**Lynn Haven Elementary**

**19-20 Parent and Family Engagement Plan**

**Date Updated with SAC: 5/14/19 District Approved: 7/18/19**

**Dates Reviewed: District Reviewed:**

*The Parent and Family Engagement Plan (PFEP) must be jointly developed with parents 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)].*

**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 September in conjunction with Open House for the convenience of parents. The LEA will provide a PowerPoint that includes all the Title I requirements and school specific information will be added. The Power Point will be uploaded to the school’s website for all parents to access.*

**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 on-line Title I Spring 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 parent and the school*

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

*Once the FSA results are released, the SAC committee, comprised of parents, community members, teachers, administrators, and support staff, will meet to develop the School Improvement Plan using available data (FSA, MAP, attendance, behavior). All members are encouraged and provided the opportunity to give input. The plan will be reviewed by the LEA for their 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 are provided frequent opportunities to meet and/or provide suggestions regarding the school and educational process. Parent/Teacher meeting opportunities include Parent/Teacher Compact Conferences, Child Study Team Meetings, IEP Meetings, and parent/teacher conferences. Parents are provided opportunities for suggestions/input by completing event evaluation forms, School Climate Survey, Title I Annual Survey, and participation in SAC/PTO Meetings. Responses to suggestions will be made as soon as practicably possible.

**E. If the School Improvement 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 Improvement Plan will explain in writing and their comments will be submitted with the plan to the district.*

**2. BUILDING CAPACITY FOR INVOLVEMENT**

**In Table A, list the activities that will address topics F - J.**

**F. Assist parents in understanding:**

* **State academic standards;**
* **State and local academic assessments;**
* **requirements of Title I;**
* **monitoring a child’s progress; and**
* **work with educators to improve the achievement of their children [Section 1116(e)(1)]**

**G. Description and explanation of:**

* **Curriculum in use at the school [Section 1116(4)(B)]**

**H. Description and explanation of:**

* **Academic assessments used to measure student progress [Section 1116(4)(B)]?**

**I. Description and explanation of:**

* **Achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]**

**J. Provide materials and training to:**

* **help parents 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)]**  (LEA note: this includes Parent Portal training)

**Table A**

**Parent Training Opportunities**

**List all activities for requirements F through J and transition activities that involve parents.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Timeline** | **Title of**  **Training/Event** | **Topics** | **Letter of Topic**  **Addressed**  **(**F**,G,H,I,orJ)** | **Time**  **(AM or PM)** | **# of Parents**  **Attended\*** |
| Sept/Oct | Title I Annual Meeting | Requirements of Title I; details about resource room for parents/families; Parent Portal information | F | PM | 550 |
| November | FSA Information Night | Florida Standards, FSA specifications, available resources (fsassessments.org), curriculum, achievement levels | F, G, J | PM |  |
| Ongoing | Parent/teacher/student conferences | Current performance data (grades, FSA, MAP), curriculum and assessments, | F, G, H, I, J | Varies |  |
| February | Math/Science night | Math activities, resources | F, G, H | PM |  |
| April | Literacy celebration | Book fair, FSA testing strategies | F, J | AM/PM |  |
| April/May | Pre-K to Kindergarten Transition | Build continuity in curriculum, expectations, and experiences with transition activities and materials | G,H,I,J | AM/PM |  |
| Ongoing | Weekly Parent Portal Training | Parent portal features, technical assistance | F, 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 SIP | PM |  |
| Aug-May | School Newsletter | Provide School Specific Information month by month, including the school’s structure, SIP, curriculum, and character education curriculum | Home in backpacks |  |
| Sept | Dad’s Take Your Child to School Day | Encourage dads to get involved | AM |  |
| August | Creation of Parent Center | Resource center for parents/families | Open during school hours |  |
| October | Daddy Daughter/Mother Son dance | Parent/family involvement | 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)]?**

*Based on parents’ responses on the Spring Survey, 34% suggested that the faculty/staff could benefit from professional development that addresses communicating with parents. During pre-school in-service days, the Title I coordinator will review the results of the Spring Parent Survey with teachers and staff so they are aware of the best days and times for parent conferences and events, the methods of communication parents' prefer, and other input parents offered to improve parent engagement. This will be followed by training to address why communication is important and suggestions for what needs to be communicated to help engage parents in their child’s education. Teachers will be trained to use ClassDojo to communicate with parents and other means of communication for parents without access to technology.*

|  |  |  |
| --- | --- | --- |
| **Parent Engagement PD Topic** | **Date** | **Number of Attendees (complete after the event)** |
| *Reaching Out and Communicating with Parents* |  |  |
| *Parents as Equal Partners* |  |  |
| *Improving Parent/Teacher Conferences* |  |  |

**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)]?**

*Lynn Haven Elementary will coordinate with:*

* Department of Children and Families to provide Access assistance for parents
* Participate in the Voluntary Pre-School Program
* Title III to provide assistance with translation during events/meetings and translation of written correspondence
* Local churches who provide holiday meals, food backpacks for weekends and school breaks, clothing, school supplies
* Anchorage Children’s Home/Life Management Center - provide counseling services and Interventions for home
* Children’s Advocacy Center - provide resources and training
* Florida Therapy - provides student services on campus

**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 Survey, parents are requesting help (in order of most requests) with math, monitoring my child’s progress, and reading. To address these requests, Lynn Haven will hold parent workshops that focus on academic standards and assessments, instructional resources, math, and reading. Additionally, teachers will be provided with resources to conduct two conferences with families per year; one in the fall and one in the spring. A parent resource center will be created and training on Parent Portal will be offered weekly.*

**N.a. 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)]?**

*Lynn Haven has budgeted to have two parent-teacher conferences per year for every teacher on campus using Title 1 funds to either secure substitute teachers or to provide stipends for working after hours.*

**N.b. Middle and High Schools - How will the school distribute the school-parent-student compact?**

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

**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)]?**

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

**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)]?**

**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.)**

*Parents identified work schedules and childcare as their greatest barriers to participation. To overcome the work schedule barrier the school will offer family involvement activities at varying times of the day, from early morning to mid day to after school. We will be flexible in offering times for parent conferences, offering times during school hours and after hours. To address the childcare barrier, the school will encourage parents/families to bring children with them to school events; they should feel welcome to bring family members on campus for family events.*

**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 will be translated for our ELL families in the language(s) they understand. Google Translate and staff members will assist with this. Bilingual district staff members assist with conferences and phone calls.*

**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)]?**

*On the Spring Survey, parents stated that the best time for events are right after school and during the evenings, on Mondays and Wednesdays. This will be taken into consideration when planning events. When practical, the school will provide more than one date and time for school events to ensure more parents and family members can attend.*

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

*A minimum of 2 weeks’ notice will be our school policy. This will give parents an opportunity to save the date. The school website, Facebook page, paper notices, and IRIS alerts will be used to notify and remind parents about events to ensure the greatest participation.*

**Title I Expenditures Parent and Family Engagement**

|  |  |
| --- | --- |
| **Category, if applicable** | **List Expenditures** |
| Parent Liaison | Salary and benefits |
| PBIS para | Salary and benefits |
| Parent Communications | Postage, |
| Parent Training/Events | TBA |
| Parent/Teacher Conferences | Subs and stipends |
| Parent Center | Laptops; see above - parent communications |