

SCHOOL Title I, Part A Parent and Family Engagement Plan (PFEP)

I, Rebecca Drum, principal of Glenallen Elementary, 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 ESEA Section 8101;
- Involve the parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise with parents/families the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community;
- Involve parents/families, in an organized, ongoing, and timely way, in the planning, review, and improvement of the schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parent/family engagement, and to revise, if necessary, the school's parent and family engagement plan;
- Provide to each family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is out of field; 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. [ESEA Section 1116].

Signature of Principal or Designee

Date Signed

Mission Statement

Response: The mission of Glenallen Elementary is to ensure successful learning experiences for all students by providing an academically challenging environment which is both caring and supportive. The parents, the entire school staff, and students will share the responsibility for student academic achievement. The school and parents will work together to build and develop a partnership to help children achieve the state's high standards.

Involvement of Parents

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 Title I will be used.

Response: Our School Advisory Council will discuss the planning, review and improvement of Title I programs throughout the 2017-18 school year. All stakeholders will be encouraged to attend monthly SAC meetings to offer input and feedback about the effectiveness of our Title I programs.

Coordination and Integration with Other Federal Programs

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.

[ESEA Section 1116]

Response:

count	Program	Coordination
1	Parent Conferences	These conferences will be held to inform parents of their child's progress in school and ways they can assist their child at home with their academic needs.
2	ESOL Information Parent Night	This session is intended to equip parents of ESOL students with strategies to assist their child with academic needs and language acquisition.
3	Annual Title I Parent Meeting	Annual Title I Parent Information Meeting will be held to inform parents of the Title I program and resources.
4	Camp Learn-a-Lot & Family Book Fair	Grade level teams will work collaboratively to coordinate training sessions for parents. Families will participate in activities that include reading, math, science, etc. in a camp-like setting. Families will also have the opportunity to visit the Book Fair.
5	Weekly Community Brief Emails	Focuses on increasing communication with parents and the community through weekly email updates.
6	ESOL Cultural Fair	This event will provide ESOL students and their families with the opportunity to experience and participate in a variety of cultural activities.
7	Panther PTO Meetings	These monthly meetings will allow parents and staff members to collaborate and plan multiple activities and events for the students, families and community members.
8	Panther Patrol School Tours	Students and their families that are new to Glenallen will be given a tour of the campus along with information about the Title I program and resources.
9	Remind 101	This cellular phone texting feature will increase our communication with our families and community members through weekly text updates.

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 (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, and the rights of parents.

Response:

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I Programs planned will be reviewed at the Annual Title I Parent Information Meeting.	Principal, Parent Involvement Coordinator	September 2017	Sign In Sheet, Agenda
2	Connect Ed Message	Principal, Parent Involvement Coordinator	September 2017	Connect Ed call log, Sign In Sheet
3	Advertise on web site	Principal, Web Master	August - September 2017	Web Site Visitors Log, Sign In Sheet
4	Advertise on marquees	Principal, Custodial Team	September 2017	Sign In Sheet

5	Flyers sent home in English, Spanish and Russian.	Principal, Parent Involvement Coordinator	September 2017	Sign In Sheet
6	Reminder labels sent home in students' agenda books.	Principal, Parent Involvement Coordinator	September 2017	Sign In Sheet
7	Shared in Weekly Community Brief Emails	Principal	August - September 2017	Sign In Sheet
8	Advertise on GNN newscast each morning	GNN news team	August-September 2017	Sign In Sheet
9	Shared through Remind 101 texting feature	Principal	August-September 2017	Sign In Sheet

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, child care, or home visits, as such services are related to parent and family engagement.

[ESEA Section 1116]

Response: SAC meetings will be held on the third Thursday of each month at 3:30 P.M. Sign-in sheets will document attendance. Parent conferences will be scheduled at the convenience of Glenallen parents. Home visits are conducted in the event parents are unable to attend parental involvement activities. Child care and interpretation services are offered at parental involvement events. The start and end times of meetings are varied in an attempt to meet the needs of Glenallen families.

