* Home School Connection Newsletters will be sent home monthly and a link will be shared in the parent newsletter.
* School Carnival is a yearly community event that is held at the school for families and instructional personnel to foster positive interactions with our stakeholders and community. This will occur in May from 4:00pm-7:00pm.
* We are collaborating with Strong Fathers Strong Families to bring dads and families into the school. Belleview-Santos will have 4 Strong Fathers Strong Families events. One will be geared towards reading to support our school improvement goal 1 (February 2019), another for math supporting goal 2 (March 2019), a science night will support goal 3 (April 2019), and then an introduction event in the morning to explain the importance of parental engagement (January 2019).
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**Communication**

Describe how the school will provide timely information about the Title I programs.

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| Notice for all Title I meetings and events are sent home in a flyers format approximately two weeks prior to the meeting or event. This information is also shared through a Skylert phone call, the school’s website, hand-outs to parents in carline and/or extended day, and the monthly parent newsletter. During the annual meeting with parents in August, Belleview-Santos will provide parents with a calendar of all Title 1 events for the 2018-2019 school year. Parents will learn about the school-wide program, how to schedule parent teacher conferences, and opportunities for participation in decisions related to the education of their child. Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, class Dojo, and emails in an attempt to reach parents who do not or cannot participate. Home visits are provided by the school’s Social Worker and Social Worker Assistant. The complete PFEP will be posted on our website and a hard copy will be available in the office. School to home communications are available in English and Spanish. Translators are available for parent meetings or telephone calls to provide translation services to ensure that parents are able to fully participate in parent meetings and activities. If other languages are needed, our local Title I office will be contacted to assist with a translator. In addition, individual conferences and information on technology for accessing the parent portal and district curriculum website will be shared with parents. This provides individual help to parents who may need assistance to log-in and access the Parent Portal and district curriculum website to assist their child.  |

Describe how the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.

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| After the annual meeting the parents will visit the classrooms. The teacher will provide additional information on the subjects they teach, curriculum information, assessment information, and resources for how parents can help learners at home. The same information will be available in an informational packet in the front office for all parents unable to attend as well as on the school’s website. There will be additional reading, math, and science curriculum events and a Florida Standards Assessment (FSA) Night during the year. During these events leadership team members, teachers, and staff will explain curriculum and provide helpful resources on standards mastery. During the FSA Parent Night parents/families will be provided with the achievement levels and specific testing information related to the Florida Standards Assessment.  |

Describe how, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).

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| All parents are invited to attend a Parent Conference Night and encouraged to request additional conferences as needed. Parents are also invited to all Problem Solving Team meetings to discuss the next steps for their individual child as it related to academics and/or behavior. Parents are provided with a parent report three times a year sharing their child’s strength and areas for growth along with a list of suggested resources. These reports are sent home with the child and will be reviewed during parent conferences.  |

Describe how the school will submit parents/families comments if the school wide plan is not satisfactory to them.

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| Belleview-Santos welcomes parent feedback through parent/teacher conferences, meetings with the administration, and using a message/feedback sheet for parents that is located in the front office. Parents also provide feedback via the parent survey. There were 125 parent responses for the 17-18 school year. Based on these responses 90% of the parents feel the school offers a variety of ways to give feedback.  |

**Accessibility**

Provide a description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.

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| Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made. Communication is translated into the native language of families, as needed. ESOL translators are available to help meet the needs of Spanish-speaking parents. |

Provide a description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

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| The school informs parents of their child’s progress through many ways; * Progress reports with grades every 4 weeks.
* Weekly updates on the parent portal.
* Parent conference nights during the year where parents can sign up for times that are best for them
* Other parent conference in the morning, after school and phone conferences if needed
* iReady diagnostic parent reports are sent home and reviewed with students and parents

Communication can be translated into the native language of families, as needed. ESOL translators are available to help meet the needs of Spanish-speaking parents. |

**Discretionary Activities** *(Optional)*

Describe any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.).

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**Barriers**

Describe the barriers that hindered participation by parents during the previous school year.

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| Barriers that hindered the participation by parents during the 2017-2018 school year were available times of events for working families, transportation for some of the families who have learners that ride the bus, and language barriers.  |

Provide description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

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| Steps that Belleview-Santos will take to overcome the barriers:* Time/Transportation Barrier
	+ Offer events at various times and give parents 3 to 4 week notice of events, along with reminders as the event approaches.
	+ Provide an electronic copy of the resources for parents who are unable to attend and/or a printed copy as needed.
	+ Record the event and make it accessible from our school website. This will allow for parents with transportation barriers to be included in the event.
* Language Barriers
	+ All invitations and flyers will be sent home in English and Spanish
	+ During the event, a Spanish speaker will be available to translate.
	+ The guidance department will follow up with a phone call.
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