**Ponce de Leon Elementary School**

**Parent and Family Engagement Plan**

I, Tracie Bergman, 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 parental involvement, 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 parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement 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 parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [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)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** Ponce de Leon Elementary will educate and prepare each student for college, career and life. The Ponce de Leon Elementary school community creates a quality educational setting that promotes critical thinking skills by providing a relevant and rigorous curriculum and builds positive relationships between school and home. |

**Involvement of Parents**

Describe how the school will involve parents 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 parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Ponce de Leon Elementary School believes in involving parents in all aspects of its Title I program. The School Advisory Council (SAC) has the responsibility for helping with the development, implementation, and evaluation of the various school level plans, including the SIP and the FPEP. The SAC consists parents, staff, and community members. At each parent involvement activity, parents are given an evaluation form that seeks their input on activities and training they need to help their child. Results of parent surveys and evaluations are reviewed to determine needed changes. The SAC, Leadership Team, and Family Engagement committees help to decide, (with the input from parents) how the parental involvement funds will be used. Documentation of all involvement in the planning, review, and improvement of Title I programs is provided through meeting sign-in sheets, agendas and minutes. There will be an annual evaluation conducted using surveys to be completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Our parents may request additional support either directly through their child's teacher or school administrator. A parent may also request support during regularly scheduled SAC or PTA meetings.

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**Coordination and Integration**  
  
Describe how the school will coordinate and integrate parental involvement 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 [Section 1118(e)(4)].

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| **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. |
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| 2 | VPK | Ponce de Leon Elementary 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 the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc. |
| 3 | Title II | Professional development modules will be provided to schools lo support the professional development needs of the staff related to parental involvement. LEA staff will provide support and monitor the implementation to ensure that training is provided as required. |
| 4  5  6 | Local PreKs  Kindergarten Roundup Night  Transition to middle school | The local directors and teachers of local Preks will be invited to visit the school to better understand the expectations of incoming KN students that they can work on with their children and their families.  The school will provide families with important information to help their children transition from Pre-K to Kindergarten.  The school will provide families with important information to help their children transition to Middle School. |

**Annual Parent Meeting**  
  
Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), 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 [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Maintain documentation | Administrator | August, 2018 | Title I audit box housed in Title I Compliance Contact’s office and documentation will be uploaded to electronic audit box |
| 2 | Prepare Annual Title I Parent Meeting Newsletter | Administrator | August, 2018 | Copy of letter |
| 3 | Create sign-in sheets and parent survey | Administrator | August, 2018 | Sign-in sheets and completed surveys for meeting |
| 4 | Advertise/publicize event | Administrator | August, 2018 | School Messenger email with date, photo of school marquee, and posting on school website |
| 5 | Develop and disseminate invitations (flyers, newsletter, website, etc.) | Administrator | August, 2018 | Flyer with date of dissemination and posting on school website |
| 6 | Develop agenda, newsletter, handouts, and informational powerpoint | Administrator | August, 2018 | Copies of agendas, newsletter, PowerPoint presentation, and handouts |
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**Flexible Parent Meetings**  
  
Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

The leadership and staff of Ponce de Leon Elementary have a strong belief in the importance of parental involvement and therefore are flexible with times and days for parent involvement events and include mornings and evening and different days of the week for family meeting/events. We provide an interpreter and digital equipment for family members whose primary language is Spanish.

For those parents who missed the Title I Annual Meeting, the PowerPoint presentation will be made available on the school's website. A missed meeting notification letter will be sent home to all parents with information on what was discussed at the Title I Annual Meeting as well. Our website with Title I meetings/activities is updated regularly.

In addition, parent meetings will be offered on a variety of days and times (am and pm) throughout the year. The Administrator and Title I Compliance Contact will maintain records of parent participation at all meetings and modify meeting times as needed based on parents’ participation.

