

SCHOOL Eustis Elementary School YEAR 2020-2021

Title I Parent and Family Engagement Plan

I, (Corrie Voytko), 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

6/11/2020

Date Signed

SCHOOL Eustis Elementary School
YEAR 2020-2021

Title I Parent and Family Engagement Plan

Mission Statement

Parent and family engagement Mission Statement (Optional) **Response:**

Eustis Elementary School's Parent Involvement Mission is to build a partnership with parents and provide them with the knowledge, opportunity and resources they need in order to actively participate and enhance their child's education.

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: The School Advisory Committee (SAC) at Eustis Elementary is responsible for developing, implementing and evaluating the various school level plans, including the School Improvement Plan and Parental Involvement Plan/Budget. Parents represent more than 50% of SAC members. Members of SAC are voted upon by their peers (parents vote for parents, staff vote for staff).

Prior to the approval of the plans parents are given opportunities to review and offer their input during SAC meetings. SAC meetings are advertised in the school newsletter or on the school marque, and school website.

At the end of the school year, parents are given surveys seeking their input on activities, trainings and materials needed to help their child. Suggestions are discussed during the SAC meeting and revisions are made to the plan. All revisions are documented in the SAC minutes.

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, Title IV, and Title VI.

Account	Program	Coordination
1	Head Start	Provide opportunities for students from Head Start to tour school prior to entering Kindergarten (Kindergarten Roundup). Parents come to this event as chaperones so that they can learn the expectations of Kindergarten. Information is provided on what students are expected to know before entering Kindergarten so that parents can work at home before students enter Kindergarten. *Events subject to change based on COVID 19.
2	Title III	ELL students are given access to Rosetta Stone based on need. Parents will receive flashcards and other instructional tools so that students and parents can then practice language skills at home. *Events subject to change based on COVID 19.
3	Title I	With Title I funds, EEL will host one parent involvement night each month which provides parents with strategies and support that they can use to work with their students. *Events subject to change based on COVID 19.

SCHOOL Eustis Elementary School YEAR 2020-2021

Title I Parent and Family Engagement Plan

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.

Account	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Title I Parent Night Information is published on website and in newsletter and posted on marque.	FSL/CRT	9/15/20	Sign in sheets, agenda, minutes
2	Development of Sign In Sheets	FSL/LC/CRT	ongoing	Sign in sheets for meeting and individual classrooms
3	Develop agenda, handouts and/or presentation materials that address the required components	CRT/FSL/LC	ongoing	Copies of agendas, powerpoint presentations and handouts
4	Maintenance of documentation	CRT	ongoing	Title I documentation uploaded in Title I's electronic filing system

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, child care, or home visits, as such services relate to parent and family engagement.

Response: Eustis Elementary will offer meetings once a month for parents. We will provide childcare if necessary for parents to be able to participate. We will also have the Parent Resource Center readily available for parents to come at a time that is convenient to them and receive any information they might have missed otherwise.

Meetings will be advertised on the school website, monthly newsletter and on the marque.

SCHOOL Eustis Elementary SchoolYEAR 2020-2021

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.

Account	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher	CRT, Administrator s & Teachers	Families will have the opportunity to meet teachers and learn grade level expectations.	8/7/2020 11AM-1PM	Invitation, sign-in sheet
2	Curriculum Night/Title I/School Compact	CRT/FSL	Families will have the opportunity to learn more about our curriculum and how to help children at home. Parent input given for the Student Compact.	9/15/2020 5:30-7PM	Invitation, sign-in sheets
3	Donuts with Dear Ones	CRT/FSL	Dads or male role models will have donuts with students to promote parent and family engagement.	9/17/2020 8AM-9AM	Invitation, sign in sheets
4	Family Picnic	LC/CRT/FSL	Families come out and have a picnic lunch with students to promote parent and family engagement.	10/7/2020 10AM-1PM (during all lunch times)	Invitation, sign in sheets
5	STEAM	CRT/AP/FSL	Parents will learn strategies and to support their students in Science,	11/19/2020 5:30-7PM	Invitation, sign in sheets

			Technology, Engineering, Art and Mathematics.		
6	Report Card Night	EES Teachers, Administrator s, CRT and FSL	Families will conference with teachers to discuss their student's progress. Family Resource Center will be open for families to check out resources.	10/20/2020 3:30-7PM 10/21/2020 2:30-6PM	Invitation, sign-in sheets
7	Winter Wonderland Reading Night	CRT/LC/FSL/ Media Specialist	Families will be given information on how to help students with reading at home. They will be given the opportunity to read with their child at school.	12/10/2020 5:30-7PM	Invitation, sign-in sheets
8	Science Fair Night	CRT/Math and Science Coach	Student's science fair projects will be displayed and judged. Parents will learn about different science concepts by touring projects with their student.	1/14/2020 5:30-7PM	Invitation, sign in sheets
9	Family Picnic	LC/CRT/FSL	Families come out and have a picnic lunch with students to promote parent and family engagement.	2/10/2020 10AM - 1PM (during all lunch times)	Invitation, sign-in sheets
10	March Madness Testing Info Night	CRT/Adminis trators	Families will learn information about upcoming state testing and how they can help their child be prepared for testing days.	3/4/2020 5:30-7:30 PM	Invitation, sign-in sheets
11	Night of the Arts	CRT/Art Teacher/Music Teacher	Students will display art work and participate in musical performances to promote family involvement.	4/22/2020 6:00-8:00 PM	Invitation, sign-in sheets

