



2020-2021

Title I, Part A Parent & Family Engagement Plan (PFEP)

I, Julie C. Gordon, 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;
- 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;
- Jointly develop/revise with parents the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
- 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- 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;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; 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.

A handwritten signature in black ink that reads "Julie C. Gordon".

Signature of Principal or Designee

A handwritten date in black ink that reads "6/3/2020".

Date Signed

Mission Statement (optional)

Parent & Family Engagement Mission Statement

The mission of Volusia Pines Elementary is to ensure success for our students through collaborating efforts of all stakeholders. Our school is committed to providing a safe and supportive environment where teachers provide rigorous instructions and high expectations that will make a positive impact on student's performance.

Engagement of Parents & Families

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 parent and family engagement will be used.

The Volusia Pines Elementary School Advisory Council (SAC) meets monthly and is responsible for the planning, review, and improvement of the Title I programs. All parents are invited to be members of the Volusia Pines Elementary SAC. The SAC members provide input on the Parent and Family Engagement Plan and the Title I budget, as well as all other plans related to school improvement. The comments from parents are documented on SAC meeting minutes. Parent surveys after school events are also used to solicit parent input.

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.

count	Program	Coordination
1	Title IX, Homeless	Title IX Coordinator provides services to homeless families to ensure that students have school supplies, community resources, and transportation.
2	Title I Part A	Additional support is provided to families through tutoring programs and supplemental materials.
3	Title II	Ongoing Professional Learning is provided in core subject areas to ensure quality instruction and student success.
4	Title III	Ongoing Professional Learning by ESOL coordinator is provided as well as consistent monitoring practices to ensure student success.

Annual Title I 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), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish dates and activities included in Annual Title I Meeting	Principal and SAC	August 2020	The dates are set on school calendar in September.
2	Prepare information on curriculum and class expectations	Teachers	August 2020	Title I Survey
3	Prepare agenda for Annual Title I Meetings	Principal	September 2020	Completion of agenda
4	Gather information on Annual Title I such as brochures and PowerPoint about services	Principal and Assistant Principal	September 2020	Information prepared for distribution
5	Train teachers about plans/goals of Title I Meetings	Principal and Assistant Principal	September 2020	Faculty Meeting agenda, minutes with comments, and sign in sheets
6	Advertise Annual Title I Meetings	Principal and Teachers	September 2020	Newsletters, flyer, website, marque, Volusia Connect script, Facebook, Twitter, sign-in sheets, number of attendees, and survey.

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 parent and family engagement.

Volusia Pines Elementary workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. Meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as Open House is held in the evening (session one from 6:00-6:40 PM and session two from 6:45-7:15 PM), whereas our annual Meet and Greet is held at 8:15 AM, and Curriculum Nights are in the evening. Generally, our SAC Meetings are held in the evening or after school. Input for the School Improvement Plan as well as the Parent and Family Engagement Plan is solicited from parents, so we schedule input times in the morning, afternoon, and evening to ensure that parents can provide input.

Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, 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	Evidence of Effectiveness
1	Annual Title I Program Information, Open House, Meet and Greet, and Academic Standards	Administration	The parents will learn what it is to be a Title I school and that will help in the academic achievement of their student.	September 10, 2020 and September 28, 2020	Sign in sheets and exit survey
2	Bingo for Books	Administration	Provide information to the parents on literacy and how parents can help their children to increase academic success in reading.	October 2020, February 2021, March 2021	Sign in sheets and exit survey
3	Literacy Night	Administration	Provide information to the parents on literacy and how parents can help their children to increase academic success in reading.	January 2021	Sign in sheets and exit survey
4	Publix Math Nights	Administration	Provide information to parents on math and how parents can help their children to increase academic success in math.	November 2020 and April 2021	Sign in sheets and exit survey
5	Science Project Informational Night and STEM & Science Night	Administration	Provide information to parents on science and how parents can help their children to increase academic success in science.	December 2020 and April 2021	Sign in sheets and exit survey
6	Parent Training & SAC Membership Training	Administration	Provide information to the parents to increase parent knowledge of academic expectations to foster parent -school partnerships.	November 2020 and January 2021	Sign in sheets and SAC Meeting Minutes
7	Parent to Kids	Administration	Provide parents with literacy skills to assist with academic achievement at home.	February 2021	Sign in sheets and input forms

