

Title I Parent and Family Engagement Plan

I, (Andrea Steenken), 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 LEA shall ensure that the LEA and each Title I school has a written PFEP that (a) was jointly developed and agreed upon with parents; (b) is updated periodically; and (c) is distributed to parents of Title I students and made available to the local community. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall include the components as described in section 1116. The LEA must ensure that Title I, Part A funds reserved are used to carry out the activities and strategies in the PFEP as outlined in section 1116(3)(D)(i - v).

The LEA shall ensure that Title I schools convene an annual parent meeting; offer a flexible number of meetings; involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the programs; and provide parents with timely information about programs, a description of curriculum, forms of the academic assessment used to measure student progress, the expected proficiency students are expected to meet, opportunities to provide input on their child's education and ensure that parents are involved in the decisions regarding how the set-aside is allotted for parent and family engagement.

The LEA shall ensure that each participating school, in conjunction with the parents of participating students, has jointly developed a school-parent compact that describes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment; addresses the importance of ongoing communication between teachers and parents; describes the ways in which each parent will be responsible for supporting their child's learning; and is discussed with parents of elementary aged students.

The LEA shall, provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. Additionally, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their right to know the professional qualifications of their student's classroom teachers and paraprofessionals.

ESEA Sections 1116(a)(2)(D), 1116(b), 1116(c), 1116(d), 1116(f), 1112(e)(3)(C), 1112(e)(4), 1116(a)(2)(B), 1116(h), 1112(e)(3), 1112 (e)(1)(B)(ii)

Signature of Principal or Designee

Date Signed

Title I Parent and Family Engagement Plan

Mission Statement

Parent and family engagement Mission Statement (Optional) Response:

Sawgrass Bay Elementary School believes that positive parent/family engagement is essential for student achievement. As a result, all SBE Administrators, Teachers, and Staff encourage parent/family engagement in all aspects of SBE school activities.

Involvement of Parents and Families

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used.

Response:

Via our SAC committee, holding family meetings, holding family workshops, continually sending out correspondence in both English and Spanish in order to reach all parents and guardians, announcements on the school website and the marquee. Flyers will also be taken to community business partners and to local apartment complexes to be distributed and we will send out the information through school messenger, Peachjar and electronic communication systems.

Sawgrass Bay Elementary School believes in engaging parents/families in all aspects of its Title I programs. At the end of the 19-20 school year, families were invited to attend a brainstorming session for the 20-21 Title I plan. We had a number of parents and business partners attend this brainstorming session. We also utilize our SAC committee to assist in planning and making decisions on Title I programs. More than 50 percent of the members of the SAC are parent (non-employee) representatives. These participants become members based on a series of steps taken by the school including, invitations regarding meeting dates and times, posted information regarding membership opportunities. This is done through the school newsletter, and website. Clear statements are made during the SAC meeting regarding how one becomes a member and the voting process. The school and SAC identifies the balance requirements with respect to employees and non-employees. In addition, participants were given the opportunity to review the plan and offer their input prior to approval. For the FPEP, participants were given surveys at the end of the school year seeking their input for additional activities, training, and materials they may need to help their child continue to learn and grow academically. The Title 1 Family Engagement budget amount is shared with these participants and opportunities are given for input on how to utilize the funds.

Title I Parent and Family Engagement Plan

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III-ESOL, Title IV-Homeless, and Title VI.

count	Program	Coordination
1	Family Resource Center	The Family Resource Center/ Title 1 room is available 8:30 a.m.-10:30 a.m. Monday through Thursday. Evening's hours will be scheduled during school events.
	VPK	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers and kindergarten teachers discuss specific learning needs of students and joint parent meetings. Summer VPK is also provided to help students have a smoother transition into kindergarten. We host Title I Summer VPK and Aquarelle Kids Academy also hosts VPK over the summer (business partners).
3	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents about the school's Title I program, the nature of the Title I program, Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
-------	----------------	--------------------	----------	---------------------------

Title I Parent and Family Engagement Plan

1	SBE offers an Annual Title I Parent night. Information is published on the website and newsletter.	FSL	09/2020	Parent Involvement/Family Engagement Survey
2	Development of sign in sheets	FSL	Ongoing	Sign in sheets for Meeting and individual classrooms
3	Develop agenda, handouts, and/or presentation materials that address the required components	FSL	Ongoing	Copies of agendas, power point presentations and handouts
4	Maintenance of Documentation	FSL & CRT	Ongoing	Title I documentation

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening and different days of the week. The school may provide with Title I funds, transportation, childcare, or home visits, as such services relate to parent and family engagement.

Response:

The leadership team and staff of Sawgrass Bay Elementary have a strong belief in the importance of parental and family engagement and therefore have put measures in place to offer family meetings on a flexible schedule. Our parent orientation meeting is during evening hours to accommodate families. All Family Conferences are held before, after or during school hours for the convenience of the parents. Families are also able to sign up for a time to attend parent meetings that will help improve student academic achievement. This includes all meetings with guidance, administration, all teachers ELL/ ESE and MTSS committee meetings. Our annual parent conference nights will take place in October. Students, parents and teachers will monitor student progress and goals for the second nine weeks. The goal is to help improve student academic achievement. These are student-led conferences using data notebooks. Children are welcome to attend our evening events, and those families that are unable to attend may receive home visits from our FSL as needed.

