

**2018-2019**

**Nocatee Elementary School**

**Parent and Family Engagement Plan (PFEP)**

**Assurances**

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school shall submit parent comments with the such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)].

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**Signature of Principal or Designee**

**Date Signed**

# Parent and Family Engagement Statement

## Engagement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

### Response:

**Nocatee Elementary School believes it is very important to involve parents in all Title I programs. The SAC will be very involved in developing our School Improvement Plan. Our school's Parental Involvement Committee meets to discuss, revise, and adopt our Parent and Family Engagement Plan. The SAC will be comprised of over 50% of our non-school employee parents. A SAC meeting will be held in the Fall where the SIP will be discussed. Parent input will be received and accepted. The SAC will also have input on how Title I funds will be used at Nocatee Elementary School to enhance student achievement. Title I and Parent and Family Engagement will be a regular agenda item at SAC and Faculty/Staff meetings, with any comments or input from parents and families recorded. A parent resource link will be on the district website for parental use.**

## Coordination and Integration

Describe how the 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(a)(2)(D) and 1116(e)(4)].

Program	Coordination
Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers, administrators, and parent family engagement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district.
Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program.
Title III	Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
Title IX- Homeless & Title 1, Part A- Homeless	Student Services coordinates with Title 1 Part A and Title IX to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title IX also funds a homeless advocate for homeless students.
Title 1, Part A & Title II	Provide professional development for staff to partner with parents.

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116(c)(1)].

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Hold the Title I Parent Meeting	Jermaine Andrews	September/October	Copies of Handouts & PowerPoint
Advertise/Publicize Title I Parent Meeting	Jermaine Andrews	September/October	Flyer Sent Home to Parents/Social Media
Develop Agenda/Sign-In Sheets	Parent Involvement Committee	September/October	Completed Meeting Agenda/Sign-In Sheets

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1116(c)(2)].

### Response:

The administration, faculty, and staff of Nocatee Elementary School understand and recognize the importance of parental involvement. Our school schedules a quarterly Parent/Teacher Conference Week after each progress report. These conferences can be scheduled before, during, or after school to ensure all parents can attend regardless of work schedules. Computers are available from 7:00 a.m. to 4:30 p.m. Monday-Friday for parent use to look up student information such as grades. Parents may also bring their child in after school to work on academic computer programs such as Khan Academy. Childcare and transportation will be provided to targeted parents when necessary. Parental Involvement meetings, activities, and trainings will be held before, during, and after school. Our school social worker, teachers (if needed), & guidance counselor available for home visits.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1116(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1116(e)(14)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	Jermaine Andrews	Student achievement may increase due to better parental understanding of the curriculum and how to access resources for themselves and their children.	September/October	Invitations, Parent Sign-In Sheets, Agenda
Parental Involvement Meetings for Targeted Groups	Jermaine Andrews & Curriculum Leaders	Content specific parent meetings will be held to promote academic subject areas.	Throughout the School Year	Invitations, Parent Sign-In Sheets, Copies of Materials Used During Meetings
Parent-Teacher Conference Week	Classroom Teachers	Teachers will discuss the child's assessment results, grades, expectations, and goals for the year.	Every Quarter	Teacher Logs, Compact Agreements, and Parent Sign-In Sheets
Literacy Nights	Jermaine Andrews & Nicole Rice	Individual reading, math, and science stations will be set up to engage students and parents.	Every Quarter	Parent Sign-In Sheets, Increased Student Achievement
Science Day	Classroom Teachers	Teachers will plan science activities for students and parents to participate in.	Spring	Parent Sign-In Sheets, Increased Student Achievement
Student Leadership Council-Discuss and Plan PFEP Activities and Opportunities	Jermaine Andrews, Victoria Meredith, & Classroom Teachers	Increased leadership and excellence in character exhibited by students.	Throughout the School Year	Develop Positive Character Traits

## Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, and in how to 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	Evidence of Effectiveness
Curriculum Leaders' Meetings	Jermaine Andrews	Curriculum Leaders serve as the liaison for each grade level/department and is trained on how to foster effective communication with parents.	Bi-Weekly	Improved communication with parents
Faculty/Staff Meetings	Jermaine Andrews & Victoria Meredith	Faculty/Staff is trained on how to communicate regularly and respectfully with parents to increase student achievement and social-emotional development.	Bi-Weekly	Improved communication with parents
Individual Teacher Meetings with Administration	Jermaine Andrews & Victoria Meredith	Teachers are trained on how to foster positive relationships with parents to build and maintain a strong home-school connection.	Weekly	Improved communication with parents
A-Team Meetings	Jermaine Andrews	The A-Team serves as the school's leadership team and is trained on how to provide support services for families within special needs.	Weekly	Improved communication with parents

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1116 (e)(4)].