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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 and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Communication Awareness: Creating an Engaged Family Friendly Environment	Administration	Provide school staff with strategies for encouraging parents to participate in the educational process that improves academic success.	August 2020	Sign in sheets, agenda, presentation materials such as Remind and Class DoJo.
2	Communication Awareness: Creating an Engaged Family Friendly Environment	Administration	Provide school staff with strategies for encouraging parents to participate in the educational process that improves academic success.	August 2020	Sign in sheets, agenda, presentation materials such as Remind and Class DoJo.
3	Partnering with Parents	District Parent and Family Facilitator	Provide school staff with the knowledge of the different levels of parent involvement within the educational process that improves academic success.	October 2020	Sign in sheets, agenda, presentation materials, and minutes.
4	Presentation on Parent and Family Engagement Plan at Faculty Meeting	Administration	Provide the school staff with the Parent and Family Engagement Plan to encourage parents to participate in the educational process that will improve academic success.	October 2020	Staff Feedback

Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- 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;
- 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; and
- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

Volusia Pines Elementary will provide information about Title I programs through newsletters, booklets/brochures, and an informational presentation shown during the Annual Title I Meetings. The Title I Annual meetings are conducted in September. The Title I brochure and Title I handbook are sent home with each student in their backpacks. The curriculum and assessment information are shared by the teachers at Open House, Annual Title I Meeting, during parent-teacher conferences, classroom websites, and through classroom/school newsletters. Assessment information is sent home to parents in the students' backpack and it is also available on our school website. Parents may provide input to the school on the Parent Input Forms, emails, interim reports, and student report cards.

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.

Volusia Pines Elementary provides information regarding parent participation through the school website, social media (Facebook, Twitter), marquee, Volusia Connects automated phone system, newsletters, parent-teacher conferences, flyers sent home in backpacks, and at workshops/meetings. District information is available in English and Spanish. When requested by the parents, the District will provide a translator if school staff are not able to assist with translating. Books and videos in Spanish are available in the Family Resource Center. The ESOL paraprofessional, bilingual clerk, and staff translate information for parents over the phone and at conferences. There is a Parent Leadership Committee meeting for parents of ELL students. Parents with special needs are accommodated. Volusia Pines Elementary is a handicap accessible school.

Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

Please upload into SharePoint and keep copies for your records.

Upload School-Parent Compact

Note: As a component of the school-level PFEP, each school shall jointly develop, with parents for all children served under this part, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload into SharePoint and keep copies for your records.

Upload Evidence of parent and family input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload into SharePoint and keep copies for your records

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (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. 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	Student Academic Achievement Standards and Title I Program Information, and Open House	2	375	The information provided to parents on the expectations and how parents can assist their children will increase student achievement.
2	Books for Bingo	2	100	The literacy information reviewed with parents will increase their children's academic success in reading and writing.
3	Family Literacy	1	375	The literacy activities completed at home with the parents will increase student achievement in reading.
4	Parent Training and SAC Membership Training	2	25	The information given to the parents increased the parent-school partnerships as well as increased academic achievement of students.
5	ELL Parent Meeting	1	25	The information provided to the parents of ELLs raised the awareness of how to increase their children's academic success.
6	Math Nights	1	Unable to complete due to Covid 19	

7	Parent to Kids	1	Unable to complete due to Covid 19	
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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Communication Awareness: Creating an Engaged Family Friendly Environment	1	60	The strategies provided to the school staff to encourage parents to participate in the educational process will increase student academic achievement.
2	Partnering with Parents	1	60	The different levels of parent involvement within the educational process that improves academic success
3	Presentation on Parent and Family Engagement Plan to Faculty	1	60	The goals set by the Parent and Family Engagement Plan were reviewed and the impact they will have on student academic achievement

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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Inconvenient meeting times especially for our SWD and ELL parents.	Volusia Pines will have meetings at different times throughout the school year to meet the needs of our parents. Meeting information will be sent home utilizing Volusia Connects School Messaging System, classroom technology (Remind, DoJo, Classroom Website), school website, and through social media avenues (Twitter, Facebook, Instagram).
2	Childcare especially for our SWD and ELL parents.	Volusia Pines will provide childcare services during school meetings and functions.

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		
2		
3		
4		

**Please submit completed Parent & Family Engagement Plan (PFEP)
to your Title I Office Representative.**

***PFEP must be signed by the Principal and approved prior to
being uploaded into CIMS***

Approval check by PFE	KT
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