



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2017-2018

(Lacoochee Elementary)

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed on by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

What is Required:

Assurances: We will:

- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- Use at least 1% of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- Involve parents in the planning, review, and improvement of the Title I program.
- Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- Coordinate with other federal and state programs, including preschool programs.
- Provide information in a format and language parents can understand, and offer information in other languages as feasible.

Principal: _____

Date: _____

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EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:

1. **Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.**

Describe the method in which parents were involved	Parents were interviewed
Date of meeting to gather parent input for Comprehensive Needs Assessment	May 2017
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	May and June 2017

**Evidence of the input gathered and how it was/will be used should be available at the school site.*

2. **Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.**

How were parents invited to develop or revise the compact?	The compact wasn't revised
Date of parent meeting to develop or revise the compact	September 2017
What communication methods will be used between teachers & parents as well as school & parents?	Teachers, parents, and the school will communicate via school planner, phone calls/text messages,, flyers sent home, social media (Twitter, Facebook, Instagram, and school websites), conferences, and other planned school events.
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	Teachers will schedule conferences with parents during the first quarter. They will keep records via conference forms. They will have parents sign the parent compact and submit to the office.

**A parent signed copy of the compact should be submitted to the Title I office as evidence of implementation.*

**Evidence of the input gathered and how it was/will be used should be available at the school site.*

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3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

What information is provided at the meeting? How are parents notified of the meeting?	Definition of Title I, school grade, review of the parent compact and community out-reach. Parents were notified of the meeting on social media, email, flyer, and School Connects phone call.
Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	August 31, 21017 (6:00-7:30) The annual Title 1 meeting was included with our Open House.
How do parents who are not able to attend receive information from the meeting?	Hard copies are also available in the front office.
How are parents informed of their rights?	Parents will be informed of their rights during the Title 1 Parent meeting and they will receive written notice.

4. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title III-ESOL	ELL Instructional Assistant and ELL Resource Teacher
Title IV-Homeless	The school social worker supports our SIT
Preschool Programs	Head Start and Pre K
IDEA/ ESE	ESE Support Facilitators (2)
Migrant/Homeless	Parent Involvement Coordinator
Other	

5. Use at least 1% of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

Minimum allocation	\$1500.00	\$
Explain how these funds will be used this school year	Title 1 funds will be used to cover the expenses of materials, supplies and food items needed for parent trainings and family events.	
How are parents involved in deciding this?	Input from SAC and key stakeholders.	

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How will you document parent input?	SAC minutes
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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

Building Capacity of Parents		How will this impact Student Achievement?	Tentative Date/Time <small>Are they flexible?</small>	Check all that apply.				How will this support learning at home?
Title/Topic of Event				Transportation	Meal Refreshments	Childcare	Translation	
Curriculum Areas								
Achievement Levels, Expectations and Assessments								
Progress Monitoring	Conference nights	Through regular communication our families and staff will be more knowledgeable about progress that is being made and ways to support each other.	Determined by families and teachers				x	As needed for students and families
Other Activities	Weekly English Classes	Parents will have the basic tools to support their children	Every Monday					Parents will have the basic tools to support their children
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.		The information will be posted on our school website and social media accounts. Teachers will send home information. We will hold quarterly parent teacher conference nights. Report cards and progress reports will be sent home every 9 weeks and 4.5 weeks.						
How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?		We will evaluate the family events by monitoring attendance and exit surveys. We will also talk to key stakeholders to solicit their feedback.						
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.		We are fortunate to multiple staff members on campus who are bilingual. These staff will be the first that will be asked to participate. If all members are off campus we will use the district translation service. All materials will be translated prior to the events.						
What are the barriers for parents to attend workshops/events and how do you overcome these?		Some of the barriers include transportation, negative school interactions, and younger children at home. We will promote positive interactions with staff and families. We will also offer childcare at events when if needed. We will work to create a community feeling and find ways to allow all families to feel comfortable on campus.						
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)		We are offering events both during the school day and evenings to allow for multiple work schedules. When needed, LES will provide child care or activities for younger children.						

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How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	We will utilize our student services teams to provide out reach or home visits to families who need special access.
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**These events should be included on the Data Collection Sheet for School Events.*

7. Utilize strategies to ensure meaningful Communication

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school	Monthly newsletters will be sent home to families. We will also use phone calls, text messages, emails, website updates, posters, and marquee advertisements as other means of communication
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8. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>

9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

<u>Location of Resource Center/Area</u>	<u>Person responsible for monitoring and updating Resource Center/Area</u>	<u>List a sampling of materials made available in the Resource Center/Area</u>
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Front Office & Guidance Area	Parent Involvement Coordinator	Title 1 School Compact, Eureka Math Homework Helpers, IRLA resources, community resources
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10. Evaluation of the 2016-2017 Plan:

- Data Collection Sheet for School Events submitted to Title I. Date of submission: _____
- Compliance items submitted to the Title I office. Date of notice of completion: _____
- N/A – not a Title I school in 2016-2017

Principal: _____

Date: _____

PFEP's are due to the Title I office by September 1, 2017.

**Copies should be placed on the school website as well as in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

**A "Family Friendly" version of this plan should be distributed to families and submitted to the Title I office.*