

Sherwood Elementary School **2018-2019 Parent and Family Engagement Plan (PFEP)**

I, **Karen Ivery**, 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.

Sherwood Elementary School, in partnership with the community and families, we will strive to provide a rigorous and nurturing learning environment which fosters respect, responsibility, and safety.

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:

- **List and describe** how the school will involve stakeholders (families, community members, school staff) in an organized, ongoing, and timely manner, in the planning, implementation, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used and the creation of school improvement plans (SIP) and comprehensive needs assessments (CNA). [ESSA Section 1116]
 - Describe how decision-making opportunities were designed to reach all families and local community members.
 - What strategies were used to increase family and community engagement in decision-making.

Sherwood Elementary School believes in involving parents in all parts of its Title I programs. Sherwood encourages parents to become involved in planning, review, and improvement of our programs. Parent participation in our School Advisory Council (SAC) is essential to our continued improvement and success. All parents are invited to be in the SAC committee and to attend all meetings. All parents receive an invitation to participate at the Title 1 Annual meeting, by Blackboard Connect phone as well as email and flyers sent home with students, and included in the school calendar. Monthly SAC meetings are held the third Thursday of every month at 2:45 pm in our conference center. Our computer lab is available for students while parents attend these important meetings. All families are welcome and encouraged to become active members in SAC and asked to provide meaningful input into the development of all plans related to school improvement. The SAC committee provides input into the development, implementation, and evaluation of the following: the School Improvement Plan (SIP), the Title I Parent and Family Engagement Plan (PFEP), the Title I Teacher/Parent/Student Compact, the use of Title I funds reserved for parent involvement, and the school budget. The committee participates in reviewing and adjusting where needed. Minutes from each SAC meeting will be made available to all parents online or parents may request a copy in the front office. For the 2018-2019 PFEP, all parents were given surveys in August 2018 seeking their input on activities and training they needed to help their child. Results of parent surveys were reviewed by the SAC to determine parental needs and any needed changes. Parents contribute to the development and review of programs by completing Annual Needs Assessment Surveys, Title I Parent Involvement Survey, and various surveys given during school-wide activities. This feedback is used in the planning and development of future programs, activities, and /or events. Parents will be notified that the entire PFEP can be viewed on the school website or a copy will be given upon request at the front office.

Sherwood informs and encourages all parents of the engagement opportunities and parent trainings at the District office as well as on campus. The parents are informed through emails as well as on our school and district website of the upcoming programs and conferences that are available to them. Title I, ELL teachers and classroom teachers make sure that all information going home is translated when necessary. All parent and family activities that teach families how to help their children at home have been planned using feedback from parents and families from the previous year. All parent responses are evaluated to determine the success of the Title I program or to suggest revisions that can be made to improve the workshop and/or Title I program. The results of all evaluations will be used for future planning.

Coordination and Integration with Other Federal Programs:

- How will the school coordinate and integrate parent and family engagement programs and activities?
- How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? [ESSA Section 1116]

Sherwood teachers, including Title I teachers, will encourage and support parents to attend events at Sherwood by sending information by way of flyers, in school newsletters, on the monthly calendar, through email, as well as through Blackboard Connect voice call and text. The Title I office will work with teachers and parents to coordinate engaging events that will support the families at home in working with their children as well as engage them in opportunities to communicate and work with their children. These events will not only assist

parents in understanding how to work with their children, but also provide them resources to use at home.

Title IX	Sherwood informs parents of Brevard District homeless liaisons to make certain students in transition receive appropriate services.
Head Start	Sherwood provides a Head Start program for three and four-year old children. This program supports child development services to predominately economically disadvantaged children and families, through the provision of educational health, nutritional, social, and other services to enrolled students and families.
Title III Part D-Edline	Teachers will use Edline as a communication tool between school and home. Support will be offered for parents.
Title II Part A- Professional Development	The district provides professional development. Sherwood's faculty and leaders will be utilized to support the professional development needs of the staff as it relates to parent involvement and working effectively with parents. Brevard Public Schools Title I Office will provide support and monitor the implementation of the training.
After Care Program	After Care staff help encourage families to stay for afternoon/evening events upon picking up their child/ren.
Title III-ESOL	The school's ESOL assistant encourages and supports ESOL families with translation and software to assist understanding of events.
Students on IEP through Individuals with Disabilities Education Ace (IDEA)	Sherwood faculty encourages and supports families of children with an IEP to attend school events through sending home newsletters and flyers, and by making phone calls home. Teachers and parents of students with exceptionalities may use FDLRS for diagnostic and instructional support services.

