

17-18

Palm Bay Elementary Parent and Family Engagement Plan

1. Parent and Family Engagement Plan

a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?

The school has an active Panther-Parent Involvement Team. The school principal will meet with P-PIT to gain ideas for active, meaningful parent engagement with the school. Those suggestions will be used in a survey to all parents and the suggestions with the highest positive responses will be included in the plan. The PFEP will be reviewed by the P-PIT and presented for additional input at the Annual Meeting.

Documentation:

P-PIT minutes
Survey Results
PFEP

b. Based on the needs identified by parents in the Title I Parent Spring Survey, what changes, if any are being made to the strategies/activities in this Parent and Family Engagement Plan?

Since this is our first year as a school, there was no spring survey. Since we did a fall survey, those results will be used to develop new strategies and activities.

Documentation:

l.a

c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.

The P-PIT identified communication with parents as the biggest issue facing them in their previous schools. Lack of communication was a key factor in their decision to enter the charter school lottery. Therefore, communication goals will be part of the PFEP.

Documentation:

Newsletters, emails, flyers, DOJO reports

d. How will the school distribute to parents and family members of participating students the Parent and Family Engagement Plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand?

The district will create a summary of the PFEP to be sent to parents, both in English and Spanish. The plan summary will be posted to the PB website and distributed to parents via email.

Documentation:

Copy of summary and email.

e. How will the school make the Parent and Family Engagement Plan available for the local community and update it periodically to meet the changing needs of parents and the school?

The plan will be available in the school office (Purple Title I Notebook) and via the Palm Bay website. The plan will be a regular part of P-PIT meetings and updates will be made accordingly. The P-PIT will also review activity evaluations for future plans.

Documentation:
Agendas-Minutes

2. Policy Involvement

a. Title I Annual Meeting – Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation in Title I, how the funds are used, that the school is required to have parents involved in planning, reviewing, and improving the Parent and Family Engagement Plan and in the development of the School Improvement Plan, and that all parents have the right to be involved.

List the timeline, person(s) responsible, and steps the school will take to plan/prepare for the annual meeting.

Timeline	Action Step	Person(s) Responsible
Nov	Meet with P-PIT to discuss Title I meeting	Willis
Nov	P-PIT will advertise meeting	P-Pit Board
Day Before	Reminder notification to parents via FB and DOJO	Phillips/Richey
Meeting Day	Prep for meeting info and presentation	Willis
Follow-up	Follow up on any additional input	Willis

Documentation: PPT, sign-in sheet, screenshots

Number of participants:

b. How will the school ensure that a flexible number of meetings, such as meetings in the morning or evening are offered to accommodate parents’ schedules?

The P-PIT will determine meeting days/times. They plan to vary days of the week and times for general meetings for all parents. The P-PIT will survey parents for the best meeting times.

Documentation: Survey results

c. How will the school involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of the Parent and Family Engagement Plan and the joint development of the School-wide Program Plan?

Committee Name	Frequency of Meetings	Method of Recruiting Parents	Documentation

Panther-Parent Involvement Team	Quarterly General meetings. Monthly P-PIT board meetings	DOJO announcements FB posts Personal emails from admins	Screenshots Sign-sheets Minutes
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d. What process will the school follow to ensure parents are given timely information about parent activities and programs?

The school makes active use of “school story” on DOJO since the majority of parents are signed up and prefer communication on their phones via this method. Notices will go out a minimum of 7 days prior to any and all meetings, activities, and parent involvement events.

e. What opportunities/methods will the school use to describe and explain to parents the:

- curriculum to be used,
- forms of academic assessments used to measure student progress
- achievement levels of the State academic standards that students are expected to obtain

These items will be discussed at conferences, Open House, and at our Parents Night Out. Parents Night Out is a mini-conference for parents to learn strategies for assisting student learning for their children.

f. If requested by parents, list other opportunities the school provides for parents to meet regularly to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

Activity Name	Frequency	Documentation
Conference Days	January-March	Individual Teacher Agendas
IEP Meetings	ON-going	Calendar

g. If the School-wide Program Plan is not satisfactory to the parents of participating students, what process will the school use to submit any parent comments on the plan to the district?

If parents find the plan to be less than satisfactory, parents will be requested to submit issues and concerns via email to the school administration and to cc: Genia Robinson at the district Title I office.

3. Building Capacity for Involvement

a. List the activities planned that will assist parents in the understanding of such topics as the Florida State Standards, FSA, MAP and other state and local assessments, use of Parent Portal, how to monitor a child’s progress and work with educators to improve the achievement of their children.

