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Title I Parent and Family Engagement Plan (PFEP) Approval –Jupiter Elementary School

1 message

Ernesto Lontoc <ernesto.lontoc@palmbeachschools.org>

Mon, Aug 26, 2019 at 11:12 AM

To: Katie Chrissinger <katie.chrissinger@palmbeachschools.org>

Cc: Nicole Daly <nicole.daly@palmbeachschools.org>, Megan Lee <megan.lee@palmbeachschools.org>

Good morning, Katie.

Congratulations!  Your submitted PFEP was reviewed and approved. We appreciate you for the great efforts that went through to timely completion of this requirement.

The next step is for you to:

- create, translate and distribute PFEP Summary to parents no later than **Friday, September 20, 2019**. You may refer to your PFEP Summary from last year.
- implement your staff training and parent training with fidelity and collect documentation.

Attached is the PFEP Summary Guide and PFEP Summary sample, in case you need them. I am also attaching the Verification of Distribution of the School PFEP Summary.

In the next couple of months, we will work together during school visits to address feedback provided in certain sections to strengthen your PFEP responses to create an exemplary PFEP. Please feel free to contact me if you have any questions/concerns.

Thank you for all that you do to support your teachers and families!

Ernesto

Ready. Set. GOAL: Implement Schoolwide Plan (SWP) effectively

Mr. Ernesto D. Lontoc

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**We are an "A"rated School District
2018-2019 School Year**

Mission Statement

Enter your Parent and Family Engagement mission statement below. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parental involvement program;
- Be written in parent friendly language;
- Inspire stakeholders to be involved and supportive of the program; and

Mission Statement
Jupiter Elementary School educators, parents, and community members strive to instill a positive foundation for our students in order to successfully develop the whole child. Additionally, our school strives to involve parents and families in their child's education with two way open communication, parent training, and resource support. We encourage all parents to actively participate in their student's achievement and family engagement activities. We are committed to involving parents, families and the community in shared decision making.

18-19 Parent Trainings

Using your parent training reflections, parent evaluations, and the Title I Family Engagement Survey results, evaluate how the parent and family trainings provided during the 2019-2020 school year built the capacity of families to help their children learn at home.

Parent Capacity Training 1

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were parents able to do as a result of the training? What was the impact on student achievement?
Parent Workshop: SIS	30	Parents gained information on more ways to communicate with the school and obtain information on their child.	Giving parents access to computers during the training.	Parents were able to access the portal to gain information about their child. We are an A rated school for FY19.

Parent Capacity Training 2

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were parents able to do as a result of the training? What was the impact on student achievement?
All Pro Dads	100	Fostering relationships between the father and child.	Vary the time of day to allow for more time, and more fathers to attend.	Opening up communication between father and child. We are an A rated school for FY19.

Parent Capacity Training 3

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were parents able to do as a result of the training? What was the impact on student achievement?

Academic Game Night	30	Parents learning engaging strategies to do at home with their child.	Advertise and incentives for attending.	Help their child at home in a fun and engaging way. We are an A rated school for FY19.
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18-19 Staff Trainings

Using your staff training evaluations and feedback to teachers on implementation of strategies taught in staff trainings, evaluate how the staff trainings provided during the 2019-2020 school year educated faculty and staff on the value of engaging families and on strategies designed to equip families to support learning at home.

Staff Training 1

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were teachers able to do as a result of the training? What was the impact on family engagement?
The 5 W's of Family Engagement	80	Teachers were provided a list of strategies to increase family engagement.	Gain prior input by grade level teachers on their needs.	Teachers were able to engage with families in a more productive way and more frequently. There was increase in number of parent attendance in training and meetings.

Staff Training 2

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were teachers able to do as a result of the training? What was the impact on family engagement?

Using SIS/Parent Link to Increase Family Engagement	80	Teachers learned ways they can use SIS to communicate with the families.	Access to computers during the training.	Teachers were able to communicate with parents utilizing the SIS Portal. There was increase in number of parent attendance in training and meetings.
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Involvement of Stakeholders

Describe how the school will engage stakeholders in the planning, review and implementation of Title I programs. Include decisions regarding how funds for parent and family engagement will be used.

