**PIERSON ELEMENTARY SCHOOL Title I, Part A Parent & Family Engagement Plan previously known Parental Involvement Plan.**

I, Kimberly Hutcherson, 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 1116 (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 schoolwide 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 will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
* 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)].

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| **Signature of Principal or Designee** | Date Signed |

# Mission Statement

Parental Involvement Mission Statement

**Response:**

The Pierson Elementary School Community is committed to teaching children to be lifelong learners. Parent and family involvement is one of the most important parts of a child's education. We believe that when parents collaborate with schools, participate in school activities, and in decision-making for their child's education, children achieve at higher levels.

# Involvement 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 [Sections1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

**Response:** The School Advisory Council (SAC) will be the committee that is responsible for the planning, review, and improvement of Title I programs. The members of the committee are nominated and elected to the SAC by general election. Other members are appointed by the principal and approved by the SAC. Fifty-One (51%) of the SAC is made up of parents or community members. SAC meetings are monthly and are open to the entire school community for questions and suggestions. All parents and community members are encouraged to join the SAC. Minutes are taken at every meeting to document the events of the meeting and involvement by the SAC and the community in the decision- making process. The SAC will be given an opportunity for input on the School Improvement Plan and the Parent Involvement Plan prior to submission. Public input times are also available for the community to provide their input into the plans.

# 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(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Title I, Part C | Migrant Services offer support to families such as assistance with eye glasses, food program, and translation. |
| 2 | Title X, Homeless | Students are supported by the Homeless Coordinator to ensure they have school supplies, transportation, etc. |
| 3 | Title I, Part D | The district receives funds to support the N & D programs to accelerate the rate of student achievement and close the achievement gaps for students in these programs.  |
| 4 | Title I Part A | The school works with outside agencies that provide specific services targeted to our students and their families. These partnerships provide activities and services that benefit students through support, tools, and materials students need to be ready to learn and to be successful in academic goals. |
| 5 | Title II | Federal funding received by district is used to provide professional development in core subject areas to ensure quality instruction and student success. |
| 6 | Title III | Additional support and resources provided by the school will be discussed with parents during the LEP committee meeting. The District ESOL Coordinator and staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation. |
| 7 | Head Start Program | Head Start provides Kindergarten teachers with the Kindergarten Checklist to provide a smooth transition for incoming kindergarten students. |
| 8 | VPK | VPK Staff and Kindergarten Teachers coordinate plans as they transition students to Kindergarten. |
| 9 | SAI | Remedial and supplemental instructional resources help students meet academic performance levels through peer mediation, crisis training, bullying prevention programs, nutrition programs, free and reduced meal program, wellness Academic Coaches provide support and Professional Development to teachers in how to assist students.  |

# 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, 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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Choose a date for Open House that is convenient for parents and families | Principal and District Office | July 2017 | Date on School Calendar, Agenda, sign-in sheets, Parent Survey |
| 2 | Collect Title I brochure and PowerPoint presentation detailing Title I services for Pierson families. | Principal and Assistant Principal | August 2017 | District provided materials and support |
| 3 | Inform teachers and faculty of plans and agenda for Open House / Title I Annual Meeting. | Principal and Assistant Principal | August 2017 | Faculty Agenda |
| 4 | Inform parents and families of the Open House / Title I Annual Meeting event | Principal, Assistant Principal and Teachers | September 2017 | Newsletter, Marquee Sign, ConnectEd, Website, Student Planners, and Parent Sign-In Sheets |
| 5 | Title I Annual Parent Meeting is held at the Open House. | All Instructional Staff and Administration | September 2017 | Climate Surveys and Parent Sign-In Sheets |
| 6 | Open House for all parents and families | All Instructional Staff and Administration | September 2017 | Climate Surveys and Parent Sign-In Sheets |

# 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 offer a flexible number of meetings, such as meetings in the morning or evening, as means to remove barriers for an increased number of parents to attend meetings and be involved in their child's education. Childcare will be provided at all night meetings for the School Advisory Council and Parent Teacher Association. Input for the School Improvement Plan is solicited from parents; we schedule input times in the morning, afternoon, and evening to ensure parents can participate. Home visits will be coordinated through the school's Migrant Advocate as needed.

# Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and 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 1116 as parents may request [Section 1116(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Meet the Teacher (Introduction of students and families to the new teachers for the SY 17-18) | Principal and Assistant Principal | Introduction of the student to the new environment with the support of the parents and families | August 2017 | Climate Surveys, Title I Surveys and Parent Sign-In Sheets |
| 2 | Open House/Title I Annual Parent Meeting | Principal | Communication with the parents and families about the expectations and requirements for the 17-18 SY and inform them of the Title I program and status | September 2017 | Climate Surveys, Title I Surveys and Parent Sign-In Sheets |
| 3 | Parent to Kids Workshops | PTK Instructors | Provide skills for parents to assist students with reading. | October 2017-March 2018 | Climate Surveys, Title I Surveys and Parent to Kids Surveys, Sign-In Sheets |
| 4 | Family Curriculum Nights | Assistant Principal and Grade-Level Team Leaders | Provide opportunities for parents to gain an understanding of the rigor and relevance of the Florida State Standards while working side-by-side with their child. | Ongoing SY 17/18 | Climate Surveys, Title I Surveys, Sign-In Sheets, and Parent Input Forms |
| 5 | Volunteer Recruitment Meeting | Volunteer and Business Partner Coordinators | Provide opportunities for parents to volunteer and participate in school activities and academics. | September 2017 | Climate Surveys, Title I Surveys and Parent Sign-In Sheets |
| 6 | Fun Fest | PTA/ School Staff/ Administration | Provide opportunities for family interaction with school/opportunities for parents to volunteer. | February 2018 | Climate Survey, Title I Surveys |
| 7 | Larissa Gerstel Parent Center | Principal and Parent Center Staff | Provide opportunities for parents to learn how to support their children's learning and academic success | September 2017- May 2018 | Climate Survey, Title I Survey, Sign-In Sheets, and Parent Input Forms |

