

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

I, Linda Laye, 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

Parental Involvement Mission Statement

Response: Our school's mission statement is "All students at Sun 'n Lake Elementary will receive an equitable education through quality instruction to become productive 21st century citizens." Through the

activities frame worked by the Parent/Family Engagement Plan, we strive to assist parents and guardians to develop capacity to support their student's full social, emotional and academic potential.

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: Membership on the School Advisory Council reflects the demographic, ethnic, and socio-economic population of the school. A notice is sent home for parent volunteers to sit as SAC members. Once a list is composed of those parents willing to participate, a ballot goes home with all students so their parent can nominate from the list of people willing to become their representative. Nominations are reviewed and candidates selected by demographic status. All parents are encouraged, invited, and welcomed to attend SAC meetings to participate in the planning, review, and improvement of the annual Title I program. A Title I annual meeting is conducted in September to discuss the Title I school wide project, Parent/Family Engagement Plan, Home-School Compact and opportunities for parents to be engaged in their child's education. The Assistant Principal is responsible for planning the Title 1 annual meeting. A Spanish speaking staff member serves on SAC and translates, as needed, at all meetings. Notification of meetings and events is given in English and Spanish. The Connect-Ed telephone system serves as another reminder of school meetings. The school's operating budget and the School Improvement Budget are reviewed and adjusted at School Improvement meetings. All members are urged to participate in the discussion. Copies of the meeting agendas, minutes, and committee work are made available for all in attendance. The School Advisory Council will decide how to spend Title I funds.

Sun 'N Lake has many opportunities for parents to participate in curriculum nights, report card conferences, celebrations, and performances. The school encourages Parent/Family Engagement by sending flyers, reminders, hosting the school's webpage, and phone calls through Connect Ed. The school secretary will keep a notebook for Title I paperwork and documentation. In the spring parents will be given the opportunity to review, revise and approve the Parent/Family Engagement Plan and Home/School Compact. The Parent/Family Engagement Plan will be used to improve student achievement.

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 Plan, 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/Family Engagement Plan and education.
12	Title II	Provides for teachers and administrators professional development and supports all teachers to be state certified.
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/Family Engagement Plan 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 and 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/Family Engagement 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	Set date for 1718 meeting	Administration	August 2017	calendar, number in attendance
2	Collect data/information	SAC, MTSS team, Leadership Team, Guidance, Admin	August-September 2017	checklist of required information
3	Advertise meeting – newsletter (Eng./Spanish)	School Secretary	September 2017	delivery of newsletters to students
4	Advertise meeting – Connect Ed telephone system	School Secretary, Assistant Principal	September 2017	Connect Ed delivery report
5	Advertise meeting – newsbrief reminder (English and Spanish)	School Secretary	September 2017	Delivery of newsletters to students
6	Prepare packets of data to be reviewed	School Secretary, Administration	September 2017	Completing of required paperwork for packets
7	Arrange for room space, projector, computer, refreshments	School Secretary, Administration	September 2017	Checklist
8	Prepare room on day of meeting	School Secretary, custodians, Tech Resource Teacher	September 2017	Checklist
9	Greet parents at front door; escort to meeting	Office staff	September 2017	Parent Input
10	Conduct meeting	Administration, Leadership Team	September 2017	Sign in sheet and meeting notes

11	Distribute evaluation forms	Administration	September 2017	Results on evaluation form
12	Analyze results	Administration, Leadership Team	October/November 2017	Analysis, chart input
13	Create new action plan, as needed	Administration, Leadership Team	October 2017 - May 2018	Ongoing Plan, Do, Check, Act model
14	Advertise meeting on front sign	Administration	September 2017	Picture of sign by road

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: The school will continually seek flexible and creative settings for the Title I Annual meeting. A meeting will be scheduled each fall at a time convenient for parents. Information was given to explain Title I. Information will be sent home with the children of all parents who were not able to attend. The Home-School Compact will be explained and signed at the Fall Parent late afternoon/night Conference Meetings. At the meeting we will share the Title I program with parents. Every parent in the school is requested to attend this conference. Home visits are arranged with parents who were not able to attend. The Title I Power Point Presentation and information will be placed on the school website and clearly marked for parent's convenience. Follow-up information, hints, strategies for helping children at home, etc. will continue to be included in classroom and school-wide newsletters.

The school will hold quarterly P.T.O. general meetings and parents will be informed about the SAC meetings.

SAC meetings are held in the morning from 7:45-8:45 am. PTO meetings are held from 5:30 - 6:30 pm. Our school based activities such as Grandparents Day and Veteran's day are held during school hours from 7:30 am - 2:00 pm. Ample options are in place for parents to attend during a variety of times throughout the day.

