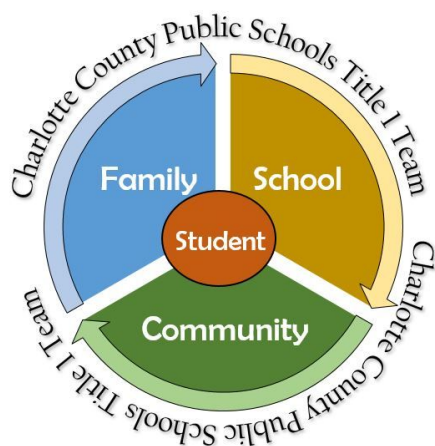


School Improvement and Parent & Family Engagement Plans



EAST ELEMENTARY

2018-2019

INSTRUCTIONS

1. Complete the following sections of the Parent & Family Engagement Plan (PFEP).
2. To be considered *complete* each section needs to have all the components included.
3. Upload to Google Doc **May 31, 2018**.

Evaluation of 2017-2018 School Year PFEP

BUILDING CAPACITY

Content & Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
Family Reading & Resource Center	Check with Karen		Increased interest and motivation for reading
Title I Annual Meeting/Eagle Extravaganza	1		Increased preparedness for school, increased family engagement
RTI	Check with Karisa		Increased achievement through specific learning strategies
Science Fair	1		Increased Science knowledge/scores

Read Across America/Dr. Seuss Celebration	1		Increased achievement and interest in reading
AR Reading Challenges	2		Increased motivation and achievement in reading
Storybook Parade	1		Increased achievement in reading, building connections between characters and text
Pre-K Home Visits	Check with Cheatham		Increased family engagement
District PFEP training	1		Increased family engagement
School PFEP Meetings	2		Increased family engagement
School Wide Spelling Bee	1		Increased family engagement and student achievement
Student Award Assemblies	4		Increased family engagement and student achievement

STAFF FAMILY ENGAGEMENT TRAINING SUMMARY

Content & Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
PFEP training	1		Increased family engagement
AFA/Para III meetings	10	15	Increased family engagement

Faculty Meetings	Check with Lori		Increased awareness of family engagement opportunities
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2018-2019

SCHOOL IMPROVEMENT PLAN GOALS

GOALS (anticipated in your 18-19 SIP)	How will this goal be communicated to families?	How will families support this goal?
Improved writing proficiency in all grades	Newsletter, SAC/PTO meetings, provide family writing workshop, sample writing rubrics sent home with homework assignments, SIP, school web page, Family Data Night presentation	Attend a family workshop focused on writing, review rubric attached to homework assignments, review writing data/scores entered into EDIS Family Portal, attend grade level Family Data Night
Increase student achievement of bottom 25% in Math	Newsletter, SAC/PTO meetings, letter sent home identifying these students and acknowledging additional intervention provided, SIP, Family Data Night presentation	Attend a family workshop focused on Math, use copy of Math Discourse talking points, encourage iReady Math usage at home, attend grade level Family Data Night
*additional goals entered as FSA data comes in		

PARENT & FAMILY ENGAGEMENT PLAN

ASSURANCES

- ✓ The parents of Title I students are involved in decisions about how Title I funds are spent.
- ✓ A description of how your school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
- ✓ The plan was jointly developed/ revised with parent and made available to the local community.
- ✓ The parents and families are involved in planning, reviewing and improving the schoolwide program.
- ✓ How the plan uses the findings of the parent and family engagement plan to review design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- ✓ The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- ✓ 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 teacher who is assigned out of field.
- ✓ The school will provide each family with an individualized student report about the performance of their child(ren) on State assessments. [ESEA section 1116]

Principal's Signature

Date Signed

MISSION STATEMENT

- ✓ The parent and family engagement plan is a shared responsibility.
- ✓ The parent and family engagement will assist in providing high quality instruction for all learners.

East Elementary will provide partnership opportunities for parents to be involved in the education of their child as we ensure an innovative environment that guarantees success to all learners.

INVOLVEMENT OF PARENTS

- ✓ The school will involve the parents and families in 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.

Parents are invited to serve on the SAC committee, SSP committee, PFEP Team (2 parents, 1 administrator, 1 AFA Para III, and 3 teachers), and Parent Teacher Organization (PTO). These groups meet several times, sometimes monthly, throughout the school year and work with the principal to review data and determine school needs, including the use of Title I funds. As members leave the PFEP team, new members will be recruited and trained. We have a volunteer program in which parents and community members are invited and encouraged to participate in student learning activities. Among these are classroom reading partners and the Family Reading & Resource Center.

