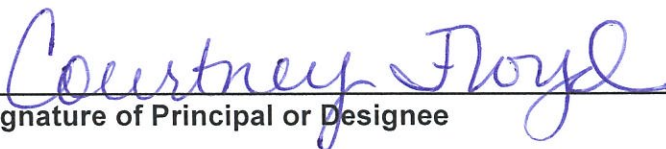


School Name Parent and Family Engagement Plan (PFEP) 2017-2018

I, Courtney Floyd, 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 1116 (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 school-wide program plan under section 1114(b)(2) [Section 1116(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 1116(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 shall submit parent comments with the such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- 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)].

  
Signature of Principal or Designee

9/5/17  
Date Signed

**Parent and Family Engagement Statement**

Memorial Elementary, together with parents, students, and community, will provide opportunities that prepare all students to be responsible and productive citizens.

## Engagement 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 [Sections 1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Parents will be provided an opportunity and encouraged to be involved in the planning, review, and improvement of Title I programs through participation in our School Advisory Council (SAC). Our SAC meets the second Tuesday of each month. Each year a Title I Annual Parent meeting is held to review the Title I program and the Parent Family Engagement Plan. This meeting is separate from the School Advisory Council meetings held each month. The communication at this meeting, as well as at PTO and SAC meetings, is that any questions, concerns or suggestions regarding Title I/Parent Involvement are always welcome. The SAC members, composed of parents, are encouraged to help develop, revise, and vote to approve the PFEP and Compact. Notes, including comments and suggestions, will be kept from these meetings and will be housed in the front office. Also, an annual parent and student survey will be distributed and collected that includes an evaluation of the content and effectiveness of the Parent Family Engagement Plan. The feedback from the meetings and the results from the survey help Memorial Elementary modify the content and structure of Parent Involvement events to better meet the needs of our families. Some examples include varying day and/or time, size of workshops, content and grade level specific mini-workshops. Parents and staff have input in designing the format each school year. Parents, students, and teachers will also sign a home-school compact. Parents will be informed in an ongoing and timely manner of meetings and events through the use of Connect Ed messages and flyers which will be sent home in both English and Spanish. Meetings will be displayed on our school marquee.

At Orientation each year, parents volunteer to be on the ballot for SAC. Staff members also recommend parents to be contacted to see if they would be willing to be on the SAC ballot. After the ballot is composed, the ballot is sent home for parents to vote on. When the ballots are returned, a SAC committee is selected with diversity.

The Title I Plan and the Parent Family Engagement Plan are shared with stakeholders at faculty meetings, School Advisory Council meetings and the Title I Parent Meeting. Parent input is incorporated into the School Improvement Plan and Parent Family Engagement Plan. The Title I Budget is also shared at SAC and the Title I Parent Meetings. Parents can find the PFEP on the Memorial Elementary website or a copy can requested and given to parent by office personnel.

## 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 1116(a)(2)(D) and 1116(e)(4)].

count	Program	Coordination
1	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Family Engagement Plans, and other items of concern.

2	District Parent Advisory for Advanced Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
5	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
6	Homeless-Title IX Part C & Title 1 Part A	Student Services coordinates with Title 1 Part A and Title IX to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title IX also funds a homeless advocate for homeless students.
7	VPK	These programs are provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector.
8	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
9	Nutrition Programs	LEA participates in the federal Free/Reduced lunch program and the free breakfast for all students program. Snacks are also provided for after school care and after school tutoring programs. Summer food programs are provided at various school sites and community locations.
10	Supplemental Academic Instruction (SAI)	Supplemental Academic Instruction (SAI) funds will be coordinated to provide summer school for Level 1 readers.
11	Title III	Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
12	Title II	Provides for teachers and administrators professional development and supports all teachers to be highly qualified.
13	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers administrators, and parent involvement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district This grant is also the funding source for implementing the requirements of ESEA & ESSA.
14	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program.
15	ELL	The ELL Parent Advisory Council is involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FSA standards, graduation requirements and post-secondary career opportunities.

