

## Title I Parent and Family Engagement Plan

I, ( Michelle Work ), 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).*

*Michelle Work*

*8/28/2020*

Signature of Principal or Designee

Date Signed

**APPROVED**

## Title I Parent and Family Engagement Plan

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

The Mission of the Parent and Family Engagement Plan is to bridge the gap between parent, school and community and improve relationships between home and school, which empowers families to become proactive in their children's education on a continuous basis.

**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:

Via our SAC committee, Media Nights, holding family meetings, holding family workshops, continually sending out correspondence in both English and Spanish in order to reach all parents and guardians, announcements on the school website and the marquee. We will also send out the information through school messenger, Peachjar and electronic communication systems (Facebook and Twitter).

**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	VPK	The VPK office will work to coordinate transition programs for students entering the regular public school program.
2	IDEA	The individuals with Disabilities Education Act (IDEA) supplemental instruction support provided by Title 1 will be discussed with parents during the development of the students IEP.
3	VPK	The Title I office 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/families, VPK teachers, and the Kindergarten teachers to discuss the specific learning needs of students and joint parent/family meetings to discuss transitioning. Our school hosts

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		1 class of VPK students under Florida's statewide VPK Program
4	Title III ELL	An ELL assistant is provided during school hours for meetings to assist parents/families in helping their students to achieve academic success. This ELL assistant also provides support by communicating school/classroom needs and acts as the liaison between teachers and ELL families. Also, the Rosetta Stone language program is available through the Family Resource Center at the school.
5	Title IX – Homeless Students	The Homeless Liaison at the district level, the homeless contact at the school level and the FSL collaborate to ensure that students and families receive the necessary services and resources.

### 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.

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I Information Night	Maria Hargroves	Fall	Parent Engagement Survey
2	Sign-in Sheets	Maria Hargroves	Ongoing	Sign in sheets will be utilized for all meetings, conferences, information nights, etc.
3	Agendas, Handouts, Presentation Materials	Maria Hargroves	Ongoing	Copies of agendas, presentations and handouts will be collected
4	Maintenance of Documentation	Maria Hargroves	Ongoing	Documentation will be ongoing throughout the year as parents are informed.

### 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,

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transportation, childcare, or home visits, as such services relate to parent and family engagement. Response:

The leadership team and staff of Seminole Springs Elementary have a strong belief in the importance of parental and family engagement and therefore have put measures in place to offer family meetings on a flexible schedule. Our parent orientation meeting is during evening hours to accommodate families. All Family Conferences are held before, after or during school hours for the convenience of the parents. Families are also able to sign up for a time to attend parent meetings that will help improve student academic achievement. This includes all meetings with guidance, administration, all teachers ELL/ ESE and MTSS committee meetings. Our annual parent conference night/week will take place in October. Students, parents and teachers will monitor student progress and set goals for the second nine weeks. The goal is to help improve student academic achievement.<sup>1</sup>

### 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.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	PTO	Trish Purham	Monthly meetings will provide parents and community members with school information, data, and collect input for parent and family engagement	1x month	Family Engagement Surveys, School Climate Survey, FSA, iReady
2	Parent Conferences	Michelle Work	Teacher/Parent conferences will be conducted to discuss student assessment data and their progress. Teachers will review strategies for families to use at home to increase academic growth and ensure student success.	2x year	Assessment data will be discussed during individual classroom conferences. Parent Conference forms, FSA, iReady Data
3	STEAM Night	Maria Hargroves, Zasyllis Price	This event will provide parents with grade level, content specific information with hands on Science and	1x year	Content specific information will be provided to parents. Hands-on engagement activities. LSA Results,

