

**St. Lucie Public Schools**

**2019-2020 School Level Parent and Family Engagement Plan (PFEP)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby certify that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances. 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 the PFEP Program. All records necessary to substantiate these requirements will be available for review by appropriate District, State and Federal staff for a minimum of five (5) years. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the plan. 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 outlined in Section 8101, ESEA;
* Involve the parents and family 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 [Section 1116(a)(3)(b )];
* Jointly develop/revise with parents the School-Level PFEP, distribute it to parents of participating children, and make it available to the local community [Section 1116 (b)( )];
* Involve parents and families, 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 PFEP and the joint development of the school-wide program plan under Section 1116(c)(3;
* Use the findings of PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP [Section 116(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments when the school submits the plan to the Local Educational Agency (LEA) [Section 1116(b)(4)];
* Provide each family an individualized student report about the performance of their child on the State assessment [Section 1112(e)(l)(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 does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned [Section

1112(e)(1)(B)(i)]; 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 1112 (e)(1)(A)].

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Principal Signature Date

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| **Parent and Family Engagement Mission Statement (optional)** |
| At West Gate K8, we provide guidance for students to obtain the skills necessary to become successful, educated, responsible citizens together with our parents and community stakeholders. The teachers, staff and parents of West Gate are committed to facilitating engaging activities that will create self-motivated life-long learners. We are committed to working alongside our parents and family to develop a plan for activities and workshops that support high quality instruction needed for all learners to be successful. We will provide virtual curriculum support that align to grade level standards to model instructional strategies for MySchool and traditional learning. |

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| **Involvement of Parents/Families** |
| **Describe how the school involves the parents/families in an organized, ongoing and timely manner, in the planning, reviewing and improvement of Title I programs including involvement in decision making of how funds for Title I will be used [ESEA Section 1116].**  Parents are involved in the planning and review of Title I programs and the Parent Engagement Plan as follows:   * Attending School Advisory Council meetings (SAC) * Parent Teacher Organization meetings (PTO) * Completing parent surveys * Attending our annual Title I meeting in the fall * Participating in the Parent Teacher Organization activities.   Parents share their input of all school activities and concerns by attending these meetings. Formal and informal discussions are shared regarding school events. Title 1 programs and reviews of student academic data are discussed with parents through these meetings.  Decisions regarding how funds are spent is also discussed through the SAC meetings and shared with all parents each year at our annual Title I meeting. Parents are invited to attend individual teacher conferences to discuss student academic progress. Open House events as well as meet the teacher are held to inform parents of all the activities and opportunities at West Gate. We provide communication in both English and Spanish by way of flyers, letters, skyward, facebook, and messaging call system. |

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| **Coordination and Integration with Other Federal Programs** | |
| **Describe how the school will coordinate and integrate parent and family engagement programs and activities with other programs. Explain how these activities will teach parents how to help their child/children at home [ESEA Section 1116)**  West Gate coordinates and integrates parent and family engagement programs and activities through planned events throughout the school year. These activities will teach parents how to help their children at home through the implementation of various best known practices that are linked to learning. | |
| **Program** | **Coordination** |
| Exceptionalities ESE - IDEA | West Gate’s ESE Dept works with all ESE Support Staff to coordinate transitions for students into the regular classroom. Meetings are held to discuss student needs and develop IEPs. Orientation and classroom visits are scheduled for kindergarten and occur in spring. |
| Title I | The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community. |
| Title II | The school will engage in staff development to assist personnel in working effectively with parents in teaching them strategies to help their children in school. |
| Title III | These funds are used to fund ESOL paraprofessionals who assist parents in navigating the school system and helping reduce barriers to student success. |
| Title X | McKinney-Vento Program provides support to our homeless students. |

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| **Annual Parent Meeting** |
| **Provide a brief description of the following:**   * **Specific steps your school will take to conduct the Title I Annual Meeting to inform parents and families of participating children about the school’s Title I program.** * **The nature of the Title I program that is shared with parents (school-wide or targeted assistance).** * **How the school, at the annual meeting, will inform parents of school performance data and the right of parents.**   Title I is the largest single program of federal aid for elementary and secondary education. Decisions on the use of Title I funds are focused on needs of the school within general guidelines from the state and district level. The critical element of the law is accountability which requires educators to show results for their efforts rather than mere compliance with program rules.  Title 1is dedicated to improving the educational opportunities for all students by helping them:   * **Succeed in the regular program** * **Attain grade-level proficiency** * **Improve academic achievement**   Parental engagement is first and foremost at West Gate. We involve parents with meaningful communication involving student academic learning and other school activities, ensuring that parents play an integral part in assisting their child’s learning; parents are invited to attend yearly meetings where pertinent information is disseminated for students’ academic success.  West Gate has prepared a Title I power point with all the Title I information parents need. That information is shared with them at our first Title I meeting in the Fall. |
| **Flexible Parent Meetings** |
| **Describe how the school will:**   * **Offer a flexible number of meetings, such as meetings in the morning or evening.** * **Provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement [ESEA Section 1116].**   West Gate will schedule flexible meeting times that will give parents the opportunities to attend functions, meetings and conferences. We also provide our information during SAC and PTO meetings. When feasible meetings and conferences with teachers are scheduled to accommodate the parent's schedule: before, during or after school. Meetings will also be offered virtually to maintain social distancing while still offering parents the opportunities to address student concerns. Translations are also offered in English and Spanish. |