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	Orientation/Open House	Administration, Teachers, Staff	At Orientation in August 2017 teachers will preview the curriculum/ Florida Standards for the school year.	August 2017	Attendance records
2	Home/School Communication Folders	School Office, Teachers	Organizational tool for school-home communication	August 2017- May 2018	Teacher observation, input, parent input
3	Connect Ed telephone system	School Secretary, Assistant Principal	Keeps parents informed	August 2017- May 2018	Attendance at events, feedback
4	Weekly classroom newsletters	Teachers	Keeps parents informed	August 2017- May 2018	Teacher and parent input
5	Parent report card conference nights for ALL parents	Administration, teachers	Discuss progress, share ways to help the child at home	October/November 2017 and April, 2018	Attendance logs
6	Literacy Week Activities	Administration, teachers	Emphasis on reading	Jan 2018	Sign in sheet, attendance at events
7	Veterans' Day Program	Administration, Music Teacher, Teachers	Emphasis on Patriotism, music, history	November 2017	Sign in sheet, attendance at event, feedback
8	Grade 2 Program - evening	Grade 2 teachers; music teacher	Power Point Presentation for parents on gr. 2 expectations; holiday literacy/musical drama presentation by students	December 2017	Sign in sheet, attendance at event, feedback from parents, students, teachers
9	Holiday Family Event	PTO	Building strong families	December 2017	sign in sheet, attendance, feed back
10	Winter Chorus Program	Music Teacher	Correlation between music and academics	December 2017	Attendance, sign in sheet, feedback
11	PTO	PTO Board	Building strong Parent/Family Engagement,	Monthly 2017-2018	Attendance, involvement, notes from

			providing education for the new Common Core Curriculum to parents		meetings, sign in sheet
12	SAC	SAC Committee	Strong Parent/Family Engagement	Monthly 2017-2018	Attendance, involvement, meeting notes, sign in sheet
13	Grade 1 Program	Gr. 1 teachers, music teacher	Power Point Presentation for parents; parts of speech drama presentation by students	March 2018	Attendance counts, feedback from parents, students, teachers,
14	Grade K Program	Grade K teachers, music teacher	Power Point Presentation for parents; parts of speech drama presentation by students	April 2018	Sign in sheet, feedback from parents, students, teachers
15	Grade 5 Awards Ceremony	teachers, parent committee	Building strong families; time of celebration	May 2018	sign in sheet, feedback from parents, students, teachers
16	Grade level awards programs	teachers, administrators	Building strong families; time of celebration	May 2018	Attendance count, sign in sheet
17	Leader in Me Leadership Day	Parents, Community Members, Teachers, Administrators	Building strong families with Leader in Me	May 2018	Attendance, sign in sheet, feed back

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
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1	Training in the use of the Parent/Family Engagement Log and Effective Communication with Partnering with Families and Building Relationships	Administration	Parental awareness, Home-school communication, increased student achievement in all academic areas.	Preschool Aug. 2017	Documentation in the Parent/Family Engagement Log
2	Orientation to Report Card Conferences and cultural sensitivity	Administration	Stronger academic achievement in all academic areas; Parental awareness, Home-school communication, being sensitive to various cultures	October 2017	Conference Schedule Form -- attendance record
3	Planning meetings for Grade Level Performances	Administration, Team Leaders, Music Teacher	Correlation between fine arts and academic achievement; Parental awareness, Home-school communication.	October 2017-May 2018	Feedback, attendance at events
4	PTO Executive Bd. meetings	Administration, PTO Officers	Parental awareness, Home-school communication, increased student achievement in all academic areas.	August 2017- May 2018	Attendance and participation records
5	SAC Orientation	Administration, SAC Officers	Parental awareness, Home-school communication, increased student achievement in all academic areas.	September 2017	Attendance and participation records
6	Leader in Me Family Training	Administration and Families	Train families on the 7 Habits of Highly Effective Families which will benefit students learning at home and in the classroom.	November 2017	Student Achievement and Parent/Family Engagement
7	I-Ready Training	Administration and Families	Stronger academic achievement	September 2017	Attendance and participation
8	Leader in Me Staff Training including new staff	All Staff	Train staff on 7 Habits of Highly Effective Students	October 2017	Student achievement and Parent/Family Engagement Plan

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: Grandparent's Day

Grandparents will be honored in the student's classroom with reading, writing and hands-on activities. Classroom teachers, staff and administration will be responsible for activity. Evidence of effectiveness as determined by visitor's logs, teacher and grandparent feedback.

Students and parents will have the opportunity to go to the book fair to purchase books for students to read at home in April 2018; this event will coincide with the Spring Report Card Conference Night. The media specialist, media para and volunteers will be responsible for purchases and giveaways. This promotes stronger student achievement and parent engagement.