Also, list the activities planned that will provide materials and trainings to assist parent/families to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy).

Elementary must include their planned pre-k to k transition activities.

Timeline	Name of Activity	Topic(s) Covered	Person(s) Responsible	# of attendees
January	Bingo for Books	Parent Portal, DOJO	Parent Liaison	
February	Parents Night Out	FSA, Data, Activities for assistance to students	P-PIT, Parent Liaison	
March	Principal’s Breakfast	Spring Survey, Plan Input	Willis, Parent Liaison	
May	Transition Days	Expectations for MS, K	Willis	

Documentation: Screenshots, notifications, sign-in sheets, copy of handouts and evaluations.

b. How will the school educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents,

- **in the value and utility of contributions of parents**
- **in how to reach out to, communicate with, and work with parents as equal partners**
- **in implementing and coordinating parent/family programs, and in building ties between parents/families and the schools**

The school admins will provide faculty/staff training on positive parent communication and relationship

building. The admins will attend training to further their own knowledge. *PLC Days *Para Training
*Customer Relations Training

Documentation: Agendas, Sign-in Sheets, handouts

Number of participants:

c. To the extent feasible and appropriate, how will the school coordinate and integrate parent involvement programs and activities with other federal, state and/or local programs, including public pre-school programs.

School personnel will provide translation for conferences with ELL parents via Title III support. Parents of students supported by IDEA will have a specific session offered during Parents Night Out. The school will join with DCF for presentations during Parents Night Out. The parents of pre-school children will be included in school activities.

Documentation:

Notification screenshots, PNO agendas

d. List any other activities, such as the parent resource center, the school will conduct to encourage and support parents and families to participate more fully in the education of their children?

Name of Activity	Person(s) Responsible
Donuts for Dads	Parent Liaison
Muffins for Moms	Parent Liaison
Awards Day	Dillinger
Parent Liaison Supervision	Lovett

Documentation: Notifications, screenshots, sign-in sheets

e. What process will the school follow to ensure that all information related to school and parent/family programs, meetings, school reports, and other activities is sent to the parents of participating children in a format and, to the extent practicable in a language the parent can understand?

The parent liaison, and/or sponsoring adult, will ensure the translation via Spanish speaking faculty/staff or through the use of Google Translator.

Documentation:

Copies of translated materials.

f. List, as requested by parents, other reasonable supports for parental involvement activities.

Parents have requested such things as: Award activities, Panther PRIDE student of the month, a family dance activity. The school will provide these activities, as feasible, to further parent involvement.

Documentation:

4. Accessibility

a. What process will the school follow to disseminate to each family in a timely manner a notice concerning their right to request information on the professional qualifications of the classroom teacher and paraprofessional?

The district will provide the Right to Know Letter to disseminate as Students register throughout the year.

Documentation:

Copy of letter

b. What process will the school follow to 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 payroll clerk will inform the district and the school administration when a class has been taught by a substitute or a teacher who does not meet certification for the subjects being taught. The administration will assure that parents are notified of such condition in a timely manner in writing and sent home via backpacks. Students new to the school will receive a copy of the letter if enrolled in those classes.

Documentation: Copy of OOF letters

c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?

Parents will be provided a copy of state assessment scores via hand delivery if they do not use Parent Portal. Parents will be encouraged to use the Portal and/or stop by the school for a hard copy report.

Documentation:

Written attestation of delivery procedure.

d. Elementary only – How will the school ensure that parent-teacher conferences are held for individual students at least annually, during which the compact is discussed?

Teachers will be offered a sub for one parent conference day during January-March. Teachers who complete 100% of compacts will be given a gift card. The school Admin Team will monitor completion rates.

Documentation: Google Docs

5. Discretionary Activities (optional)

a. If needed, how will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

b. If needed, how will the school provide necessary literacy training from funds received if the

LEA has exhausted all other reasonable available sources of funding for such training?

c. If needed and/or not discussed in other areas within this plan, how will the school pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions?

Childcare will be provided for Parents Night Out participants. In addition, refreshments and meals will be offered to encourage attendance if the activity happens during meal time.

d. If needed, how will the school train parents to enhance the involvement of other parents?

e. If needed, how will the school arrange to conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation?

School personnel will conduct home visits, as needed.

f. If needed, how will the school adopt and implement model approaches to improving parental involvement?