### Response:

**Nocatee Elementary School encourages parents to use available computers from 7:00 a.m. to 4:30 p.m. Monday-Friday to look up student information such as grades. Parents may also work on academic computer programs such as Khan Academy. Our office staff understands the importance of meeting parents in a friendly, professional manner. A Spanish speaking employee is stationed at the front desk for our Hispanic parents. Parents can also use our school website to gain valuable information regarding our school's activities. Parent/Teacher Conference Week is scheduled four times per year to discuss each child's academic achievement. A parent resource center is available for parents to find information and support.**

## Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [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 [Section 1116(c)(4)(C)]; and
- If the school-wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1116(c)(5)].

### Response:

**Nocatee Elementary School hosts an Annual Title I Meeting in the Fall to present information regarding the Title I Program. Assessment and school performance data is also provided at this meeting. An Open House is held in the Fall which allows parents to receive bus, lunch, and dress code information. Parent/Teacher conferences are provided for parents to receive information on class curriculum, assessment plans, and strategies to help their children at home, as well as sign the Parent Compact. Sign-In Sheets are used to document these activities. For parents who are unable to attend the Open House, packets are provided which include the same information. Teachers will also have a face-to-face compact statement meeting with each parent outlining the student's expectations, the parent's expectations, and the teacher's expectations for all parties to sign. These signed compact statements will be kept for documentation. Kindergarten students have take-home folders to keep parents informed of daily assignments and 1<sup>st</sup> through 5<sup>th</sup> grade students use planners for this purpose. The school and district website provides valuable information for parents and the Parent Portal allows parents to check grades, attendance, discipline, missing assignments, etc. for their child. A school Facebook page and app is provided to keep parents informed.**

## Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

### Response:

**The PFEP is summarized in a brochure that is printed in English and Spanish. The brochure outlines the major components of the district's and school's policies regarding parental involvement. A copy of the entire plan will be available upon request. All written communication will be provided in both English and Spanish. We will have interpreters available for all parent meetings, in the front office, and at parent conferences in order to ensure parents are able to completely understand all information provided to them. Automated calls will also go out in English and Spanish. A variety of parental involvement activities will be planned to ensure that**

**each parent has ample opportunity to participate. To provide full access and opportunities for all, school reports and informational letters from the school and/or district will be provided in the child's home language to the greatest extent possible. All parental involvement activities are held in handicapped accessible areas. Staff members and district support personnel will be available to assist parents with disabilities (i.e., visual, physical, deaf, etc.). The school's Facebook page and app provides information about school activities and events.**

### **Parent-School Compact-Send District Office a copy of your Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

## Evaluation of the previous year's Parental Involvement Plan

### Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents and families to help their children academic achievement [Section 1116 (e)(1-2)]. Include participation data on the Title I annual meeting.

<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
Title I Annual Meeting	1	30	Student achievement may increase due to better parental understanding of the curriculum and how to access resources for themselves and their children.
Literacy Nights	2	80	Student achievement may increase due to literacy activities that parents and students complete together.



## Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116(e)(3)].

<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
District Parental Involvement/Family Engagement Taskforce Meeting	1	4	Provides information regarding parental involvement which could positively affect student achievement.
Faculty/Staff Learning Meetings	10	All Teachers	Faculty/Staff is trained on how to communicate regularly and respectfully with parents to increase student achievement and social-emotional development.
Individual Teacher Meetings with Administration	22	All Teachers	Teachers are trained on how to foster positive relationships with parents to build and maintain a strong home-school connection.

## Barriers

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116(a)(2)(D)(i)].

<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Limited English Proficiency (ESOL)	Provide Spanish interpreters when needed or for all materials.
Economical Concerns (All Groups)	Provide Title I funds for family needs such as gas and food, as needed.
The Interest Level of Each Event (All Groups)	Survey parents to find the likelihood of attending the events, use post-surveys, and use student data to drive events.
The Time of Events (All Groups)	Create flexible times, offer childcare, and provide transportation to families, as needed.