

DRIFTWOOD ELEMENTARY SCHOOL
School-Level Parent and Family Engagement Plan (PFEP)
2019-2020

Mission Statement

Driftwood Elementary School's mission statement is to improve tomorrow by learning something new today. Driftwood Elementary strives to provide all students with educational opportunities that will enable each child to reach his or her potential through the cooperative efforts of the home, school and community.

Engagement of Parents and Families

Driftwood Elementary School will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

It is our goal to engage our parents in all aspects of the Title I programs. The School Advisory Committee (SAC) has the responsibility to develop, implement, and evaluate the school level plans, including the School Improvement Plan and Parent and Family Engagement Plan. More than 50 percent of members of SAC are parents (non-employee) representatives. Additionally, parents are given the opportunity to review the plan and offer input prior to approval. In order to develop the PFEP, all parents are given the opportunity to complete the Annual School Parent Survey which seeks input on activities, trainings and materials used to help their children. Results of parent surveys are reviewed by SAC to determine changes as needed. During the SAC meeting where SIP and PFEP are developed, parental input is used to determine how parental involvement funds will be used.

Coordination and Integration

Driftwood Elementary School will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home

Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e)(4)].

Count	Program	Coordination
1	Head Start	Head Start Pre-Kindergarten teachers will conduct at least two-home visits.
2	Individuals with Disabilities Education Act	Supplemental instructional support provided by Title I will be discussed during the development of the students IEP.

Annual Parent Meeting

Driftwood Elementary School will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline (Including frequency and duration)	Evidence of Effectiveness
1	Develop agenda, handouts, and PowerPoint Presentation on Title I program that addresses required information	Liaison	August	Copies of agenda, PowerPoint Presentation and handouts
2	Develop and disseminate invitations	Liaison	August	Flyers with date of dissemination
3	Create and send a Parent-Link with annual meeting date	Liaison	August	Parent-Link Report
4	Advertise/publicize Annual Public Meeting	Liaison	August	Sign-in sheets for meeting and individual classrooms

Flexible Parent Meetings

Driftwood Elementary School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].

Driftwood Elementary School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and explain the parent's right to be involved. The Title I annual meeting will be conducted on approximately the third week of school. The meeting will be held in the evening in accordance with the responses selected by parents through the Annual Parent

Survey. This meeting will be conducted before the school's annual Open House, to increase participation, as well as ease the need for parents to return to school for multiple meetings. Additional parent meetings will be scheduled at a time that is convenient for parents with flexible scheduling to increase parental involvement. SAC meetings are scheduled before school on the second Tuesday of the month. This meeting is held in conjunction with the monthly Coffee with the Principal. The meetings are scheduled in order to accommodate parents work schedules and to avoid parents need to return for multiple meetings.

Additionally, the Parent Resource area will be open every school day from 7:30 – 3:00 pm and during school activities for parents to pick up materials. The principal will continue to work with the parent liaison to create flexible schedules and ensure that meetings are convenient for parents. The parent liaison will continue to maintain records of parent participation in events.

Building Capacity

Driftwood Elementary School will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Open House/ Title I Annual Meeting	Principal/ Support team/ Classroom teachers/ Title I Liaison	Parental involvement increases student achievement	August	Sign-in sheets, handouts, agenda and presentation materials	"Parental involvement in schools." Child Trends. Available at: https://www.childtrends.org/?indicators=parental-involvement-in-schools Publication Date: Sep.16, 2018
Title I Bus	Assistant Principal/ Title I Liaison	Provide parents with information of community resources and educational activities for the students	August	Sign-in sheets, handouts, games/ activities	Guide for Engaging ELL Families: 20 Strategies for School Leaders Encouraging and Sustaining ELL Parent

					<p>Engagement</p> <p>By <u>Lydia Breiseth, Kristina Robertson, Susan Lafond</u> (2015), http://www.colorincolorado.org/article/encouraging-and-sustaining-ell-parent-engagement</p>
Curriculum Night	Classroom teachers	Content specific sessions provide parents information on grade level proficiency, and strategies that can be used at home. These sessions all provide information on standards and assessments.	November	Sign-in sheets, handouts, agenda and presentation on materials.	<p><u>Sheldon, S. B., & Jung, S. B. (2015). <i>Parent Involvement and Children's Academic and Social Development in Elementary School</i>. Johns Hopkins University, School of Education.</u></p>
Chili's, Panda Express, CPK, McDonalds, Italian dinner, Publix Math Family Nights	Assistant Principal/PTO /Math Coach	Parental involvement increases student achievement.	October, November, January, February	Sign-in sheets, handouts, agenda and presentation on materials	<p>'Fostering Family engagement through Shared Leadership in the District, Schools, and Community" by Martinez, Patricia; Wizer-Vecchi, Joshua Voices in Urban Education 2016, no. 44 p6-13</p>
Discussion of Grade Level Expectations, and Assessments during individual conferences scheduled individually with parents (flexible times)	Classroom Teachers	Teachers will conduct individual conferences in which students' progress, as well as grade level expectations, standards, and assessment results will be discussed.	August- May	At least 2 conference forms are filed in students' cumulative folder in the front office.	<p>http://www.fldoe.org/core/fileparse.php/5663/urlt/UnderFSARpt19.pdf</p> <p>This document help our teacher explain to the parents important information about the FSA testing.</p>