March 23, 2018 was a PFEP training. We reviewed our PIP and wrote our action plan for the 2018-2019 agenda. Sign-in sheets and minutes will be maintained in the Title I Monitoring box.

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

- ✓ The school will coordinate and integrate parent and family engagement programs

and activities.

- ✓ The school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Program	Coordination
Family Literacy Nights	Administration, Media Specialist, Teachers, Support Staff, Volunteers
Science Night	Administration, Teachers, Support Staff, Volunteers, Community partners
Girls on the Run/5K	Club Sponsors (Teachers), Community Partners, Parents and “buddies”
AR Reading Challenges	Administration, Media Specialist, Literacy Committee
Read Across America/Dr. Seuss Celebration	Administration, Media Specialist, Teachers, Literacy Committee, AFA Para III, Community Readers
SAC Meetings	SAC Chair, Administration, SAC Members (Parents/Teachers)
Kindergarten Round Up/Red Day	Reading Coach, Lead Teacher, Administration, Community Partners (Keller Williams)
Family Reading & Resource Center	AFA/Para III
Title III	School Counselor
Title X	Homeless Liaison, Social Worker

ANNUAL PARENT MEETING

- ✓ 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.
- ✓ Description of the nature of the Title I program that is shared with parents (schoolwide or targeted assistance)
- ✓ Description of how the meeting will cover (AYP), school choice, and the rights of parents are covered at the annual meeting.

Activity/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
Title I Brochure	AFA/Para III	July 2018	Parent Survey
Publicity of Extravaganza Event	Family Engagement Committee	June 2018	Copy of flier, website, Parent Connect call, marquee
Committee Meetings	Assistant Principal	July 2018	Sign-in sheets
Title I Annual Meeting/Open House	Family Engagement Committee	July 2018	Agenda, sign-in sheets

FLEXIBLE PARENT MEETINGS

- ✓ How the school offer a flexible number of meetings, such as meetings in the morning or evening.
- ✓ How the school provides, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement. [ESEA Section 1116]

Parents provide feedback on scheduling through the annual parent meeting and annual parent survey. To be flexible, the PTO meets monthly with meetings scheduled on a rotating basis. Children are allowed to attend with their parents. The Family Reading & Resource Center is open 90 minutes before school begins, for those parents who need to get to work. Children are encouraged to attend with their parents. SAC meetings are held six times a year at various times to accommodate parents' schedules,

and children may come with their parents. Parent-teacher conferences are held before school, during teacher planning times, and after school.

BUILDING CAPACITY for 2018-2019

- ✓ The school will implement activities that will build the capacity for meaningful parent/family involvement.
- ✓ The school will implement activities that will build relationships with the community to improve student achievement.
- ✓ The school will provide materials and trainings to assist parents/families to work with their child(ren).
- ✓ The school will provide other reasonable support for parent/family engagement activities.

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Family Reading & Resource Center	AF/Para III	Increased interest and motivation for reading	Before school, 2x per week	Sign-in sheets Parent/Family Evaluation slips
Title I Annual Meeting/Eagle Extravaganza	Family Engagement committee members	Preparedness for school and increased family engagement	July 2018	Sign-in sheets Parent/Family Evaluation slips
TST Meetings w/ parents	School counselor, RtI Case managers, teachers, parents	Increased achievement through specific learning strategies/interventions	One day per week, all year	Graphs and forms with student data
Family Science Night	Committee, Teachers,	Increased Science	March 2019	Sign-in sheets, fliers, agenda

	Administration	knowledge; increased family/commu nity involvement		of activities Parent/Family Evaluation slips
Read Across America/Dr. Seuss Celebration	Literacy Committee	Increased interest in reading	March 2019	Sign-in sheets Parent/Family Evaluation slips
AR Reading Challenges (Wheel Deal, Turkey Trot, Sunshine State Young Readers)	Literacy Committee	Increased achievement in reading	All year/TBA	AR Data, record of prizes
Storybook Parade	Administration	Increased achievement in reading	October 2018	Raptor Log, AR record
PreK Home Visits	PreK Teacher, Headstart Director	Increased family engagement	Beginning and middle of year	Home visit form
District PFEP Training	PFEP Committee	Increased family engagement	May 2019	Sign-in sheet, agenda, minutes/PFEP plan
School PFEP Meetings	Administration , PFEP Committee	Increased family engagement	3x per year	Sign-in sheet, agenda, minutes, Parent/Family Evaluation slips
School wide Spelling Bee	Spelling Bee Committee	Increased family engagement, increased, student achievement	December 2018	Raptor Log; record of awards
Student Awards Assemblies	Administration , Teachers, secretary	Increased family engagement	End of each trimester	Raptor Log, record of awards

