**Parent Family Engagement Plan**

**School: Pactolus School Year: 2017-2018**

**\*Section 1118C – Documentation may include invitations, meeting agendas, sign-in sheets, minutes, calendars, etc.**

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| **Requirements** | **Date(s)** | **Events/Activities** | **Documentation** |
| * Annual Meeting to inform parents that your school is in a Title I Program | * **Nov. 1, 2017** | **Title 1 Annual Meeting with parents** | **Invitations, Alert Now Messages, agenda, sign-in,** |
| * Explain how parents are involved in supporting Parent Involvement Policy and Comprehensive School Plans | **SIT Meeting Dates**  **Throughout the year**  **2x per month (1st Wed and 3rd Mon. of the Month)** | **School Improvement Team**  **Meetings** | **SIT Minutes, PTA Executive Board Meetings**  **Agenda, Sign-in Sheets** |
| * School’s responsibility to provide high-quality curriculum in a supportive and effective learning environment. How do you inform parents about the PCS School-Parent Compact | * **August 25, 2017 5:00pm-7:30pm** * **Nov, 2017 6:00pm-8:00pm** | 1. **Include information in Pactolus School Parent/Student Handbook (distributed 8/28/17)** 2. **Parent meeting at Title 1 meeting** 3. **Title 1 Brochure available at front office** | **Sign-in sheet**  **Agenda**  **Handbook** |
| * Communication between teacher and parents on an on-going basis about child’s achievement, progress reports or opportunities to volunteer. Explain your school process. | **Weekly throughout the 2017-2018 school year**  **Report Cards:**  **11/6/16; 1/29/17; 4/16/17**  **Progress Reports:**  **9/25/17; 12/4/17; 2/26/18; 5/7/18** | **Weekly communication folders**  **Homebase**  **Class Dojo and Remind**  **Parent/Teacher Conferences**  **Phone calls/emails**  **Report Cards**  **Progress Reports**  **Parent Conference Nights**  **(Nov. 9, 2017 & April 12, 2018)**  **3:00pm-7:00pm** | **Report Cards signed by parents**  **Progress Reports signed by parents**  **Parent Conference sign-in sheets**  **Class Dojo and Remind keep record of communication** |
| **Requirements** | **Date(s)** | **Events/Activities** | **Documentation** |
| * Parent involvement training that support parents in helping their child at home   \* List parent workshops | * **Nov. 1** * **March 13, 2018** * **May 4, 2018** | * **Title 1 Annual Meeting with parents/ Curriculum Round-Up** * **#2 Luncheon w/ Principal Parent Conference** * **#3 Luncheon w/ Principal Parent Conference** | **Agendas**  **Sign-in sheets**  **Notices**  **Incentive Receipts** |
| * Information related to school and parent programs,   How does the school present information to parents in a language that they understand? |  | **Parent Involvement Meetings (listed above) are presented in English and translated in Spanish for Spanish speaking parents**  **Spanish interpreter available at school** | **Family Calendars in English & Spanish**  **Family communications in English & Spanish**  **Blackboard Connect in English & Spanish** |
| * **Parent Communication:**   Explain how the schools enhance the home-school relationship and keeping them informed about school activities | **2017-2018**  **Weekly**  **Monthly** | **Blackboard Connect 5 Messages, Website, Handbook, Monthly Home School Connections, Student Agenda, Flyers, School Web Page, Facebook, Twitter** | **Flyers, invitations, notices, Blackboard Connect 5 Message receipt** |