

Port Malabar Elementary **2017-2018 Parent and Family Engagement Plan (PFEP)**

I, Cindy D. Whalin, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers and ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Port Malabar Family Engagement Mission Statement

In partnership with parents, children, school personnel, and community, we at Port Malabar Elementary accept as our mission the development of the total child in an atmosphere that fosters intellectual, social, and emotional growth. This growth will be achieved by providing innovative opportunities for success which will instill pride, responsibility, and positive self-worth. Our commitment to this mission will result in contributing productive citizens in our changing world.

Assurances:

- Families of children served in Title I, Part A are involved in decisions about how Title I, Part A funds are spent.
- Families are provided with a description of how the school will carry out the programs, activities, and procedures intended to provide them with educational engagement opportunities in accordance with the definitions in Section 8101 of ESEA
- Families are involved in planning, reviewing and improving the school-wide program plan throughout the year.
- The Parent and Family Engagement Plan (PFEP) was jointly developed/revised with families and made available to the local community.
- Findings from surveys and collected feedback from families are used to identify and design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- 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 out of field.
- 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 provide each family with an individualized student report about the performance of their child(ren) on the State assessments. [ESSA Section 1116]

Involvement of Families:

Port Malabar encourages parents to become involved in the planning, review, and improvement of our programs. We have a very successful volunteer program, with a large amount of parental involvement. Parents are encouraged to participate in the School Advisory Council(SAC) and Parent Teacher Organization, which both play a role in our Title 1 programs. The need for parent participation is advertised each year via emails, flyers home, school marquee, and word of mouth. This year, we are continuing the use of Blackboard

Connect as a means to send text message alerts and emails to families and staff. Parents who are interested in participating choose an area they are interested in (i.e. School Advisory Council, PTO Fundraising, etc.) Elections for board members are held in May of the previous school year for PTO, and during the first meeting in August for SAC. All elections take place in a public forum, in which all stakeholders are invited to attend. Parents who participate in the SAC assist in the development, revision, and review of the School Improvement Plan, the Parent Involvement Plan, and the School-Parent-Student Compact. Parents also contribute to the development of our programs by providing feedback through the Annual Needs Assessment Survey, Title 1 Parent Involvement Survey, District Client Survey, and numerous exit-slip evaluations given during school-wide activities. This feedback is used in the planning and developing of future programs.

Coordination and Integration with Other Federal Programs:

Port Malabar coordinates and integrates with multiple parent involvement programs. These programs and activities teach families how to help their child(ren) at home. In May, Title One coordinates an event called Kindergarten Round-up. This is where all area VPK, preschool programs and families with incoming Kindergarten students are invited to come familiarize themselves with the school. They also meet the teachers and staff and tour the campus. A Kindergarten teacher models ways to check for comprehension while reading aloud to a child. The parents are also given materials and games to help their child with the transition into Kindergarten. Title I continues the collaboration efforts with public preschools throughout the year by inviting them to all family involvement events and opportunities at the school.

Title I also works collaboratively with the Title III program (Language Instruction for English Learners) and staff to address the needs of our English Language Learners and families. Title I staff works with the ESOL staff to ensure documents are translated for families in need of this service. A bilingual teacher is also present at each parent involvement activity to translate if needed.

Title 1 works collaboratively with ESE staff to address the exceptional needs of students and families without duplicating services (IDEA). Title II (Improving Teacher Quality): Port Malabar has a strong Mentoring and Teacher Induction Program, spear-headed by our Assistant Principal. We also have several Peer Coaches (Reading, Writing, & Math) who work collaboratively with teachers to assist them in improving instruction. High quality professional development opportunities are offered throughout the year during Faculty Meetings, and designated Professional Development Days. The Title 1 Team and the ESE Team often work together to provide professional development to teachers, as well as parent trainings, to help support our ESE students.

Another program Title I works closely with is the federally funded Head Start program. The Head Start program provides comprehensive child development services to predominately economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. Head Start promotes school readiness by enhancing the social, cognitive, and emotional development of preschool children, through the provision of educational, health, nutritional, social and other services to enrolled children and families.

Lastly, Title I partners with Title IX (Homeless) program to assist students in transition by setting up transportation, providing supplies and parent support, and setting up tutoring through the District office.

Annual Parent Meeting:

The first step when conducting the Annual Title I Meeting is to inform the parents of the meeting. This is done through flyers, school newsletter, Synvoice, and text messaging. At the meeting, a PowerPoint presentation is shown that includes information about the Title I program such as Parents' Rights, School Accountability, and current school grade and how it was calculated. Staff is available to answer any questions about the program. After the meeting, all information that was covered is uploaded to the school website for accessibility,

in all grade levels. The variety of materials allows parents to meet their child's academic needs at any level for greater success in the classroom.

