**D. Bozeman**

**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 Title I Annual Meeting will be held in August/September and all parents will be invited to attend. Flyers will be created and distributed on the first day of school informing parents of the meeting. The district will provide a powerpoint that includes all of the requirements of the law which will be shared at the meeting. Reminder notices will be sent out the day before the meeting and handouts as well as evaluations will be available at the meeting.

**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 are given the opportunity to complete a paper or online Title I Parent Survey. The results of the survey are tallied and shared with the faculty for their thoughts on ways to improve our PFEP for next year. An evaluation of the current PFEP is conducted during a SAC meeting. Based on the evaluation and survey results, revisions to the plan are made for the next school year. The plan will be reviewed during SAC meetings throughout the year to make revisions according to the changing needs of parents and the 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 a SAC meeting results from a comprehensive needs assessment are discussed. Strategies from the current 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)]?**

Parents will be provided opportunities in the decision making process through attending Open House, curriculum nights, FSA nights, Parent-Teacher Conferences, and SAC meetings. Information will also be distributed through, handbooks, compacts and newsletters. Suggestions made by 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)]?**

 Parents who are not satisfied with the school-wide plan will complete a form to be submitted with the plan to the district.

**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, Parent Portal Workshops, Curriculum Nights, FSA Workshops, Family Reading Night

**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)**

 Open House, Curriculum NIghts, Transition Meetings, Newsletters, Parent-Teacher Conferences, FSA NIghts, Kindergarten Round Up, Sixth Grade Orientation

**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)**

Parent-Teacher Conferences, Assessment Summary Sheets, Compacts, FSA Night, CST’s, FSA/MAP Informational Letters

**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 Meeting, Curriculum NIghts, FSA Nights, Open House, Newsletters

**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)**

 Parent Portal Trainings, Curriculum Nights, Transition Meetings, Kindergarten Round Up, ELA NIght

**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 | AM/PM |  |
| Sept/Oct | Open House | Classroom expectations, curriculum assessments, classroom routines | F, G | PM |  |
| Aug/Sept | 9th Grade Transition Parent Night | Curriculum, Assessments, Extra Curricular Activities, HIgh School Expectations | F, G, H, I, J | PM |  |
| Oct | Parent Portal and Technology Night | How to stay informed, how to update information, helpful technology sites | F, J | PM |  |
| Quarterly or more often | FSA Night | Expectations of FSA Assessment | H, I | PM |  |
| April | Kindergarten Round Up | Curriculum, Assessments, Summer Activities | F, G, H, I J | AM/PM |  |
| May | Sixth Grade Orientation | Curriculum, Assessments, Extra Curricular Activities, Middle School Expectations | F, G, H, I, J | AM |  |

 \*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 |  |
| Sept | Donuts for Dad | Attendance Awareness, Increase Parent Involvement | AM |  |
| Aug-May | School Newsletter | Explain school specific information | Newsletter |  |
| Aug-June | Parent LIaison | Serve as a liaison between parents and the school to encourage engagement and attendance.  | Available all day |  |
| May  | Muffins for Mom | Summer Reading Activities, Encourage Reading, Increase Parent Involvement | AM |  |

\*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 use materials provided by the district to present during pre-school and faculty meetings.

**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 Pre-K parents are invited to parenting and school events throughout the year that encourage and support parental involvement. The backpack program is used throughout the school year to provide food for Pre-K - 12th grade students in need.

**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 the results of our Spring Parent Surveys, parents are requesting help understanding how to utilize Parent Portal. They are also requesting help understanding Eureka Math and FSA Assessments. Last, parents are requesting information to help them when their children are transitioning from 5th grade to 6th grade and from 8th grade to 9th grade.

**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 Open House to sign up for a parent-teacher conference to complete a compact. For parents who do not sign up, teachers will make contact requesting a conference. A google doc will be made available for teachers to document conferences that have been held. Subs can be hired for conference days and teachers can be paid as consultants to hold conferences after school hours.

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

 Our school continually looks for and encourages businesses and organizations to partner with for many school and parent related activities and events. Our community-based organizations play a vital role in planning and supporting events such as Project Graduation, Fall Festival, College and Career Day and AG events and activities.

**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)]?**

 Parents will be encouraged to share positive testimonials with teachers, staff and administrators of how a teacher or staff member impacted them or made a difference. These “real life” scenarios can be used to demonstrate effective parent-teacher communication.

**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)]?**

Opportunities for parents to attend literacy trainings in the community will shared throughout the school year via newsletters and flyers.

**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)]?**

 Evening trainings and workshops will include refreshments or meals provided by the school. For example, tacos will be served at the Technology Workshop (Taco Technology NIght).

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

Room parents will attend trainings/room parent meetings to learn how to appropriately contact other parents and encourage them to volunteer for school wide activities and 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)]?**

Guidance Counselors, Social Workers and Parent Liaison often make home visits to discuss various topics related to the specific needs of the family.

**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 the Spring Parent Survey results, work schedule was listed as the top barrier to participation. We plan to offer morning and evening events to give every parent an opportunity to participate.

**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. Bilingual staff members assist with parent conferences and phone calls. Google Translate and staff members assist with this. Our new ADA approved website will translate all uploaded documents.

**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 Surveys responses, the majority of parents indicated that after school or evenings are the most convenient times for meetings. This will be taken into consideration when scheduling events.

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

Our school will strive to give parents at least a 2 weeks’ notice for all meetings and events. This will give parents an opportunity to save the date. Various means of communication will be used to relay this information to parents including but not limited to, newsletters, iris calls, website postings, flyers and dojo.

**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 and supplies |