

Azalea Elementary
Parent and Family Engagement Plan

I, Mike Rebman, 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. 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.

Assurances

- The school will be governed by the statutory definition of parent and family engagement, 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 parent and family engagement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1118 (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 parent and family engagement plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parent and family engagement plan [Section 1118(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 will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- 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 (h)(6)(A)].



Signature of Principal or Designee

7.27.2020

Date Signed

Mission Statement

Parent and Family Engagement Mission Statement

The Azalea Elementary school community creates a quality educational setting that promotes critical thinking skills for college and careers by providing a relevant and rigorous curriculum and building positive relationships.

Engagement of Parents

Azalea Elementary School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings.

Coordination and Integration

count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP.

Annual Parent Meeting

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
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1	Maintain documentation	Principal and Assistant Principal	September, 2020	Title I audit box housed in Principal's secretary office and documentation will be uploaded to electronic audit box
2	Stand Alone Annual Title I Parent Meeting	Assistant Principal	September, 2020	Agendas and sign-in sheets
3	Create sign-in sheets	Assistant Principal	August, 2020	Sign-in sheets for meeting and individual classrooms
4	Advertise/publicize event	Principal and Assistant Principal	August, 2020	School Messenger messages, school marquee, and posting on school website
5	Develop and disseminate invitations	Principal, teachers, and Assistant Principal	August, 2020	Flyer with date of dissemination and posting on school website
6	Develop agenda, handouts, and/or presentation materials that address the required components	Principal and Assistant Principal	August, 2020	Copies of agendas, PowerPoint presentation, and handouts

Flexible Parent Meetings

Azalea Elementary School seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. We offer evening events throughout the year.

Building Capacity

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
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1	Curriculum/Back-2-School night	Principal and Assistant Principal	Assist parents and students with school-wide and classroom expectations so that their child(ren) will be successful during and after school.	September 2020	Sign-in sheets, handouts, agendas, and presentation materials, survey results
2	Curriculum/ AVID Family Workshop	Principal, Assistant Principal and Classroom Teachers	Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement on district and State assessments	September 2020	Sign-in sheets, handouts, agendas, and presentation materials, survey results
3	Curriculum/Trunk or Treat Fall into Math Night	Principal, Assistant Principal and Azalea Staff members	Parents will be provided with content specific materials aligned with FL standards and strategies they can use at home to promote highest student achievement in Math on district and State assessments. This event allows all stakeholders to unite together to build culture.	October 2020	Sign-in sheets, handouts, agendas, and presentation materials, survey results
4	Ready, Set Kindergarten	Principal, Assistant Principal and KG Teachers	Parents will have the opportunity to complete registration, tour the school and meet with KG teachers to gain a deeper understanding of Azalea and KG in general. In general means, but not limited to, curriculum, expectations, and flow of the day.	January 2021	Sign-in sheets, handouts, agendas, and presentation materials, survey results

5	Curriculum/ Multi-cultural Family Night	Principal, Assistant Principal and Azalea Staff Members	Parents and children will receive their passport upon arrival. They will travel throughout the school visiting varying countries and cultures getting their passport stamped.	March 2021	Sign-in sheets, handouts, agendas, and presentation materials, survey results
6	Curriculum/ Spring into Literacy Family Event	Principal, Assistant Principal and Azalea Staff Members	Families will attend our annual Spring Carnival. This event allows all stakeholders to unite together to build culture.	April 2021	Sign-in sheets, survey results
7	Curriculum/ Step-Up	Principal, Assistant Principal and Classroom Teachers	Assist parents and students with school-wide and classroom expectations of the upcoming grade level students are stepping up to so that their child(ren) will be successful.	May 2021	Sign-in sheets, handouts, agendas, and presentation materials, survey results