**Building Capacity**  
  
Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Individual parent conferences | Classroom teachers | Teachers and parents will discuss Title I compacts, student assessment results, expectations, and goals for the school year. Parents will learn strategies for the school year to help their students achieve. | Aug. 2018-June 2019 | Conference logs |
| 2 | Meet and Greet | Classroom teachers | Parents will be able to see their child's  classroom, meet the teacher and receive  important paperwork for the school year | August 10, 2018 | Sign in sheets |
| 3 | Back to school night | Administrators, Curriculum coach, teachers, staff | Parents and students will meet teachers and receive important information to help their students be successful in the new school year. | August 30, 2018 | Sign in sheets, survey |
| 4 | Title I Annual meeting | Administrators, Title I Compliance Contact | By learning about Title I programs, standards, testing and parent involvement opportunities, parents will be able to help their child(ren)'s academic achievement. | August 30, 2018 | Flyers, sign in sheets, agenda, surveys |
| 5 | Fall Festival | Administrators, teachers, Curriculum Coach, PTA | Parents and students will participate in activities to support reading achievement. | October 26, 2018 | Flyers, sign in sheets, agenda, surveys |
| 5 | Cozy Up and Read / Selection of Just Right Book and book give away | Administrators, teachers, Curriculum coach, PTA | Parents and students will participate in activities to support reading achievement. | December 13, 2018 | Flyers, sign in sheets, agenda, surveys |
| 6 | Publix Family Math Night | Administrators, teachers, Curriculum coach | Parents and students will participate in real world activities to support math achievement. | January 15, 2019 | Flyers, agendas, sign in sheets, surveys |
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| 7 | I Heart Art | Administrators, teachers, PTA | Parents and students will participate in real world activities to support art achievement. | February 14, 2019 | Flyers, agendas, sign in sheets, surveys |
| 8 | Game Night | Administrators, teachers, Curriculum coach | Parents and students will participate in real world activities to support literacy, math and science achievement. | April 11, 2019 | Flyers, agendas, sign in sheets, surveys |
| 9 | STEM night | Administrators, teachers, Curriculum coach | Parents and students will participate in real world activities to support math and science achievement. | TBD | Flyers, agendas, sign in sheets, surveys |
| 10 | Celebration of Learning | Administrators, teachers, Curriculum coach | Students will present their portfolios, data and learning across all subjects with their parents and celebrate their success. | May 9, 2019 | Flyers, agendas, sign in sheets, surveys |
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**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Tips for communicating with parents | Administrator | Staff will learn strategies on how to best communicate and engage parents in their student's academic achievement. Research shows that parents who participate and are engaged in their student's academic achievement perform better in school.  Staff will learn ways to effectively communicate with students and families to ensure that all relationships in the classroom remain positive. | Fall 2018 | Handout |
| 2 | Restorative Practices training | Administrators, teachers, Curriculum coach | Training in Positive Restorative circles will be presentedso that classroom teachers can conduct meetings to ensure that every student has a voice. | Fall 2018 | Reflections / Surveys |
| 3 | Ongoing Culturally  Relevant Teaching training | Administrators | Staff awareness of cultural differences in people and an increased sensitivity to cultural differences will result in an increase of overall academic performance as students and teachers dialogue and read about diversity. | Winter 2018 | Reflection forms |
| 4 | Parent Involvement workshops | Parent Involvement committee | Increase staff awareness of the importance of increasing parent involvement, esp. with our ELL subgroup | Ongoing – Fall 2018 – June 2019 | Surveys |
| 5 | AVID training | Administrators | Increase staff awareness of the importance of increasing parent involvement | Fall 2018 | Surveys |
| 6 | Focus 101-using the parent communication tab | Administrators | Increase parent / staff communication documentation | Fall 2018 | FOCUS documentation |
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**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:** A Title I parent station containing informational pamphlets for parents is available in the front office. Ponce de Leon Elementary also utilizes Connect for Success program, as well as offering an English language learning opportunity through the adult education office. Ponce de Leon Elementary 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.

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**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)];
* 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 schoolwide 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:** At the Title I Annual Meeting in August, parents will learn about the school wide Title I program and opportunities for participation in decisions

related to the education of their child including SAC and PAC meetings. The assistant principal will keep a sign in sheet. At a variety of curriculum related parent events throughout the year, parents will learn about the cutriculum, Florida State Standards and academic assessments. The Title I Compliance person will keep sign in sheets from the Annual Meeting and curriculum related meetings and will also maintain documentation on the dissemination of information and distribution methods. Parents will be given surveys at the end of each parent activity/workshop to help Ponce de Leon monitor for improvement.

A parent handbook including Title I information is made available in the front office. A hard copy of the FEFP will be housed in the "Parent Station" located in the front office and will be copied upon parent request.

The school newsletter, marquee, and school messenger messages will keep parents informed of Title I news and activities.

The Pinellas County School District Title I Parent Involvement Policy Summary will be sent home to each parent.

Members of Ponce de Leon Elementary School Advisory Council (SAC) will review and give input into Ponce de Leon's Family and Parent Engagement Plan (FPEP). A copy of the FPEP will be made available to parents in the Title I Resource Center available in the front office.

**Accessibility**  
  
Describe how the school will provide full opportunities for participation in parental involvement 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:** Written and oral communication will be provided for parents in English and Spanish. Translators will be available at all parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. lf other languages are needed, the school will ask the District's ESOL Department to provide translation services. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English.

Copies of all translated agendas, flyers, handouts, etc. will be kept on file.

In the event of having a parent with vision/hearing impairment, we will contact Cross Bayou Elementary (Center for Vision and Hearing Impaired).

Ponce de Leon Elementary is equipped with ramps and an elevator to meet the needs of families with physical disabilities. The school entrance and designated restrooms throughout Ponce de Leon are handicapped accessible.

**Discretionary Activities**

School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

**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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title I Annual Meeting / Back to School Night | 1 | 252 | Parents understand the resources provided by Title 1 to increase student achievement. They are also offered the opportunity to increase student and parent knowledge of the new state assessment as well as how to get involved. |
| 2 | Celebration of Learning | 1 | 230 | Parents had the opportunity to see student data and work from all content areas. |
| 3 | For the Love of Learning | 1 | 49 | Parents had the opportunity to see student work and engage in academic activities in the classroom. |
| 4 | STEM night | 1 | 51 | Parents had the opportunity to see student work and learn strategies to help support their student’s achievement in math and science. |
| 5 | Math Night | 1 | 33 | Parents had the opportunity to engage students in real world math experiences. |
| 6 | Game Night | 1 | 240 | Parents had the opportunity to engage students in real world literacy, math and science activities. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Ongoing PLC's with Instructional Coaches | 36 | 65 | Teachers worked together to analyze data to plan for differentiated instruction, target students, lesson plan and problem solve behavior issues in the classroom. Teachers engaged in dialogue discussing how to share such strategies with families. |
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**Barriers**  
  
Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Language (Hispanic) | Have translators available for parent conferences, messages home, workshops |
| 2 | Time (All) | Flexible workshops for parents will be offered at varying times to increase parent participation |
| 3 | Child Care (All) | Child care will be offered for parent workshops and activities. |
| 4 | Language (Hispanic) | Ponce de Leon Elementary will offer English classes for our parents after school to help build their English language competency to encourage them to participate in events. |