## 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 (school-wide 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 1116(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I Annual Parent Meeting - Revision of PFEP, Reviewed Title 1 program	Administration	September 2017	Sign In Sheet; Agenda, Minutes
2	Title 1 Budget	Administration	September 2017	Title 1 Budget
3	Development of Title 1 Plan	Administration, DO Finance, Parents, SAC	August 2017	Title 1 Plan
4	Flyer for Annual Title 1 Meeting	Front Desk Clerk	September 2017	Flyer

## 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 1116(c)(2)].

Response: Parent involvement activities at Memorial Elementary will be provided in the morning and/or evening in order to encourage active parent participation. Each year we begin with an Orientation, Back to School night. Parents have the opportunity and are encouraged to sign up for SAC, PTO, and meet with teachers and administrators. Parents who are unable to attend will set up an individual time to meet with teachers and/or staff. In addition, a social worker can make a home visit if the parents are unable to meet on the school campus. On report card conference nights, teachers develop a schedule which includes before and after school hours and are flexible with dates and times to accommodate parents. Class coverage will be made available if a parent needs to meet with the teacher throughout the school day. Transportation will be made available with advanced notice to the school. Daycare and translators will be provided as needed. Parents will have the opportunity to participate in the following ways:

- \*Parent meetings

- \*Field Trips

- \*Parent Conferences

- \* Grandparent's Day Breakfast
- \*Classroom Volunteers and Tutors
- \*Fundraising Activities
- \*Open House/Orientation
- \*PTO
- \*SAC
- \*Grade Level Curriculum Nights
- \*Veterans' Day Program
- \*TLIM Parent
- \*Awards Days
- \*Thanksgiving Lunch
- \*Annual "Spring into Science" Night
- \*Christmas Lunch

### **Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(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 1116(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 1116(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Conferences	Classroom Teacher	Teachers will conduct individual conferences to discuss each child's assessment results, expectations and goals for the school year.	2 Times a Year Fall and Spring	Conference Logs
2	Parent Teacher Organization	Administration	A school report is given providing members with information on school accountability, events and curriculum.	Monthly	Sign In Sheets, Agendas

3	School Advisory Council	Administration	A school report is given providing members with information on school accountability, events and curriculum.	Quarterly	Sign In Sheets, Agendas
4	Curriculum Nights	Administration; Classroom Teacher	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.	2 Times a Year-One Primary and One Intermediate	Sign In Sheets, handouts, agendas
5	Orientation	Administration; Classroom Teacher	Each teacher provides expectations of student achievement. Teachers will provide parents with strategies to help their child at home.	August 7, 2017	Sign In Sheets, handouts, agendas
6	Connect Ed Messages	Administration	Increase communication with parents.	On-going	The system keeps a log of all call outs
7	School Marquee informs parents of upcoming parent involvement events	Administration	Provide parents information on curriculum and how they can help their child at home.	Daily	Parent Surveys
8	Comments in student agendas	Classroom Teacher	Increase communication with parents.	Daily	Student agendas
9	Newsletters containing grade specific curriculum and strategies	Administration; Classroom Teacher	Provide parents information on curriculum and how they can help their child at home.	Monthly	Parent Surveys
10	Phone calls home	Administration; Classroom Teacher	Increase communication with parents.	As needed	Phone Logs
11	School Web Site	Administration/Tech 1	Provide updated and ongoing information to parents and the community regarding events, important dates and links to additional educational sites	Ongoing	Web Site

12	Class Web Sites	Classroom Teachers	Provide updated and ongoing information to parents and the community regarding events, important dates and links to additional educational sites	Ongoing	Web Site
13	Teachers use Remind App	Classroom Teacher	Provides updated school information to parents and increases communication	Ongoing	Increased student/parent participation
14	Flyer to notify parents	Office secretaries	Increased communication	Ongoing	Increased parent involvement
15	Dads, Take your child to school	Lighthouse Team	Parent Involvement	September 19, 2017	Increased parent involvement
16	FSA Parent Night	Classroom Teachers/CLT	Increased Awareness of Standards	Fall 2017	Increased knowledge of standards
17	Grandparents Day	K teachers	Fun, engaging interactions with families	September 2017	Parent Feedback

## 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, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Orientation to Report Card Conferences	Administration/CLT	Parent Awareness; home school communication, increase student speaking skills and all academic areas	October 2017	Parent feedback, survey results, increase in student achievement.
2	SAC Orientation	Administration/SAC Chair	Parent awareness; home school communication, increase in student achievement	September 2017	Parent feedback, home-school survey results. Communicating and working with parents about students and school.

3	PTO Orientation	Administration/PTO Board	Parent awareness, home/school communication, increase in student achievement	September 2017	Parent feedback, home/school survey results, increase in student achievement.
4	Passports	All Teachers	Increase effectiveness in the classroom	Ongoing	Passports/Reflections
5	Data Chats	All Teachers	Increase student achievement	Weekly	Data Chat Forms
6	Faculty Meeting	All Teachers	Discuss the importance of parent involvement and communication with families. Being aware of homes and culture/build ties between home and schools.	Ongoing	Teacher calling logs. Parent engagement and activities. Encourage teachers to continue to build ties with families between home and school. Promote a positive school culture and build ties within the home and school. How to value parents as partners for student growth and achievement.