In addition, Sun 'n Lake Elementary will have a parent resource room available which will be in the reading coach's office. The reading coaches and STEM coach will maintain the area. A sign in log will be available for parents.

In November 2017, Sun 'n Lake Elementary will host Veteran's Day activities, which is open to the public to honor those who have and are actively serving our country. We will have an agenda of activities for the day.

The 7 Habits Leadership Day was conducted last year and will be undertaken this year in Spring 2018. Parents will be counted with a R.S.V.P. and a sign in sheet. We will also provide an agenda for the day.

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)].

Response:

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. Parents are provided these copies upon the release of scores from the state.

All parents will be invited to the Title I Annual Meeting by notes home, newsletters, and the Connect Ed telephone system. Communication will be in English and Spanish. The Title I Plan and Parent/Family Engagement Plan will be available on the website and at the school office. Every parent will receive a copy of the Home School Compact in English or Spanish at the fall report card conference. The form will be discussed individually for each child and parent. We provide Spanish translation when needed for all school activities.

At ORIENTATION in August 2017, teachers will preview the curriculum for the school year. During Grade Level Curriculum Nights in September, parents will receive detailed information about the curriculum and Florida State Standards. At the Report Card conferences in Oct./Nov. 2017 and April 2018, teachers will communicate the progress of the child in each curriculum area. Teachers will send home bi-weekly newsletters to keep parents informed. Sun 'n Lake sends home a bi-monthly newsletter in English and in Spanish if needed. A Home/School Communication Folder organizes the sharing of information between home and school. School event flyers are sent home in English and Spanish. Parents receive notifications for events via the Sun 'n Lake newsletter, Remind 101 text, call out and Facebook.

The FSA assessments are explained in a SAC meeting when a full disclosure of scores are available from the state. Written material is available for parents. All parents receive notification of the GRADE status of the school.

Parent input, visits to school, phone calls, and emails are encouraged by administration and teachers. Coverage is provided so that teachers can meet with parents during the school day if needed.

All Title 1 correspondence will be housed in the Title 1 notebook for review if parents wish to review materials. The Assistant Principal will be in charge of the Title 1 notebook and will monitor that the information is provided.

The school uses Facebook as an effective tool to promote events at the school, communicate, and answer questions from parents and the community.

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: SNL will provide information to parents in a language they can understand, if feasible. Translators are available at all school meetings. Two Spanish speaking paraprofessionals are available to the front office. Parent requests for translation services on the phone or in person are promptly answered. An attempt is made to translate critical school information. Report cards are issued in English and in Spanish, if needed. Translators for less prevalent languages are available, as needed, through the District Office. The School Social Worker and the Migrant Liaison will assist in making home visits and in transporting parents to school as needed.

Parents with disabilities may call the school three to seven days in advance of an activity/service to ask that transportation be provided. The school will ensure that parents with disabilities will have access to parental involvement activities and/or services by assuring that the activity or service is accessible and welcoming. In large rooms administration will provide loud speakers for adequate communicating.

The administration will work with the ELL Para to monitor monthly various language needs that arise to ensure that we meet additional languages if feasible. A district-wide ELL parent meeting will also be held at Sun 'n Lake Elementary School.

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	Orientation / Open House	1	550	Student achievement / parent education
2	Home / School Communication Folders	180	726	Parent communication / education
3	Connect Ed telephone system	25	726	Parent communication / education
4	Weekly classroom newsletters	45	726	Parent communication / education
5	Parent report card conference nights for ALL parents	3	726	Student achievement
6	Veteran's Day Program (student led)	1	250	Parent communication and relationship with school
7	Grade K program	1	100	Parent communication and relationship with school
8	Grade 1 program	1	134	Parent communication and relationship with school
9	Grade 2 program	1	95	Parent communication and relationship with school
10	Grade 3 program	1	113	Parent communication and relationship with school
11	Holiday Family Event	1	300	Parent communication / education
12	Winter Chorus Program	1	200	Student achievement
13	PTO Board	6	10	Parent communication and relationship with school
14	PTO general meetings	6	10	Parent communication and relationship with school

15	SAC Committee	6	8	Student achievement
16	Grade Level awards program	6	200	Student achievement

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	Orientation to Report Card Conferences	2	50	Increased student achievement
2	PTO Executive Board Meeting	1	12	Increased student achievement
3	SAC Orientation	1	15	Increased student achievement
4	Leader in Me Training staff	2	60	Increased student achievement
5	Planning meetings for grade level performance	20	50	Increased 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	Transportation	With advanced notice, transportation will be provided.
2	Time of meetings	We offer parent meetings at variable times throughout the year and at different times of the day.
3	High percentage of ESOL parents	We provided translated copies of materials sent home. We also provided a bilingual staff member to translate school related activities such as conferences.