Title I Parent and Family Engagement Plan

Building Capacity

Describe how the school will implement parent and family involvement activities that are designed to improve student academic achievement and school performance. Describe how the activities will support a partnership among the school, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Effectiveness Evidence of
1	Parent/Teacher Organization (PTO) Meeting	PTO President	Families will be provided with informational brochures outlining and identifying grade level benchmarks and strategies such as they can use to help their child at home	First Tuesday of every month	School Climate Survey and FSA results, Sign in Sheets
2	English Language Learners (ELL) night	ELL Specialist; CRT FSL	Families will be provided with specific strategies such as Rosetta Stone, FSA preparation, Parent guide for ELL students, and other published literature provided by Title 1, which they can use to help their child at home.	08/2020	Family Engagement survey, School Climate Survey and FSA results specific to subgroups Flyer Sign in Sheets
3	Title 1 Parent/Family night, Family Resource Center	Principal; CRT; FSL	Families will be provided with a Title I brochure outlining the goals of Title I in regards to student achievement as well as strategies that can be used at home.	9/2020	Family Engagement survey, School Climate Survey and FSA results specific to subgroups Flyer Sign in Sheets
4	Assessments discussed during individual conferences	Classroom Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year	August 2020 - May 2021	Conference logs; completed parent conference form; FSA Results
5	Science Night (STEM)	Math Coach	Content specific information will be provided to the parents. Information will include grade level	12/2020	Science Benchmark Assessments; Science FSA Results; Classroom

Title I Parent and Family Engagement Plan

			proficiency, strategies parents can use at home, assessment methods and the scientific process.		Assessments Flyer Sign in Sheets
6	Meet the Teacher	Principal, FSL	Families will be more informed on how they can help their children at home academically in order for them to be successful at school.	08/2020	Sign-In Sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes), School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger.
7	Orientation Meeting	Principal, CRT;FSL	Families will be more informed on how they can help their children at home academically in order for them to be successful at school.	08/2020	Sign-In sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes), School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger.
8	Florida Standard Assessment Night Meeting	Principal, CRT, FSL	Families will be more informed on how they can help their children at home academically in order for them to be successful at school.	02/2021	Family Engagement_Survey, School Climate Survey, FSA Results, Sign in Sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes) School Monthly Newsletter (Given to students and handed

Title I Parent and Family Engagement Plan

					out to business partners and Apartment complexes), School Messenger
9	Math Nights	Principal, Math Coach, FSL	Families will be shown different activities and strategies that they can use at home to help their children improve their math	10/2020 03/2021	I-Ready Assessment results, Flyer sign-in sheets
10	7 Habits	AP, FSL	Families will be introduced to Covey's Seven Habits which focuses on developing leadership skills in our students	10/2020	Sign-In Sheets, Family Engagement Surveys, Climate Surveys
11	Media Nights	Media Specialist, FSL	Families will be provided with use of the media center and given opportunities to read with their child(ren) as well as receive homework help.	Every Tuesday Evening	Sign-In Sheets, Family Engagement Surveys, Climate Surveys
12	Literacy Night	Literacy Coaches, FSL	This literacy-centered night provides opportunity for parents to read with their children at the school while underscoring the importance of reading.	1/2020	FSA Results, Sign-In Sheets, Climate Surveys, Family Engagement Surveys
13	STEM Nights in the Community	Principal; FSL	School personnel will go out into the housing communities zoned for our school to provide enrichment activities in the area of STEM.	2020-2021 school year	Climate Surveys, Family Engagement Surveys, sign in sheets

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

Title I Parent and Family Engagement Plan

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Effectiveness Evidence of
1	ELL learners and ESE students	ELL Specialist, CRT, (ESE Specialist)	Professional development activities are provided to educate all staff how to reach out to, communicate with, and work with families as equal partners. It addresses the value and contributions of parents/families and how to implement parent/families programs and build ties between families and schools.	10/2020	Parent and Teacher Surveys, Sign in Sheets
2	Volunteer Training	CRT	Teachers will be exposed to a training in regards to incorporating parent volunteers in the classroom.	ongoing	Family Surveys, volunteers Hours

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response:

Family Resource Center- open Monday through Thursday 8:30 a.m.-10:30 a.m. and during evening events. (Hours are flexed for evening school events.)

Family Engagement Survey, School Climate Survey, Sign-In Sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes), School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger, FSA Results.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];

Title I Parent and Family Engagement Plan

- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response:

In August, 2020, Sawgrass Bay Elementary will offer two Family Orientation nights. During the orientation, parents will learn about school wide initiatives and programs available to their child(ren), how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. The parent/student handbook will be available to parents through the student agenda; families will visit their child's classrooms and meet with the teachers. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all families unable to attend. Teachers will maintain sign-in sheets and provide a copy to the assistant principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)]. **Response:**

The completed PFEP will be posted on the school website.