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| **Building Capacity** | | | | |
| **Describe how the school will:**   * **Implement activities that will build the capacity for meaningful parent/family engagement.** * **Implement activities that build relationships with the community to improve student achievement.** * **Provide materials and trainings to assist parents/families to work with their child/children.** * **Provide other reasonable support for parent/family engagement activities [ESEA Section 1116].** | | | | |
| **Activity** | **Materials Provided** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |

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| Report cards and assessment data are discussed during individual conferences | Classroom Teachers | Teachers conduct individual conferences to discuss student’s tests results, expectations, progress towards FSA goals and individual achievement goals for the school year | September 2020 through May 2021 | Conference Notes Form and sign in sheets |
| FSA Parent Night | Teachers | Teachers discuss the requirements of FSA and specific skills in reading, math, science, and writing that are required to meet grade level requirements. Parents are given sample questions and resources to use with their student at home | January 2021 | Agendas, sign in sheets, and handouts |
| Open House | Principal, Classroom Teachers | Informational sessions for parents will provide specific grade level expectations, state standards, assessment methods, standardized tests, and strategies parents can use at home. | September 2020 | Sign in sheets, agendas, handouts |
| SAC Meetings | PTO, Teacher, President, | By providing parents with leadership opportunities we will increase the level of parental engagement and becoming active in the decision-making process at the school | Ongoing 2020-2021 | Agendas, minutes, handouts, sign in sheets |

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| **Staff Development** | | | | |
| **Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other school leaders, as well as other staff with the assistance of parents/families in:**   * **The value of their contributions;** * **How to reach out to, communicate with, and work with parents and families as equal partners; and** * **How to implement and coordinate parent/family programs and build ties between parents/families and the school [ESEA Section 1116].**   West Gate provides opportunities to build the capacity for all school staff. Various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement. | | | | |
| **Activity** | **Person**  **Responsible** | **Area of Focus** | **Timeline** | **Evidence of Effectiveness** |
| Parent Volunteers  PTO  SAC | Melissa Osborn  Nikki Patterson  Principal | Parental Involvement  Parental Involvement  Parental Involvement | August 2020  August 2020  August 2020 | Parent surveys, sign in sheets  Parent surveys, sign in sheets  Parent surveys, sign in sheets |

**Other Activities**

**Describe other activities, (such as a parent resource center) the school will conduct in order to encourage and support parents/families in more meaningful engagement in the education of their child/children [ESEA Section 1116].**

**Communication**

# Describe how the school will provide to parents of participating children the following:

* **Timely information about the Title I program and activities;**
* **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 participate, as appropriate, in decision relating to the education of their child/children [ESEA Section 1116].**

West Gate holds a general meeting where information is presented about Title I programs. The curriculum, as well as school and state assessments are shared with the parents. Parents are informed about all the school wide events, how to contact teachers, as well as other ways they can become involved in their child’s education. Student/parent handbooks are provided to the parents, and students receive planners which also provides other school and district information. Parents are invited to become a part of the PTO and SAC where they can keep updated on other school activities. This is also a platform where they can provide their input. Information is sent home throughout the school year as well as shared on our facebook page, skyward and the phone messaging system.

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| **Accessibility** |

West Gate provides parents opportunities to participate in school activities. Parents can ask questions if further clarification is needed regarding any of the school’s activities. Many events are provided free of charge to allow all families an opportunity to participate. Some activities provide food for children and families. Free and reduced lunch and breakfast is provided daily for all students, clothing, Thanksgiving food baskets, Christmas gifts and food are also provided through our Grace Program.

Written communication from the school and/or the classroom teacher will be provided for parents in English/Spanish and Creole. Translators are available for all parent meetings and in school offices to ensure that parents can fully understand and participate in parent meetings, events and conferences. Resources and website information will be available in both English and Spanish whenever possible. Our school is completely handicap accessible for any parents who have physical disabilities. If we have parents with other disabilities, we work to ensure they have access to conferences. Meeting notes will be taken and a copy given to the parent. Parents are also free to bring a friend or family member with them to the school at any time if they need assistance or just want another person to be with them.

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| **Discretionary Activities (Optional)** |
| **Describe any activities that are not required, but will be paid through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)** |

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| **Barriers** | |
| **Provide a description of the:**   * **Barriers that hindered participation by parents during the previous school year** * **Steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].**   After reviewing previous feedback we realize that there still exists barriers to parent and family  engagement:   * Language * Education * Economically disadvantaged | |
| **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome Barrier** |
| Language barrier (ELL) | Provide Spanish translation as needed. Newsletters, and connect messages are sent in English/Spanish and Creole. |
| Education barrier (FRL, SWD, ELL) | Curriculum Information, FSA, Literacy, STEM, Math. Preview grade level expectations for the year. Explain education terminology in a way that all parents can understand. Provide additional resources for students and parents on navigating the education platforms that students use Canvas/Teams, iReady. |