Brief Narrative

List the name and title for each group member responsible for the development of the Parent and Family Engagement Plan and School- Parent Compact.	
Nicole Daly-Principal Katie Chrissinger-Assistant Principal Megan Lee - SSCC	
What are the procedures for selecting members of the group?	
JES invited all stakeholders of the community, SAC and PTO via invitations in multiple languages. A robo call was also made to families in multiple languages and flyer went home in multiple languages. The CLF was invited to assist with translations via headsets. Bilingual high school student volunteers were solicited to assist with signing in and filling out PFEF evaluations.	
How will input from stakeholders be documented?	
A PFEF input meeting was held to get input from all stakeholders. Input was documented via meeting minutes as well as the PFEF recording template. Parent engagement survey results were used as well as information from parent conferences. Parent input will be documented throughout the year through SAC meetings. A "Title I Update" will be a standing agenda item at our SAC meetings.	
How will stakeholders be involved in developing the plan?	
Stakeholders attended PFEF meeting and shared concerns and suggestions for improving Parent and Family engagement. Stakeholders and families will complete evaluations and surveys throughout the year. Parent feedback was documented in the recording template.	
How will Title I parent and family engagement funds be used?	
Title I parents and family engagement funds will be used to purchase supplies, refreshments, and for part time teachers during parent training.	

19-20 Staff Trainings

Describe the professional development trainings you will provide to build the capacity of teachers and other support personnel to effectively reach out to, communicate with, and work with families as equal partners in order to improve student achievement. Evidences include agendas, sign-ins, presentations or handouts, clear expectations for teachers, teacher feedback, administration's analysis of teacher feedback.

Staff Training 1

Name	Brief Description	Month of Training	Responsible Person(s)	What will teachers be able to do as a result of the training? What is the anticipated impact on family engagement?
Social and Emotional Learning	Staff will be trained using Kognito and the various approaches to support the social and emotional well-being of their students in order to maintain a positive home-school relationship and more engaged parents on student achievement.	August	Katie Chrissinger and Paola Riley	As a result of the training, teachers will be able to recognize emotional concerns and behavioral problems. The staff will be able to implement strategies to improve these issues. Family engagement will increase with the improved relationship between with the student, teacher, and family.

Staff Training 2

Name	Brief Description	Month of Training	Responsible Person(s)	What will teachers be able to do as a result of the training? What is the anticipated impact on family engagement?

Global Education	Staff will be trained on ways to create critical global thinkers. With the "global" perspective in mind, teachers will be able to train parents on the importance of supporting their students' talents, creativity, and interest at home will contribute to a broader understanding of concepts learned in the classroom.	October	Angela Gutierrez, Kathleen Frank, Heather Beacher, Katie Chrissinger, Nicole Daly, Megan Lee	As a result of the training, teachers will be able to instruct their students to research issues that have a global impact. Students will view these issues with various perspectives. Teachers, students, and families will create solutions to these problems and act on them. Family engagement will increase as we work together to resolve these issues while respecting each other's backgrounds.
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Annual Meeting

Families are invited to attend the Title I Annual Meeting to learn about the school's Title I programs and requirements. Describe the tasks the school will take to conduct an effective Annual Meeting. The meeting should be designed to inform parents about:

1. What it means to be a Title I School;
2. The school's Title I School-wide Plan;
3. Parent and Family Engagement (plan), including the School-Parent Compact;
4. Special Programs such as Migrant Education and McKinney Vento;
5. Parent's Right to Know; and
6. Other opportunities for parents.

Brief Narrative	
What is the date and time of the Annual Meeting?	
September 4th, 2019 5:00 at the Jupiter Elementary School Media Center	
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.)	
Stakeholders will be notified via Marquee, paper invitation, and Parent Link call, email, and text. All methods of communication will be in multiple languages.	
What resources do you plan to prepare for stakeholders?	
A Power Point will be used for the presentation. Other resources will also include invitations, handouts such as an agenda, copy of compact and PFEF summary; evaluations; sign in sheets. Personnel resources such as translators, volunteers, and childcare assistants will also be used for the meeting.	
What materials/supplies are needed for the Annual Meeting?	
Paper, pens, chart paper, computer and overhead projector are all needed for the Annual Meeting.	
How do you plan to reflect on the effectiveness of the Annual Meeting?	
Annual Meeting Evaluations will be used to reflect on next steps for our families. Once all evaluations are collected, stakeholders will review and synthesize the evaluations on October 4, 2019. We will use the feedback to update parent engagement activities when necessary.	