Written communication will be provided for parents in English and Spanish. Translators will be available at all family meetings and in school offices to provide translation services and to ensure that families are able to fully participate in family meetings. Parents/Family members with disabilities will be provided accommodations as needed to allow for full participation.

Parents/Family Members of migrant students will be offered resources from our Family Engagement Center as well as translation services. Judy Alviola (FSL) will make home visits if needed to the homes of migrant students to offer additional support. Translators will be available at school to help facilitate communication with parents/families of migrant

Title I Parent and Family Engagement Plan

Discretionary Activities

Discretionary School Level Parent and family engagement Policy Components: Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing family engagement and participation in their children's education by arranging school meetings at a variety of times, or conducting in- home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Parent conferences will be set up throughout the year to involve parents in their child's education. We also provide an annual report card conference during evening hours so those parents that work may attend. Families are invited to attend all MTSS and ELL meetings that take place during the school year.	Teachers; CRT; ELL Specialist; FSL	When families are actively involved/engaged in their children's education, student achievement increases.	On-going throughout the 20-21 school year
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Partnerships with local community organizations are established via invitation to SAC meetings, and other events during the school year	Guidance secretary, FSL	Greater community involvement, providing additional human and material resources for students.	On-going throughout the 20-21 school year

Title I Parent and Family Engagement Plan

Please make sure to upload in Good Image the following documents as evidence:

- Flyer/Invitation for family and parent input
- Meeting Agenda
- Meeting minutes – showing input in the development of your PFEP and compact.
- Meeting sign-in sheet
- Copy of Family-School Compact

Evaluation of the previous year's Parent and Family Engagement Plan

Building Capacity Summary

Provide a summary of activities provided during the 19-20 school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Science Night (STEAM)	1	430	Content specific information will be provided to the families. Information will include grade level proficiency, strategies parents can use at home, assessment methods and the scientific process.
2	Title 1 Family Family_Resource Center	ongoing	989	Families will be provided with a Title I brochure outlining the goals of Title I in regards to student achievement as well as strategies that can used at home.
3	English Language Learners Night	2	?	Families will be provided with specific strategies such as the use of Rosetta Stone and Spanish-English dictionaries that they can utilize to help their child at home.
4	Parent Teacher Organization (PTO)	6	21	Families will be provided with informational brochures outlining and identifying grade level benchmarks and strategies they can use to help their child at home.

Title I Parent and Family Engagement Plan

5	School Advisory Council Meeting (SAC)	6	13	The SAC will be provided monthly updates on the progress of the School Improvement Plan which is directly tied to student achievement goals.
6	Attendance Block Party	1	1327	Event hosted by Pastor Jose from Love & Living Hope Church for the community to promote attendance at school (We're here all year!).
7	7 Habits Parent	1	?	This training equipped parents/families with an overview of the 7 Habits that can be taught at home as well as building a family mission statement.
8	Disability Awareness (Light it up Blue)		Canceled due to Covid-19	This event focused on equipping families with tools such as sensory equipment, obstacle courses, informational brochures about services within the school and within the community, and more, to assist with disability awareness.
9	Student Led Conferences	2	929	Conferences focused on a student-led approach, where students were able to share their data binders with their families and their personal and academic goals.
10	FSA Night		Canceled due to Covid-19	This session focused on the FSA Portal and parent resources to support their child at home in preparation for the FSA assessment.
11	Meet The Teacher	1	4481	This is an event that allows parents/families to meet their child(ren) new assigned teacher, allowing the opportunity to exchange contact and other information that may be essential for the new academic year.
12	Literacy Night	1	389	This is a literacy event that allows all students and their families to participate in fun activities that involve reading.

Title I Parent and Family Engagement Plan

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Volunteer Training to Staff	1	100	When families are involved in the education process student achievement is positively impacted.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	High mobility rate	Offer flexible meeting times.
2	Access to transportation	Establish partnerships with church and community members to facilitate transportation; Visit apartment complexes to meet with parents
3	Parent work hours	Offer flexible meeting times or phone conferences.
4	Parents are uninformed or informed too late about pending events	Publish communication on website and school social media forums; Utilize call out system.
5	Language Barrier	Offer English classes to families. Translate and publish/distribute documents in multiple languages. Do all call outs in English and Spanish.
6	Disadvantaged Families	Offer local community information of different supports available to families in our area.

Title I Parent and Family Engagement Plan**Best Practices (Optional)**

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1	Social Media Publication	In addition to flyers, call-outs, and publication on school webpage, all family engagement events were published on Facebook and Twitter in a timely manner, allowing families to be aware of all activities offered at Sawgrass Bay Elementary. This additional publication assisted to increase family engagement
2	Media Night	Weekly media nights, conveniently held every Tuesday from 4:30 p.m. – 6:00 p.m. allowed families to engage in their child(ren)'s learning and promoted a passion for reading.