12	Muffin but Love	CRT/FSL	Moms or positive role models attend breakfast and have muffins with the students to promote family engagement.	5/7/2020 8AM-9AM	Invitation, sign-in sheets
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SCHOOL Eustis Elementary School YEAR 2020-2021

Title I Parent and Family Engagement Plan

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)].

Account	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Poverty Simulation	Administration/ CRT/Title 1	Staff will walk through a typical day of a student living in poverty. This will help bring insight to the impact poverty has on students and provide staff with strategies for overcoming the barriers presented by poverty.	January 4th, 2021	Agenda, Sign in sheet

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: Aside from our planned family engagement nights and events, Eustis Elementary School has a Family Resource Center. This center will be open on days when school is in session and until 4PM daily. The FSL will serve as the contact person for families. Families will be able to check out computers, iPads, games and other activities designed to help families work with children to improve academic achievement.

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)];

SCHOOL Eustis Elementary School YEAR 2020-2021

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: Information will be provided to families on the school's website, in a semiannual newsletter, through school messenger, and during the monthly family engagement meetings. Materials will be provided in English and Spanish.

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: Family engagement information and invitations will be published in English and Spanish. Notices on the Eustis Elementary School website will be published in English and Spanish. Call outs to parents via school messenger will be done in English and Spanish, when possible. A person who is bilingual English/Spanish will be available at parent meetings for translation to help parents better understand how to help their children. Families in need of transportation need to contact the FSL to arrange transportation to and from school functions.

SCHOOL Eustis Elementary School YEAR 2020-2021

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:

☒ Not Applicable

SCHOOL Eustis Elementary School YEAR 2020-2021

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 previous 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.

Account	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher	1	418	Families will have the opportunity to meet teachers and learn grade level expectations
2	Curriculum Night/Title I/School Compact	1	96	Families will have the opportunity to learn more about our curriculum and how to help children at home. Parent input given for the school compact.
3	Dads with Donuts	1	387	Dads or family members will have donuts with students to promote parent and family engagement.
4	Family Picnic	2	512	Families come out

			*Second Family Picnic was cancelled due to COVID 19. Number of participants is from the fall Family Picnic.	and have a picnic lunch with children to promote parent and family engagement.
5	STEAM	1	113	Parents will learn strategies to support their students in science, engineering, technology, art and mathematics.
6	Report Card Night	2	283	Families will conference with teachers to discuss progress of children. Family resource room will be open for families to check out resources.
7	Science Fair/Music Concert	1	329	Parents will learn strategies to help students with science.
8	Celebrate Literacy/Family Reading Night	1	98	Improve student reading by giving families ideas on how to help students at home.
9	FSA Info Night & 3rd Grade Performance	1	*Event cancelled due to COVID 19.	Parents will be given information about FSA practice test that can be taken at home.
10	Title I Parent Input Meeting/SAC Meeting	1	*Event cancelled due to COVID 19. Virtual SAC meeting held, one parent attended.	Families given an opportunity to give input on planning for next year.
11	Family	1	*Event cancelled	Families will be

	Reading/Book Fair Night		due to COVID 19.	given information on the importance of reading and how to support and improve literacy skills.
13	Muffins with Moms	1	*Event Cancelled due to COVID 19.	Moms or family members will have muffins with students to promote family engagement.

SCHOOL Eustis Elementary SchoolYEAR 2020-2021

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)].

Account	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Staff Development: Best Practices for Family Engagement	1	42	Instructing staff on how to positively involve parents in their child's education will have a positive impact on learning.

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)].

Account	Barrier (Including the Specific Subgroup)	Steps the School Will Take to Overcome
1	Unable to make time	Survey parents for feedback for best times and offer different times monthly. Teachers conduct phone conferences if parents are unable to attend parent conferences. SAC meetings were moved to the same night as our Association of Parents and Teachers (APT) meetings to make it more convenient for parents to attend.
2	Activities During Dinner Time	We have scheduled family engagement activities at different times throughout the school day (i.e. - Donuts with Dads/Muffins with Moms - before school, Family Picnic - during school day, Family Reading Night - directly after school). When able, instead of offering just a snack, dinner is provided.
3	Lack of Transportation	Encourage families to carpool. Having activities before or directly after school

		decreases the amount of travel to and from school.
4	Unable to Understand English	Have our ELL teacher/Family School Liaison attend events to translate. Have all materials (flyers, handouts, etc.) in English and Spanish.

SCHOOL Eustis Elementary School YEAR 2020-2021

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)