Annual Parent Meeting:

- Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I program.
- A description of the nature of the school-wide Title I program that is shared with parents.
- A description of how the meeting will cover the rights of parents
- A description of how Florida School Grades are calculated and the 2017 School Grade achieved by the school. A useful tool to use for this purpose is the School Grade Overview : <http://schoolgrades.fl DOE.org/pdf/1617/SchoolGradesOverview17.pdf>

Sherwood Elementary offers two Annual Meetings (one for grades K-2 and one for grades 3-6). These meetings are conducted via a Power Point presentation by the Title I team, the Literacy Coach, and the school's Administration Team. Title I will create flyers to advertise the annual meeting, place information in the bi-weekly newsletter, and coordinate a Blackboard Connect message home to families. An agenda and slide presentation, through the District, will be developed to help disseminate information about our Title I program to our families. Families will be asked to sign in and complete a parent survey about the information given. The Annual Meeting presentation provides information on the meaning and goals of Title I, Title I program requirements, Title I funding, school grade, School Improvement Plan goals, educational standards, testing, parent and family engagement, School-Parent Compact, parent's right to know, and the school and parent partnership. Copies of all documentation will be filed in the appropriate place and housed in the Title I office.

Flexible Parent Meetings:

How will the school offer a flexible number of meetings, such as meetings in the morning, afternoon or evening?

- How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement? [ESSA Section 1116]

Sherwood Elementary embraces the importance of parental involvement and therefore offers a variety of meetings at convenient times for parents to attend throughout the school year. We have scheduled our SAC meetings for Thursday afternoons at 2:45 to support family schedules. Activities and events are listed in Sherwood's calendar which families receive at the beginning of the school year, on the bi-weekly school newsletter, Sherwood's website, through email and by flyers sent home with students.

Building Capacity:

- How will the school implement activities that will build the capacity for meaningful parent/family involvement?
- How will the school implement activities that will build relationships with the community in order to improve student achievement?
- How the school will provide materials and trainings to assist parents/families to work with their child(ren)?
- How the school will provide other reasonable support for parent/family engagement activities? [ESSA Section 1116]
- What strategies were used to increase family and community engagement in decision-making?

Sherwood Elementary offers several events that support parent/family involvement. These include: Dad's Take Your Child to School Day to promote the importance of dads and the role they play in their children's learning, Science Fair Family Night which provides support to parents with preparing Science Fair projects, Math Family Night where parents are engaged in Math activities with the children and teachers, Hour of Code in which parents learn coding technology with their children, a Family Literacy Night where parents and children enjoy activities promoting literature together and learn information regarding i-Ready and i-Ready target goals for their children. Parents and their children will participate in Student led conferences during the second semester. ENHS program for 6th grade students that meeting academic requirements for the program, and a 6th grade promotion ceremony These events assist parents in understanding how to work with their children, and also provide them resources to use at home. Other events are offered where parents are able to interact and engage with their children in a non-academic setting and/or receive important information about their children's upcoming school year. These events include: Kindergarten Boo Hoo Breakfast, Dad's Take Your Child to School Day, Scholastic Book Fairs, Mother/Son Date Night, Spaghetti Dinner, Father/Daughter Dance, Bunny Bingo, PreK & Kindergarten Mother's Day Tea, Pre-K Celebration, To promote family and community engagement Sherwood invites families and community members through a variety of methods such as email, phone calls, flyers, newsletters, school website and social media. Several surveys were presented early in the school year to increase parent and family's ability to participate in the decision making strategies for Sherwood Elementary throughout the year. This

spring, through the SAC, Sherwood will present to our community members new decisions that will offer their input towards decision making and strategies for our upcoming school year.

Staff Development:

- Provide a description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families, **in the value and utility of contributions of parents/families?**
- Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in how to reach out to, communicate with, and work with parents/families as equal partners?**
- Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in implementing and coordinating parent/family programs, and in building ties between parents/families and the school?** [ESSA Section 1116]

Sherwood Elementary believes strongly in the importance of parental involvement and will provide the professional development needed for this support. This year's staff development included strategies to support families living in poverty. Teachers were taught and given tools on Emotional Self-Regulation. These tools will be helpful for teaching social/emotional skills. Mrs. Knight provided staff development training to all staff members for students who have experienced trauma during pre-planning.