19-20 Parent Trainings

Describe the trainings you will offer families that will build their capacity to support learning at home to improve student academic achievement. Trainings must focus on skills that families can use to extend learning at home, support students in meeting challenging state standards, and monitor their child's academic progress. Evidences include the invitation, agenda, sign-in sheets, presentations, handouts, evidence of parent and family interaction, evaluations, and analysis of parent feedback.

*Be sure to indicate if refreshments will be purchased and list dollar amount. For example: Refreshments (\$175.00).

Parent and Family Training #1 (First Trimester/Semester)

Name	Brief Description of Training (Include the Hands-On Component of the Training)	What will parents be able to do as a result of this training? What is the anticipated impact on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials
All Pro Dads	Families will be learn strategies to become more involved in their child's social and emotional learning.	Fathers and guardians will learn strategies to become more involved in their child's social and emotional learning. Topics that reinforce character traits such as taking initiative, being positive, thankful, generous, honest, loyal, kind, how to persevere, and how to be a courageous up-stander will be covered. This will increase student achievement by developing the whole child and by teaching them how to overcome academic challenges and work well with others.	October 2019	Annmarie Embick	Paper, pencils, ink, refreshment (\$100)

Parent and Family Training #2 (First Trimester/Semester)

Name	Brief Description of Training (Include the Hands-On Component of the Training)	What will parents be able to do as a result of this training? What is the anticipated impact on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials
Parent Workshop on Learning Strategies	Parents will learn reading, math and science strategies to support their child's education at home.	Parents will be taught strategies to support their child's education. Topics will include homework, conferences, parenting tips, attendance, social and emotional support, behavioral information, and technology resources. This will support student achievement by increasing attendance and completion of homework.	September 2019	Inez Pena	Paper, pencils, ink, refreshment (\$100)

Parent and Family Training #3 (First Trimester/Semester)

Name	Brief Description of Training (Include the Hands-On Component of the Training)	What will parents be able to do as a result of this training? What is the anticipated impact on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials

Curriculum Night	Families will learn about grade level curriculum and the FSA. parents will work on sample ELA, math and science questions.	Parents and families will be given information on the curriculum for their child's grade level FSA. Information will also be shared with families. Teachers will share strategies that they can do at home to support the curriculum. Student achievement will increase because parents will learn ways to support the curriculum and prepare their child for the FSA.	March 2020	Katie Chrissinger	Paper, pencils, card stock, markers, crayons, refreshment (\$100)
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Coordination and Integration

Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities by identifying the three (3) most relevant agencies/organizations that tremendously **support your school's parent and family engagement goal** (for example: **Literacy Coalition, Multicultural Department, ESE Department, Migrant Education, Publix, Boynton Beach Fire Department**).

Partnership 1

Name of Agency	Brief Description of how Agency/Organization Supports Families	Documentation	Frequency
Primary Project	Primary Project is a school adjustment program that targets Kindergarten and First grade students and provides additional support to families. Students engage in unstructured play therapy.	Permission Slips, emails, thank you notes, photo of activity	Annually

Partnership 2

Name of Agency	Brief Description of how Agency/Organization Supports Families	Documentation	Frequency
Jupiter Orthodontics	Jupiter Orthodontics donates Home School Communication folders, clothing, car hangers for parent pick up, band aids for the clinic, and 3 Kindness Benches.	Business Partnership Agreement and photo of activity	Annually

Partnership 3

Name of Agency	Brief Description of how Agency/Organization Supports Families	Documentation	Frequency
Cross Ministries	Cross Ministries provides Nutrition in Knapsack (NIK) to our most needy families. The knapsacks are provided to families each Friday for the weekend.	Permission Slips, thank you notes, letter, and photo of activity	Annually

Communication

After reflecting on your 2019-2020 Title I Family Engagement Survey results, describe the process that your school will use to provide timely and easy to understand updates to parents and families on Title I programs, curriculum, assessments and student progress/proficiency level information. Evidences include agendas, sign-in sheets, minutes, evaluations, Edline screenshots, newsletters, translated letters, marquee photos, emails, text print-outs, phone call-out transmissions/scripts, and social media snapshots.