Staff Training

Driftwood Elementary School will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, 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 schools [Section 1116(e)(3)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Professional Learning Community: Integrating Curriculum Effectively	PLC members	Improve the ability of staff to integrate science and social studies curriculum effectively with each other, and parents, to guide instruction and promote academic success for students.	August - May	PLC and team meeting notes, handouts, parent evaluation form.	Facilitating Teacher Teams and Authentic PLCs: The Human Side of Leading People, Protocols, and Practices by <u>Daniel R. Venables</u> Dec 19, 2017
Interpreting BAS – MSV data form to effectively plan instruction.	Literacy Coach	Improve the ability of staff to use BAS – MSV data in planning for small group instruction.	August-May	Student performance	The Fountas & Pinnell Literacy Continuum, Expanded Edition: A Tool for Assessment, Planning, and Teaching, PreK-8 by Irene Fountas and Gay Su Pinnell Jul 26, 2016

Other Activities

Driftwood Elementary School will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].

A Parent Resource Area is located in the school's front office and maintained by the parent liaison. Materials such as: free Parenting magazine, Title I handbooks, the School Wide Parental Involvement Plan, and the School Improvement Plan. We also post flyers on all upcoming Parent Training throughout the county. The Guidance Department provide additional resources regarding service available to parents. The school monthly Newsletter which includes a calendar listing of upcoming events and meetings scheduled for the month. Flyers in multiple languages are also sent home announcing SAC meetings, Parent Conferences, Curriculum Night, as well as activities with our Community Partners. Emails and Phone-Links are also sent for these activities.

Parents are also encouraged to participate in our Volunteer Program, helping in classrooms, in student productions, field day, and class trips. We will also develop volunteer "parent Navigators" which will assist new families transitioning to our school. These individuals will assist in helping newcomers adjust to the school culture. Parent volunteers will also be trained in ways to help with reading and other academic areas during the volunteer orientation.

Parents will also have the opportunity to attend a curriculum night where they will receive materials and resources to use with their children at home.

Communication

Driftwood Elementary School will provide parents of participating children the following [Section 1116(c)(4)]:

- *Timely information about programs under this part [Section 1116(c)(4)(A)];*
- *A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(c)(4)(B)];*
- *If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and*
- *If the school-wide program plan under Section 1114 (b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

The Annual Title I meeting is held each August/September in conjunction with the Driftwood Elementary Open House. During this general meeting, information regarding Title I programs, curriculum and standards, academic assessments. Parents will learn about the school wide program, scheduling parent-teacher conferences, and whom have not already received their Parent Handbooks

will receive additional copies that will be reviewed during the meeting. The annual meeting will also include a summary of the PFEP and information on where to locate it as well as the SIP. Upon the conclusion of the general meeting, parents will be invited to their child's classroom to meet the staff. During classroom visits, teacher will provide additional information on their subjects of instruction, standards, assessment plans and how parents can help at home. Informational packets containing all the material shared will be sent home for all parents unable to attend. If a parent should be unsatisfied with the school-wide program plan under Section 1114(b)(2) they will be given an opportunity to provide comments to the Administration, who will forward concerns to the Cadre Director. The school will also update and maintain the Driftwood Elementary Website, Facebook, and Twitter accounts to provide updated school events and schedules.

Accessibility

Driftwood Elementary School will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].

Student agendas are the best means of communication about school-wide activities. Students are required to have their agendas signed on a daily basis. Forms or flyers that are sent home announce SAC meetings, Parent-Conference, Curriculum Night and Community Partner activities in multiple languages. Parents receive emails and Phone Links as reminders of all upcoming activities. With many staff members that are bilingual communications with parents in Creole and Spanish. Written communication will be provided for parents in English, Spanish and Haitian Creole. Translators will be available at all parent meetings and in the school offices to ensure the parents are able to participate fully. The LEA will ensure that an individual is available to provide those services in Spanish or Haitian Creole. The LEA and school personnel will run a Language Survey Report to determine any needs that have changed based on the population we serve.

The school is fully handicapped accessible.

School-Parent Compact

As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the

development of the compact.

Adoption

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on (03/12/19) and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2019.



Signature of Principal



Date



SAC Chairperson



Date