



2020-2021

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

I, Jennifer Williams, 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.

*Jennifer P. Williams*  
Jennifer P. Williams (Jun 9, 2020 17:26 EDT)

Jun 9, 2020

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Signature of Principal or Designee

Date Signed

**\*\*Please use the data from the school's survey(s) (*Advance Ed and 5Essentials*) to complete this Parent & Family Engagement Plan!**

**Mission Statement (optional)**

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## Parent & Family Engagement Mission Statement

### Response:

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### 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.

**Response:** The Citrus Grove Elementary School Advisory Council will meet monthly to plan, review, and involve parents in the implementation and improvement of Title I programs at the school. School Advisory Council (SAC) elections are held annually. Parents and school community members are solicited through all communication tools (online, brochures, marquee, School Messenger) to fill vacant seats. Any parents or school community member who expresses an interest in serving may be appointed by the principal. Parental input will be reported in the minutes of each meeting regarding the usage of Title I parent and family engagement funds.

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### 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 I, Part C	Parent support is offered through migrant services such as translation and food assistance programs.
2	Title IX, Homeless	Title IX Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation.
3	Title III	Parent training is offered bi-annually in sessions of the ESOL Parent Leadership Council. Title III ESOL tutors communicate regularly with parents.
4	VPK	VPK works with our school staff to coordinate transition plans for students entering Kindergarten.

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### 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 Title I Annual Meetings and activities	Principal	September October	Dates set on school calendar
2	Prepare agenda for Title I Annual Meetings	Principal	September	Completion of Agenda
3	Gather brochures and PowerPoint presentation outlining services presented at Title I Annual Meetings	Principal	August	Information prepared for distribution

### 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.

**Response:** Parent Liaison coordinates school-based parent and family involvement activities to provide opportunities for connections between the school, the home, and the community. Events will be scheduled at a variety of times. Examples include: Book Fair activities during the school day, afternoon, and evening special events (Family Literacy Night); school cafeteria welcomes parents to eat breakfast or lunch with their child daily; teachers schedule parent conferences before school, during school (teacher planning time), and after school to accommodate parent schedules; students will meet their teachers during Kindergarten Orientation while parents learn about our school's expectations without interruptions.

### 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	Meet the Teacher	Principal, Teachers	Provide information to parents on expectations and how parents can help their children to improve academic achievement.	August	Sign in sheets, parent comment forms
2	Annual Title I Meeting	Principal, Teachers	Provide information to parents on Title I expectations and how parents can help their	September	Sign in sheets, parent comment forms

			children to improve academic achievement.		
3	Parent Training, SAC Membership Training	School Staff	Provide information to parents on expectations and how parents can help their children to improve academic achievement.	September	SAC Minutes
4	ELA, Math, SS, Science, and SEL Curriculum Nights	Principal, Teachers, Community Partners	Provide information to parents on expectations and how parents can help their children to improve academic achievement.	Throughout the year	Sign in Sheets, Parent Comment Forms
5	Reading Strategies, Literacy Night	Media Specialist, School Staff	Provide information to parents on expectations and how parents can help their children to improve academic achievement.	Throughout the year	Sign in Sheets, Parent Comment Forms
6	Individual conferences regarding technology and access to the Parent Portal	Parent Liaison	Provide information to parents on expectations and how parents can help their children to improve academic achievement.	As needed	Sign in sheets, parent comment forms
7	Assessments discussed during individual conferences	Classroom Teachers	Provide information to parents on expectations and how parents can help their children to improve academic achievement.	Fall, Spring	Parent-Teacher Conference forms
8	Kindergarten Orientation-Informational session for parents and students entering kindergarten	Principal, Parents, Staff	Students visit their classrooms while information is provided to "parents only" on expectations and how parents can help their children to improve academic achievement.	August	Agendas, parent comment forms
9	Title I Student Compact will be distributed at the start of the school year and reviewed with students and parents at parent-teacher conferences.	Principal, Teachers, Parents	Provide information to parents on expectations and how parents can help their children to improve academic achievement.	Throughout the year	Conference logs, parent-Teacher Conference Forms and Compact
10	Parenting Support for extended families and grandparents raising children	Guidance Counselor, School Social Worker	Provide information to parents on expectations and how parents can help their children to improve academic achievement.	Throughout the year as needed	Agenda, parent comment forms
11	Parents-to-Kids	Principal, Teachers	Provide information to parents on expectations and how parents can help their children to improve literacy skills.	Winter	sign in sheets, pre/post evaluations
	ESOL Parent Leadership Council	Principal, Teachers, Parents	Provide information to parents on expectations and how parents can help	Twice a year	Agendas, Sign in Sheets, Minutes