In efforts to provide families with ongoing academic support and parenting tips, Port Malabar sends home a variety of publications monthly. One of those publications is our Building Readers newsletter which is distributed school-wide. This newsletter is designed to give parents quick, useful strategies they can use to work on reading at home. We also have publications that are designed specifically for different age groups. Our Early Years publication is sent home to our Head Start, Kindergarten, and first grade families. These publications help insure academic success by giving parents strategies for healthy transitions between school and home, offer ideas and methods to make learning fun, and even gives families fun activities to try that are themed for that particular month. Middle Years is a newsletter that is designed specifically for our parents of sixth grade students. Sixth grade is a year where students, once again, have to deal with transitions. Parents can help with these transitions by using strategies detailed in the articles. Academic success in the middle school years lies a great deal with parental support and guidance. This publication is a great resource for those families.

At the first of every month, Port Malabar sends home its own newsletter that is specific to the needs of our Port Malabar families.

Staff Development:

Best Practices in Parent Conferencing: Teachers and staff will receive training on how to increase attendance of parent conferences and communicate effectively with parents.

Importance of Family & Community Involvement Training: Teachers and staff will receive training on the benefits of working with families, as well as ways to increase parent involvement better ways to communicate with families.

Mentoring Program: New teachers will receive training on building relationships with families, utilizing Edline efficiently to keep parents informed, and using homework effectively.

Title 1 Contact Meetings: Contact will receive information and strategies to increase parent involvement and correlate activities to student achievement.

Business Partner Training: Business Partner Coordinator will attend district training to learn effective strategies for forming business partnerships that will assist the school to increase student achievement.

SAC & SIP Team trainings: SAC chair will learn effective strategies for increasing student achievement & developing required SIP plan. Strategies will be shared with SAC team.

Families in Poverty Training: Teachers and staff members will receive training on strategies to use to better communicate and serve our families living in poverty.

Other Activities:

During each Parent Involvement event, training is also available to parents in the computer lab to help utilize resources such as EdLine and web-based activities and resources.

A Parent Resource Center is available for parents Monday-Friday. This resource provides parents with curricular materials to check-out and use at home to help improve academic achievement.

Staff members participate in our Family Involvement Committee. This committee, comprised of teachers, parents, and support staff, works to plan many of the Family Involvement activities throughout the school year.

Parents are also encouraged to participate in various volunteer opportunities throughout the year. These include: Book Fair, School fundraisers, Vision & Hearing Screenings, Picture Days, Tree Decorating, and volunteering in and around the school. The school also holds various Spirit Nights at local businesses, which help to build community relationships, as well as raise funds for the school.

Whenever possible, an exit survey is given to participants to complete after each Parent Involvement event. This information, as well as feedback from the Annual Parent Survey is reviewed with the Family Involvement Committee as well as the SAC Committee. As a team, we reflect on the feedback to determine effectiveness and further need. Copies of all surveys/feedback are kept on file by the Title 1 Coordinator, and referred to throughout the year for further planning.

Communication:

All members of the Title 1 team will participate in our Title 1 Annual Meeting. The meeting will be held in conjunction with the school Open House. Parents will be provided with information regarding the school's Title 1 program including: Title 1 requirements, upcoming Title 1 activities, and parents' rights. Title 1 staff will also be available for a question & answer session at the end of the Annual Meeting. Success will be measured based on attendance and evaluation forms completed by parents in attendance.

All Title 1 required documents will also be back-packed home to all families. Attendance rosters will be printed each time a required document is sent home. Teachers will sign off on the roster, verifying each student received the information. Rosters will be kept on file by the Title 1 Coordinator. The principal and Title 1 Coordinator will also sign-off on a form verifying documentation was made available to all families. Information will be available in the front office as well as the school newsletter, school website, and PeachJar/BPS Mobile App.

During Open House and during parent conferences, parents will receive detailed information regarding the school curriculum, state standards, academic assessment information, and proficiency levels expected of their child(ren).

All feedback collected through parent surveys and evaluations will be used to improve future programs, and will be submitted to the district office.

Accessibility:

Port Malabar utilizes the following methods to ensure communication of important information to all families: school website; school and classroom newsletters; flyers; marque displays; Synervoice; text messages; emails; PeachJar; student planners

Port Malabar provides, to the extent practical, information to parents in the native language. Teachers and staff who are fluent in other languages are readily available to assist our non-English speaking families. ESOL teachers participate in parent conferences as needed and are available to translate during parent involvement activities. A list of non-English speaking families is kept on file. This list is referenced each time pertinent information is sent home, so that a translated copy is sent as well.

Port Malabar will also provide special accommodations for parents or students with special needs as requested. The school will, to the extent practicable, provide full opportunities for the participation of parents with disabilities and parents of homeless and migratory children.

Barriers:

Through our parent survey, we were able to identify barriers that hindered participation by parents. One of these barriers included low attendance of our ESOL families. In order to overcome this barrier, we will work closely with our ESOL department to offer more options for non-English speaking families. This includes having fellowship hour for those families an hour prior to our events. This encourages multiple non-English families to interact and build relationships. We will also offer a person to go be a guide to the families during the event to interpret information being given in English.

Another barrier we found was that families would not stay the full length of our night events since our hours span the length of dinner time. After meeting with our Parent-Teacher Organization, we decided to plan our night events in a "Break-out Session" format. Allowing parents to come later or leave earlier and choose the activities they wanted and needed for their families.

Cindy D. What

Signature of Principal

11/7/17

Date signed