Key Points of Communication	
Describe how school will provide families with timely information about the Title I programs. Consider Title I programs such as tutoring, mentoring.	How will the school document that the information was shared?
The school will provide families with timely information about the Title I Programs (tutorials, parent trainings, family engagement nights, parent conferences, etc.) through the annual Title 1 Meeting, monthly SAC Meetings, Bimonthly Newsletter, flyers, and ParentLink robo calls, emails, and texts. All communication will be translated in multiple languages.	Invitation, sign-in sheets, agenda, handouts, evaluation, minutes, academic reports, conference notes, progress reports, photos of the activity
Describe how school will inform parents about the curriculum, forms of assessments used to measure student progress, and proficiency levels students are expected to meet.	How will the school document that the information was shared?
The school will inform parents about the curriculum, forms of assessments used to measure student progress, and proficiency levels students are expected to meet at the Curriculum Night event. This is an opportunity for parents to be informed about standards, expectations, and academic policies and procedures. Additionally, teachers are required to hold at least 2 parent conferences per year to share the information. Report cards and progress reports will be distributed throughout the year.	Invitation, sign-in sheets, agenda, handouts, evaluation, minutes, academic reports, conference notes, progress reports, photos of the activity
Describe how school will inform parents about opportunities to participate in decision making relating to the education of their children.	How will the school document that the information was shared?
Parents will have many opportunities to provide input and participate in the decision making process. All stakeholders will be invited to attend monthly PTO and SAC meetings via the monthly newsletter, marquee, invitational flyers, and Parent Link. Parents will be invited to attend conferences and annual meetings. Surveys will also be distributed to parents to solicit feedback and input.	Invitation, sign-in sheets, agenda, handouts, evaluation, minutes, academic reports, conference notes, progress reports, photos of the activity
Describe how the school will offer flexible time for meetings, training, activities, and events to remove barriers for attendance (i.e. childcare, transportation, home visits, etc).	How will the school document that the information was shared?
The school will offer flexible time for meetings, training, activities, and events to remove barriers for attendance by varying the days and times that meetings and workshops are held throughout the year. Parent workshops will be offered in the morning. SAC and PTO meetings will be held in the evening to accommodate all schedules.	Invitation, sign-in sheets, agenda, handouts, evaluation, minutes, academic reports, conference notes, progress reports, photos of the activity

Accessibility

It is important to address barriers that hinder families' participation in activities. After considering your 2017-2018 Title I Family Engagement Survey results and information gathered at your parent input meetings, describe how you ensure parents and families in the special categories below are able to fully participate in school meetings, trainings, activities, and events. Evidences may include translated letters, agendas, sign-in sheets, flyers, child care rosters, transportation logs, CLF/sign language facilitator timesheets, and parent evaluations.

*Keep in mind, this section describes **support provided to families** so they may participate in family engagement activities.

Brief Narrative	
Accommodations for parents and families with limited English proficiency	
In addition to providing communication in parents' native languages, our CLF is available to translate during parent conferences, meetings, and school wide events. Translation headsets are on site as well to assist the CLF in accommodating translation for a large group of parents.	
Accommodations for parents and families with disabilities (i.e. Hearing or vision impairment, physical limitations)	
We are an ADA approved facility. Our ESE Coordinator works closely with District Resources to provide additional support if needed for parents and families with disabilities.	
Accommodations for families engaged in migratory work	
Our ESOL guidance counselor and ELL Coordinator work closely with our migrant families to provide support so they may participate in family engagement activities. If more support is needed we will coordinate with the District's Multi-cultural Department.	
Accommodations for families experiencing homelessness	
Our Guidance Counselor is our McKinney Vento Contact and works closely with our homelessness families to provide them with resources and support. We will use information from the Student Housing Questionnaire.	

Other Activities

List other activities that are planned to strengthen parent and family engagement at your school. You may list additional parent and family trainings here. If you plan to offer refreshments, please indicate that in the description field along with the dollar amount.

Activity 1

Name of Activity	Brief Description
N/A	N/A

Activity 2

Name of Activity	Brief Description
N/A	N/A

Activity 3

Name of Activity	Brief Description
N/A	N/A