12			their children to improve academic achievement.		
13	Eagles Take Your Child to School Day	Principal, Teachers	Provide information to families on the importance of reading and how parents can help their children to improve academic achievement.	September	Sign in sheets
14	Go Take a Hike Walk-A-Thon	Principal, Teachers, Parents	Provide information to parents on the importance of reading and how parents can help their children to improve academic achievement. Questions regarding math will be sent home to incorporate math with the walk-a-thon.	October	Sign in sheets, answers to math questions

### 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	School Parent and Family Engagement Plan Workshop	Title I Parent Liaison, Principal	Teachers will gain knowledge on how to implement and coordinate parent programs in an effort to support student academic success.	October	Sign in sheets, agenda, and minutes

### 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.

**Response:** Student information packets including Title I handbook are distributed at Meet the Teacher or on the first week of school to all enrollees in English and Spanish. All distributions are monitored by classroom teachers and office specialists to ensure all families receive this information. Specific information about our school and district Title I programs will also be provided to parents at the Title I Annual Meetings through an informational PowerPoint. The school website is available for parents to view and contains information about all school programs, curriculum, policies, and procedures. A designated computer is

available to parents in the Media Center to access computer- based information sources such as Parent Portal. Parent conferences are held at the request of the parent with translation provided if needed. Parents are included in all aspects of the Problem-Solving Team process. The School Improvement Plan is available to all parents to review and provide feedback. Parents are invited to provide input to the school via parent input forms, interim reports, and student report cards. Our school marquee keeps parents informed daily. The School Messenger phone system sends daily attendance messages to assist parents to monitor attendance. It is also used to communicate special events and important information from school administration with phone messages being delivered to all students in English and Spanish. If needed translation in other languages will be provided by the District staff. The Parent and Family Engagement Plan will be posted on the school website and hard copies available in our Parent Resource Center and school office.

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### **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.

**Response:** Citrus Grove Elementary is handicapped accessible. The following statement will be noted on parent newsletters and communication to accommodate families who need additional assistance: "individuals needing accommodation under ADA should contact Citrus Grove Elementary office personal or Parent Liaison." Translation of communications in Spanish and English is provided as requested. Bilingual personnel are available on campus to assist parents with translation needs. School Messenger messages are used as a communication tool with message delivery in English and Spanish translation, as requested. ESOL teachers lead the ESOL Parent Leadership Committee which meets bi-annually and assists with translation needs. District staff is available to assist with translations and communications in other languages, if requested.

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### **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.**

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### **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.**

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### **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**

**Due to pandemic, we were unable to gather parent/family input supporting the development and revision of the School-Parent Compact. Parent/Family input will be requested upon our return in the Fall of 2020.**

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## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Meet the Teacher	2	761	Provide information to parents on expectations and how parents can help children at home.
2	Annual Title I Meeting	1	528	Provide information to parents on expectations and how parents can help children at home.
3	Parent Training, SAC Membership Training	6	23	Increase parent knowledge of academic expectations and foster parent/school relationships.
4	Math, Science, & SS Curriculum Nights	2	200	Provide information to parents to help their children in the areas of math and science.
5	Reading Strategies, Literacy Nights	2	355	Strategies to increase family literacy.
6	Individual conferences regarding technology and access to the Parent Portal	3	200	Parent Liaison will provide individual help to parents in how to log-in and access to the Parent Portal and Gradebook.
7	Distribution of Title I Compact and Review	1	907	Parents will participate in discussions about the shared responsibility for improving their child's academic achievement.
8	Parents to Kids	2	9	Provide information to parents about literacy and how to support reading at home.

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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,

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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	School Parent Involvement Plan Workshop	2	85	Teachers will gain knowledge in how to implement and coordinate parent programs.

### 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	Schedule/Meeting times inconvenient	The school will publish a calendar on the website so parents can see in advanced the school activities so parents can arrange their schedules.

### 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***

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Approval check by PFE ☐

# 2020-2021 PFEP Citrus Grove Elementary waiting on signature

Final Audit Report

2020-06-09

Created:	2020-06-09
By:	Morgan Berry (MHBERRY@VOLUSIA.K12.FL.US)
Status:	Signed
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