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			strategies which can be used at home.		Science FSA, Classroom Assessments
4	Literacy Night	Maria Hargroves, Zaylis Price	This literacy-centered night provides opportunity for parents to read with their children at the school while underscoring the importance of reading.	1x year	Content specific information will be provided to parents. IReady data, how to use iReady at home, Author presented her work through performance and interaction with students and families.
5	Kindergarten Round-Up	Maria Hargroves, Zaylis Price	This Kindergarten Round-Up event will provide the opportunity for parents and students to become acclimated to the school. Provide school calendar information, enrollment packets, tour of Kindergarten classrooms, lunchroom, enrichment, school bus tour.	1x year	Parents and future students participated in Kindergarten Round-Up virtually, Teachers presented their classroom and met with families via ZOOM. Office Staff provided information on the "How To's" enrollment via internet.
6	FSA Night	Maria Hargroves	The FSA Night event will provide parents and students the opportunity to become acclimated with FSA testing. Families will receive testing calendar, grade level examples, test length information and content.	1x year	Powerpoint presented sharing timeline, content, grade level areas of testing, calendar, length of test, sample test items, handouts and notes also provided for families convenience.
	Family Media Nights	Trish Purdham	Family Media Night events will provide opportunities for families and students to participate in checking out resources from media center, stem activity, read a - lounds, and technology resource check out and access.	8X year	Themed event nights correlated with ELA standards and support Stem activity. Students checked out library books, chrome books, and had opportunities to take home school supplies.

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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)].

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	ELL Learners and ESE Students	Vickie Grable-ESE Specialist, Helena Schaefer-Guidance	Professional development activities are provided to educate all staff how to communicate and work with parents as equal partners.	TBD	Parent and Teacher Surveys, Sign-In Sheets
2	Volunteer Training	Maria Hargroves	Teachers will be exposed to a training in regards to incorporating parent volunteers	TBD	Family surveys, Volunteer Hours

### 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:

During the 2020-21 school year, Seminole Springs will continue to build resources to continue the Family Resource Center that is open during our Media Nights and Family Engagement events.

Family Engagement Survey, School Climate Survey, Sign-In Sheets, Advertise on School Website, Flyers, School Messenger and Social Media Sights.

### 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)];

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- 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:

In August, Seminole Springs Elementary will offer a Family Orientation night. During the orientation, parents will learn about school wide initiatives and programs available to their child(ren), how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. The parent/student handbook will be available to parents through the school website; families will visit their child's classrooms and meet with the teachers. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all families unable to attend. Teachers will maintain sign-in sheets and provide a copy to the assistant principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines.

### 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:

The completed PFEP will be posted on the school's website. Written communication will be provided for parents in English and Spanish. Translators will be available at family meetings and in school offices to provide translation services and to ensure that families are able to fully participate in family meetings. Parents/Family members with disabilities will be provided accommodations as needed to allow for full participation. Parents/Family Members of migrant students will be offered resources from our Student Support Team, as well as translation services.

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### 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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline

**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**



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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Literacy Night	1	262	This literacy-centered night provides opportunity for parents to read with their children at the school while underscoring the importance of reading.
2	STEAM Night	1	190	Content specific information will be provided to parents. Hands-on engagement activities will be introduced that could also be done at home.
3	Family Media Nights	8	82	Families will be provided with specific strategies they can use to help their child at home.
4	FSA Night	1	75	Families will be more informed on how they can help their children at home academically in order for them to be successful at school.
5	Curriculum Night	2	456	Families will be more informed on how they can help their children at home academically in order for them to be successful at school.
6	Meet the Teacher	1	1701	Families will be more informed on how they can help their children at home academically in order for them to be successful at school.
7	Donuts for Dad	1	420	Families will be provided with specific strategies they can use to help their child 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 [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	ELL Learners and ESE Students	1	35	Professional development activities are provided to educate all staff how to reach out to, communicate with, and work with families as equal partners. It addresses the value and contributions of parents/families and how to implement parent/families programs and build ties between families and schools.
2	Volunteer Training	1	35	Teachers will be exposed to a training in regards to incorporating parent volunteers in the classroom.

### 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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Families with limited Internet access	<ul style="list-style-type: none"> <li>Continue to be proactive posting school information in a variety of ways: posters, flyers for take home, phone calls home, parent teacher outreach, social worker outreach</li> </ul>

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2	Attendance for events, conferences, meetings, Childcare	<ul style="list-style-type: none"><li>To provide flexible timing for families participate in activities, vary the times of events to reach working parents, offer childcare during meetings.</li></ul>
3	Language Barrier	<ul style="list-style-type: none"><li>To provide a translator</li></ul>

### 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