## 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 1116 (e)(4)].

**Response:** Memorial Elementary will conduct activities to encourage and support parents in the education of their child. MES will have our yearly Spring into Science, yearly Thanksgiving and Christmas lunch, science night/fair, class presentations, Tropicana Speech Contest, and the 5th grade talent show. We will use parent sign in sheets to determine the effectiveness/completion of each activity. The classroom teacher will be responsible for the sign in sheet for classroom activities. Additional activities they will conduct are Grandparent's Day, Night Before School Day, Donuts with Dad, Muffins with Mom, quarterly awards ceremonies, or Dads Take Your Child to School Day, in September. The front office will be responsible for having all parents sign in who attend our annual Thanksgiving lunch. The administration will provide a sign in sheet for parents. Parents can request individual assistance if needed for their struggling students (Resource teacher, guidance, ESOL). Parent surveys will be used to determine the success of the activity.

## Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(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 1116(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 1116(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 1116(c)(5)].



- o Response: Effective communication is vital in building strong parent involvement. We foster a positive relationship with our parents by maintaining an "Open Door" policy. We encourage parents to stop by anytime if they have comments, suggestions or concerns. We also communicate with our parents by sending home flyers, monthly newsletters, student agendas, phone calls, letters home, the school marquee, Connect Ed messages, Parent Nights, parent conferences, the Title I Parent meeting, and the School Advisory Council meetings. The reasonable and realistic timelines for the specific notifications are daily, weekly, monthly, annually, and as needed. We use a colored system of red, yellow, and green. Approximately a week before the event we send home a green flyer. A few days before the event, we send home a yellow flyer, and the day before a red notice. The effectiveness of the processes used to communicate with parents will be determined by parent comment/feedback. Samples of written communication will be stored in the Title 1 notebook in the front office. The notebook of correspondence is available for parent review. The principal or assistant principal will monitor that the information was provided. The Connect Ed call-out system records the results of each communication made through the system. Newsletters, flyers, and Connect Ed messages are disseminated to parents in both English and Spanish.
- The school will notify parents on the first day of school through the "Right to Know" letter that parents have the right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals. The school will also notify parents when their student has been assigned or has been taught for four or more consecutive weeks by a teacher who is out of field. This notification will be a "Four Week Letter" to the parents.
- The school will provide each family with an individualized student report of the child's performance on state assessments for those students taking the assessments. The school will conduct a call out to notify parents that their child's report is available for pick-up in the office.

## **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 LEA 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 1116(e)(5) and 1116(f)].

Response: All parents are encouraged to attend all parent involvement activities. Translators are available upon request for conferences and parent meetings for parents with limited English proficiency. Babysitting services are provided as needed during parent involvement activities. Notification of events are disseminated via school newsletters, school web-site, grade level newsletters, local newspapers, and ConnectEd phone messages. School generated information is sent home in both English and Spanish. All parent requests for reasonable accommodations will be provided. Accommodations will be made for parents of students with disabilities which includes parent/student rights and meetings to explain and receive parent input in developing Individual Educational Plans (IEP). Sound systems will be used in large areas to ensure all will be able to hear the presentation. The administration with the help of the ESOL paraprofessional will monitor the home language and provide additional language when the population percentage increases to a level that is necessary and feasible. A notebook of correspondence is available for parent review. The principal or assistant principal will monitor that the information was provided.

**Evidence of Input from parents**-have evidence of parent input in the development of the plan.

## **Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

## Evaluation of the previous year's Parental Involvement Plan

### Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents and families to help their children academic achievement [Section 1116 (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	Parent Communication	10	600	Build parental understanding of standards and assessments.
2	Curriculum Night	5	200	Educate parents on grade level requirements.
3	Report Card Conferences	2	600	Provide parents with information on how to specifically assist their child.
4	Chorus Program/ Spring Fling	1	350	Fun, interactive ways to engage their child in science related activities.
5	FSA Parent Night	1	100	Teach parents/families about the Florida Standards
6	Dads, Take your kids to school day	1	200	Fun, interactive way to get dads involved in children's learning.
7				
8				

### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff 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 1116(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	The Leader in Me Training	1	45	Research shows that the involvement of parents has a positive impact on student achievement.

## Barriers

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (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 1116(a)(2)(D)(i)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents are unable to attend due to work schedules/small children	Provide child care for those in need, make dates and times flexible for parents
2	Parents may have a first language other than English.	Interpreters will be available at parent involvement activities and/ or conferences.