Midyear Data Nights	Administration , Teachers	Increased family engagement, increased student achievement, recognition	January 2019	Sign-in sheets, Grade level Powerpoints
Kindergarten Parent Meeting	Administration , Kindergarten Teachers, Reading Coach, Lead Teacher, AFA/Para III	Increased family engagement, increased student achievement	May 2019	Raptor log, sign-in sheets

STAFF DEVELOPMENT for 2018-2019

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

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
District PFEP	District Title I	Increased	May 2019	Sign-in sheets,

Training	Personnel	family engagement		PFEP Plan
AFA/Para III Meetings	District Title I Personnel	Capacity building for families	Monthly	Increased family engagement
Faculty Meetings	Administration , Lead Teacher, Reading Coach, School Counselor, School Psychologist, SRO	Increased awareness of family engagement opportunities	Select Tuesdays	Increased family engagement

OTHER ACTIVITIES

- ✓ Other activities, such as the 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). [ESEA Section 1116]

Our Title I AFA has a family-friendly room located just beyond our lobby door. It is open Wednesdays and Fridays before school. The AFA paraprofessional III maintains a database of participants. She provides helpful information for our families such as how to help children (toddlers and older) learn to love reading, how to organize family evenings, how to help children with math, and more.

On Wednesdays, our school social worker provides information to students, staff, and parents about community resources that support education. Documentation is maintained in the Title I monitoring box and FOCUS/EDIS portal.

COMMUNICATION

- ✓ The school will provide timely information about the Title I programs.
- ✓ 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.

- ✓ If parents request, 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).
- ✓ The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]

Monthly newsletters, website (includes teacher webpages), parent conferences, phone calls, midterm progress reports, and iReady reports, IEP meetings, Rti/TST meetings, LEP meetings, and attendance meetings.

Title I Annual Meeting/Eagle Extravaganza will be held July 2018 from 4:30-6:00pm. We invite community members, have opportunities for parent involvement, school information, as well as food and prizes. Dr. Carr will begin the evening providing Title I information to the parents via our closed circuit television/school news. The Parent Involvement Team will be meeting as needed to prepare for the Extravaganza and other parent involvement activities.

We have Title I brochures and binders in the front office and Family Reading & Resource Center to provide information throughout the year. Documentation is maintained in the Title I Monitoring box.

Grade level standards and assessment information is available on our school and district websites and is discussed at parent conferences at parent conferences and workshops.

ACCESSIBILITY

- ✓ Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.
- ✓ Describe 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.

A translator will be provided for ELL parents during meetings/parent conferences upon request and as is practical; utilize TransAct to translate written documents in

desired language; provide information to families of homeless children regarding school board's Homeless Advocate. A copy of the Parent Guide is sent to each family in English and Spanish and is located on the school and district website. Parent Institute weblink is available in English and Spanish on our school and district website. School information is sent home to families with disabilities who are unable to attend events or get to school to receive information. Office staff have a book of common Spanish words/phrases to assist families. Welcome packets are given to new families as they enroll, as well as a tour of the school and the Family Reading & Resource Center. Documentation is maintained in the Title I Monitoring box.

DISCRETIONARY ACTIVITIES (optional)

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

Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
Training parents to enhance involvement of other parents (section 118(E)(9))	PFEP Team Training	District Title I Personnel	Increased student scores	2018-2019
Maximizing parental involvement and participation in their child's education by arranging school meetings at a	Providing various times and service capabilities for parents to work with the school	CORE Team	Increased student scores	2018-2019

variety of times, or conducting in home conferences between teachers or other educators, who work directly with participating children with parents who are unable to attend those conferences at school (section 1118(E)(10))				
Adopting and implementing model approaches to improving parent involvement (section 118(E)11)	Title I Annual Meeting/Extravaganza	PFEP Committee	Increased student scores	July 2019
Dental Sealant Program	Health education and provision of services	Department of Health	Increased access to health services will increase student attendance	March 2019
Kiwanis Holiday Event and Provision of Books	Provide extrinsic reward and recognition of effort in reading	Kiwanis	Increased student motivation and achievement, increased community involvement	December 2019

BARRIERS

- ✓ Describe the barriers that hindered participation by parents during the previous school year.
- ✓ Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents /families of migratory children).

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Parent work schedules	Provide access to meetings/events during various times of day and/or weekend or via recordings	PFEP Committee, Administration	2018-2019
Access to resources	Communicate with community business partners and district services to provide information and resources to families	Social worker, school counselor, AFA Para III, Administration, Community partners	2018-2019