Building Capacity

Describe how the school will implement activities that:

- Will build the capacity for strong parent/family engagement;
- Will build relationships with the community to improve student achievement;
- Provide materials and trainings to assist parents/families to work with their child(ren);
- Provide other reasonable support for parent/family engagement activities.

[ESEA Section 1116]

Response:

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Conferences	Instructional Staff	Provides parents with the necessary skills to support learning at home.	2017-18 school year	Copies of parent conference summaries
2	ESOL Information Parent Night	ESOL Liaison	Increase parent involvement of ESOL families.	2017-18 school year	Sign In Sheet and Survey
3	Camp Learn-a-Lot & Family Book Fair Night	Parent Involvement Coordinator/Staff	Encourages families to participate in activities that include reading, math,	2017-18 school year	Sign In Sheet and Survey

			science, etc. as well as the opportunity to visit the Book Fair.		
4	Annual Title I Meeting	Parent Involvement Coordinator/Administration/Staff	Educates parents on the various Title I programs and resources.	September 2017	Sign In Sheets and Survey
5	Weekly Community Brief Emails	Principal/Staff	Increases communication with parents and the community.	2017-18 school year	Sign In Sheets and Survey
6	Panther PTO Meetings	Panther PTO Board/Administration/PTO School Liaison	These monthly meetings will provide the PTO members with the opportunity to collaborate and plan activities and events for the students, their families and the community.	2017-18 school year	Sign In Sheet
7	ESOL Cultural Fair	ESOL Liaison	This event will provide ESOL students and their families with the opportunity to experience a variety of cultural activities.	2017-18 school year	Sign In Sheet
8	Panther Patrol School Tours	Support Team Member	Provides students and their families that are new to Glenallen a tour of the campus along with information about the Title I program and resources.	2017-18 school year	Sign In Sheet
9	Winter Carnival	Panther PTO members and Staff	This event provides staff, students and their families the opportunity to enjoy an evening together participating in carnival-like activities.	February 2018	Sign In Sheet
10	Panther Run	Panther PTO	This whole school activity encourages fitness and also provides time for families to visit the school and support their children as they participate in the jog-a-thon.	March 2018	Sign In Sheet

Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families in the following areas:

- How to reach out to, communicate with, and work with parents/families as equal partners;

- The value and utility of contributions of parents;
- How to implement and coordinate parent programs; and
- Build ties between parents and schools.

[ESEA Section 1116]

Response:

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Staff Training on building ties between parents and schools	Parent Involvement Co-Coordinator	Increased parent communication and involvement will enhance student achievement and increase student attendance.	September 2017	Copies of parent teacher conferences, Signed home-school compacts
2	Staff Training on how to implement and coordinate parent programs	Parent Involvement Co-Coordinator	Increased parent communication and involvement will enhance student achievement and increase student attendance.	November 2017	Increase in % of parental involvement and sign in sheets
3	How to reach out to, communicate with, and work with parents as equal partners	Parent Involvement Co-Coordinator	Increased parent communication and involvement will enhance student achievement and increase student attendance.	January 2018	Increase in % of parental involvement and sign in sheets
4	Value and utility of contributions of parents	Parent Involvement Co-Coordinator	Increased parent communication and involvement will enhance student achievement and increase student attendance.	February 2018	Increase in % of parental involvement and sign in sheets

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children.

[ESEA Section 1116]

Response:

Home School Liaison - Provide for positive relationships between the school and parents so that students will move toward fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation.

Maintain Parent Resource Center - Provide current resources and information for families.

Meet Your Teacher Event - Families are invited to Glenallen to meet the teachers before the school year begins.

Parent-Teacher Conferences - All teachers will conduct face-to-face parent-teacher conferences to discuss students' school performance.

Volunteer Recruitment and Training - Volunteers are recruited and trained throughout the year.