Other Activities:

- How other activities, such as a parent resource center, the school will conduct will encourage and support parents and families in more meaningful engagement in the education of their child(ren)? [ESSA Section 1116]

Sherwood faculty and staff encourage and support parents in fully participating in the education of their child, and may direct parent/s to a Title I teacher, Literacy Coach or other teacher leaders for help or support. The support will provide activities at the request of the parent. Success will be measured by the Title I Parent Survey. Sherwood's Parent Survey results show many parents chose email as the best means of communication. Through the results of our survey, Sherwood has increased the use of the email portion of the all family communication tools on Blackboard Connect, Edline, and Peachjar. Our teachers will use Edline as a parent communication tool. Each grade level or teacher will create and maintain an Edline page. Updates will be weekly for the school year. Edline teacher training and parent training will be held as needed. Title I will maintain the documentation. Head Start staff will conduct Home Visits to introduce the Head Start program.

Communication:

- How the school will provide timely information about the Title I programs?
- How the school will describe and explain the curriculum at each grade level, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?
- How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?
- How the school will submit parent/families comments if the school-wide plan is not satisfactory to them? [ESSA Section 1116]
- How will the school ensure that PFEP, SIP, CNA and other documents are shared with community stakeholders?

Sherwood Elementary provides information about Title I programs, educational programs, Florida Standards and assessments that determine student performance at the Title I Annual meeting, during parent conferences, on the school website, and/or anytime by parent request. During Open House at the beginning of the school year, our classroom teachers share information about the curriculum and academic assessments. During this time, teachers explain the grade level curriculum and the Florida State Standards, and conference scheduling. Teachers use sign-in sheets and a copy of this documentation is kept with Title I. During the Title I Annual Meeting, a district power-point is shared with parents/families introducing Administration and Title I Contact. Administration explains the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet. Sherwood's status with the Differentiated Accountability Model and FSA data is shared at this meeting. Parents have the opportunity to ask questions about the Title I program, academic standards, and student assessments. Title I maintains all documentation of the Title I Annual Meeting.

Information regarding school information and meetings are sent through newsletters, Blackboard Connect, Peachjar, school calendar, the school marquee, Sherwood's website, and flyers are sent home with students, and through our Title I school events. Two parent conference nights are offered during the 2018-2019 school year. Teachers provide additional opportunities for parents to participate in parent/teacher conferences, where information will be given about curriculum. Parent Involvement success is measured through Open House attendance, Title I meeting, Parent/Teacher Conference Nights, and parent input from parent surveys. Copies of the Sherwood Compact, PFEP Summary, will be sent home to families. These documents will be available at parent conferences as well as located in the front office, Parent Binder, and Sherwood's website.

Accessibility:

- A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?
- A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an **understandable, uniform format, and in languages that the parents/families can understand?**

Sherwood Elementary provides handicapped support for students and families. The parking area at the entrance of the main building has handicapped parking spaces and ramps for wheelchair access.

The main building has classrooms that allow for handicap access, with rail support in all hallway and classroom restrooms. Sherwood uses microphones for the hearing impaired and doc cams during events.

Sherwood provides the Parent and Family Engagement Plan brochure to be sent home with all students. A hard copy of the full plan will be available upon request. Sherwood will provide, when practical, information to parents in the native language. The ESOL assistant and staff members fluent in other languages are available to assist our non-English speaking families.

Discretionary Activities (optional):

- Any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Barriers:

- Describe identified barriers that hindered participation by parents during the previous school year?
- A description of the steps the school will take during the upcoming school year to overcome the barriers **(with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children)?** [ESSA Section 1116]

Sherwood will strive to address any barriers we might have. One barrier that influenced participation during the previous school year was families work schedules or overlapping home events. This year we have provided more evening events to meet the needs of all our families. Another barrier was information sent home was not received in a timely manner. This year we have made a strong effort to send home flyers, placing events in our newsletters, sending a voice call and texting about events. Sherwood also sends home a translated version to families requesting this support. Also as students enter higher intermediate grades, they experience a lack of motivation to come back school for night events.