Staff Training

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Ongoing PLC	Principal, Assistant Principals, Instructional Coaches, Assistant Principals	Improve the ability of staff to work effectively with parents.	August 2020- May 2021	Conference agenda and other appropriate documentation as required
2	Cross Content Parent Out Reach	Principal, Assistant Principals, Team Leaders, teachers	Work within cross content teams to identify student's strengths and areas of support and reach out to parents to work with them to support their children throughout the year	August 2020May 2021	Cross Content Weekly meeting agendas
3	Azalea Learns/SAC	Principal	Provide background knowledge on student population, collaborate on school wide routines and processes	September 2020	Teacher/Parent/Administration observations and meeting
4	Equity	Principal, Assistant Principal and pertinent	Provide data and demographic information to staff to aid in their understanding of	Fall, Ongoing	Sign-in sheets, handouts, agendas, and presentation materials

		staff members	the community we serve		
5	MTSS Academics and Behavior (Data Analyzing)	Principal, Assistant Principal and pertinent staff members	Provide resources and data based information to aid staff in connecting and guiding families to best support their children	Fall, Ongoing	Sign-in sheets, handouts, agendas, and presentation materials
6	Vertical Articulation	Principal, Assistant Principal and pertinent staff members	Provide an opportunity for staff members to collaborate with each other to gain insight to next grade level outcomes to best instruct and guide family preparedness	2x/ year after Marking periods	Sign-in sheets, handouts, agendas, and presentation materials

Other Activities

Azalea Elementary School will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. School staff will attend extracurricular events on the weekends to promote positive parent-student-teacher communication

Communication

Azalea Elementary School will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, email and the school website. At the Back-2-School night and **stand-alone Annual Title I Meeting**, information about Title I programs, curriculum, and academic assessments will be shared in general meetings. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Parents will be provided a response form to complete to provide input or to ask questions. The principal will respond by email to all questions left. If a parent is unsatisfied with the school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the Principal who will then provide the comments to the Title I office. Up-to-date information will also be kept at the "Parent Station" located in the front office for parent convenience.

Accessibility

Azalea Elementary School will make the Parent and Family Engagement Plan (PFEP) available to parents in all languages represented at school site on the school's website. A hard copy of the PFEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request.

Discretionary Activities

School Level Parent and Family Engagement Plan Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

☒ Not Applicable

Upload Evidence of Input from Parents (into the Audit Box KIA Folder)

Upload Parent-School Compact (into the Audit Box KIA Folder)

Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)

Building Capacity Summary

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Curriculum/Back-2-School Knight	1	250	Assist parents and students with school-wide and classroom expectations so that their child(ren) will be successful during and after school.
3	Curriculum/Trunk or Treat Fall into Math Night	1	300	Parents will be provided with content specific materials aligned with FL standards and strategies they can use at home to promote highest student achievement in Math on district and State assessments. This event allows all stakeholders to unite together to build culture.
4	Kindergarten Round Up	1	20	Parents will have the opportunity to complete registration, tour the school and meet with KG teachers to gain a deeper understanding of Azalea and KG in general. In general means, but not limited to, curriculum, expectations, and flow of the day.
5	Curriculum/ Multi-cultural Family Night	1	150	Parents and children will receive their passport upon arrival. They will travel throughout the school visiting varying countries and cultures getting their passport stamped.
6	Curriculum/ Spring into Literacy Family Event	Cancelled – COVID 19	Cancelled – COVID 19	Cancelled – COVID 19
7	Curriculum/ Step-Up	Cancelled – COVID 19	Cancelled – COVID 19	Cancelled – COVID 19

Staff Training Summary

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
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1	Ongoing PLC	40	Varied	Improve the ability of staff to work effectively with parents.
2	Cross Content Parent Out Reach	40	Varied	Work within cross content teams to identify student's strengths and areas of support and reach out to parents to work with them to support their children throughout the year
3	Azalea Learns/SAC	4	8	Provide background knowledge on student population, collaborate on school wide routines and processes
4	Equity	7	50	Provide data and demographic information to staff to aid in their understanding of the community we serve
5	MTSS Academics and Behavior (Data Analyzing)	40	Varied	Provide resources and data based information to aid staff in connecting and guiding families to best support their children
6	Vertical Articulation	2	10	Provide an opportunity for staff members to collaborate with each other to gain insight to next grade level outcomes to best instruct and guide family preparedness

Barriers

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of parent involvement at Title I nights (African American, ESOL, SWD)	Offer alternate meeting times in the morning periodically throughout the year
2	Unable to contact parents/multiple calls from several teachers due to attendance concerns (African American, ESOL, SWD)	Structured cross content teams with time built in to work with parents through parent calls, emails and conferences
3	Parents unable to get information on what is happening in their child's classes (African American, ESOL, SWD)	Cross content team send home quarterly newsletters with information on class content, testing, field trips and other relevant information. Use the school messenger system to contact parents via the phone.