Communication

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

- Timely information about the Title I programs;
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to obtain;
- If requested by parents/families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- If the schoolwide program plan is not satisfactory to the parents/families of participating children, the school will include submit the parents'/families' comments with the plan that will be made available to the local education agency.

[ESEA Section 1116]

Response: -Timely information about the Title I programs [Section 1118(c)(4)(A)];

1. Information will be displayed on our website, communicated via weekly community brief emails and Remind 101 texting feature. Connect Ed messages will be sent advertising parental involvement events as well as featuring events on the school marquees. Annual Title I Parent Information meeting to be held in September. Copies of the Title I brochure and the Glenallen Informational brochures specific to the grade level are disseminated to all parents. Upon enrollment, new students/parents receive copies of all Title I documentation. Title I documentation is translated.

2. 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)];

Florida Standards for Reading and Math and Next Generation Sunshine State Standards for Science are used to plan the delivery of instruction in all content areas. District-adopted core curriculum materials are used in all Pre-K thru 5 classrooms. Teachers will participate in various professional development activities to increase their effectiveness in instructional strategies. All staff members are Highly Qualified. District and classroom progress monitoring data is used to monitor student performance.

3. 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)];

All teachers conduct at least one parent conference to formulate suggestions and seek input in regards to the educational process. Teachers meet with parents to review Glenallen Elementary's Home-School Compact. Interpreters are provided for parent conferences as needed.

4. If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

The Parental Improvement Plan will be presented at Fall 2017 and Spring 2018 SAC meetings. Furthermore, SAC will include parents in the decision-making process involving educational issues at the school.

Accessibility

1. Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (including parents/families with limited English proficiency, disabilities, and migratory children).

Response: The school will communicate effectively with all parents by translating important school information for parents in English, Spanish, and Russian. During important school functions interpreters will be available to assist parents.

- Describe how the school plans to share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent feasible, in a language parents/families can understand.

Response: Home-School communication will be translated for our families with limited English proficiency.

Discretionary Activities (optional)

Describe any activities that are not required, but will be paid for through Title I, Part A funding, such as home visits, transportation for meetings, activities related to parent/family engagement, etc.

Response:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Training offered for volunteers on site to enhance the involvement of other parents.	Volunteer Coordinator	Academic Support	2017-18 School Year
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	SAC, Home Visits, Family Events	Administration, Home School Liaison and Social Worker	Increased parental involvement will enhance student achievement in all academic areas and attendance	2017-18 School Year
3	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	Parent and Family Engagement Plan (PFEP)	Administration, SAC, Parent Involvement Coordinator and Staff	Increased parental involvement will enhance student achievement in all academic areas and attendance.	2017-18 School Year
4	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Partnerships with community organizations and businesses to support family involvement and student academic achievement.	Volunteer Coordinator	Academic Support	2017-18 School Year

Barriers

1. Describe any barriers that hindered participation by parents during the previous school year.

Response:

count	Barrier (Including the Specific Subgroup)
1	Child Care
2	Parent Work Schedule

2. Describe the 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).

Response:

Steps the School will Take to Overcome
Conduct meetings at night, provide childcare, snacks, and seek input from parents to plan training sessions based on need.
Vary the days/times of school events so that families can participate.

PLEASE NOTE THE FOLLOWING DOCUMENTS ARE TO BE UPLOADED

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents/families for all children served under this part, a parent-school compact that outlines how parents/families, the entire school staff, and students will share the responsibility for improved student academic achievement.

[ESEA Section 1116]

Upload Evidence of Input from Parents/Families

Upload evidence of parent/family input in the development of the parent and family engagement plan. Include the meeting agenda, the meeting minutes and the sign-in sheet.

Upload Parent-School Compact

Upload an electronic version of the Parent-School Compact for 2017-18.

Upload Evidence of Parent/Family Input in Development of Parent-School Compact

Upload evidence of parent/family input in the development of the compact. Include the meeting agenda, the meeting minutes and the sign-in sheet.