# 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 1116(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Gradebook Training for Teachers | Principal and Assistant Principal | Teachers will be able to communicate with parents about their child's academic progress.  | Ongoing SY 17/18 | Professional Development Surveys |
| 2 | Faculty meeting to train teachers on how to communicate with and work with parents. | SAC Chairperson/Parent Center Staff Member | Teachers will reach out, communicate with, and work more effectively with parents. | Fall 2017 | Faculty Sign-In Sheets, Agenda, Conference Forms, Sign-In Sheets |
| 3 | Title I Program Overview | Principal | Teachers will learn about Title I programs and services | Fall 2017 | Faculty Sign-In Sheets, Agenda |

# 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:** Pierson Elementary has a Parent Resource Center that is open to families daily. Bilingual staff is available to conduct workshops and classes for parents to learn how to support students academically and socially. The Center provides computer internet access for family use. Instruction is provided to parents on how to access Grade Book to check student progress. Parents can check out books and educational materials to be used at home. Pierson Elementary holds numerous family activities throughout the year to encourage families to take an active interest in their child's education. "Meet the Teacher," "Open House," and the Title I Annual Parent Meeting are held in August and September. At these events, parents meet teachers and learn about curriculum and expectations for the year. Parents are encouraged to volunteer in the classroom and to join PTA and SAC. Information on Title I programs is shared at the Open House during the Title I Annual Meetings using brochures and an informational presentation. Pierson Elementary hosts the "Parent to Kids" literacy program for families every year. Pierson Elementary hosts Curriculum Nights to encourage more families to participate in their child's education. The Parent Center hosts several events throughout the year to build capacity for parental involvement by focusing on grade level skills. These events teach parents how to help their children prepare for standardized testing, including FSA. Additional events, such as Family Curriculum Nights, are held throughout the year to provide support for parents to assist their children in meeting academic standards.

# 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 schoolwide 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:** Parents are given timely information about Title I Programs through the use of the Connect Ed system, flyers, monthly newsletters, parent/teacher conferences, report cards, interim reports, Parent to Kids workshops, and curricular events. The information is disseminated either weekly, monthly, or as needed depending on the type of information. Curriculum and assessment information is shared by teachers at Open House, during parent conferences, and through newsletters and school events. FSA information is sent home with students as well as through Curriculum Nights. All information is provided in both English and Spanish to address the needs of our families. The school will monitor its communication efforts by seeking input from parents on the climate surveys and Title I surveys as well as from parent input forms collected from school events.

# Accessibility

Describe how the school will provide full opportunities for participation in parental involvement 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 1116(e)(5) and 1116(f)].

**Response:** Pierson Elementary provides access to all parents wishing to take part in school activities. We follow the ADA guidelines for giving parents and family members who are disabled access to all activities. We continue to provide written communication to families in English and Spanish. Connect Ed calls are provided in English and Spanish. Interpreters are also provided at all PTA and SAC meetings, parent conferences, Meet the Teacher, Open House, and Curriculum Nights. Pierson ES is handicapped accessible.

# Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | When the funds are released from the Florida Department of Education, the school will try to offer classes to parents. The classes are contingent on finding parents to take the class and a teacher to teach the course. | Principal and Assistant Principal | Increase ability for parent /school communication resulting in higher student achievement | SY 2017- 2018 |

# Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the plan. Please upload into SharePoint and keep copies for your records.

# 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 1116(d)].

Please upload into SharePoint and keep copies for your records.

# Upload Evidence of Parent Involvement in Development of 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 1116(d)].

Please upload into SharePoint and keep copies for your records.

## 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 to help their children [Section 1116 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Family Curriculum Nights | 3 | 562 | Provide opportunities for parents to gain an understanding of the rigor and relevance of the Florida Standards while working side-by-side with their child. |
| 2 | Open House/Title I Annual Meeting | 1 | 614 | Communication with parents and families about the expectations and requirements for the 17/18 school year and inform them of the Title I program and status. |
| 3 | Meet the Teacher(Introduction of students and families to the new teachers for SY 17/18 | 1 | 441 | Introduction of the student to the new environment with the support of parents and families. |
| 4 | Grade Level Student-led Conferences | 6 | 208 | Provide opportunities for students in grades K-5 to share with parents personal assessment data and goals for academic progress and to help parents understand grade level and state testing expectations and how they may help their child to succeed. |
| 5 | Fun Fest | 1 | 364 | Provide opportunities for families to engage in school community with teachers and staff. Provide opportunities for parent involvement and volunteering at school. |
| 6 | Performances in the Arts | 3 | 472 | Choral and theatrical programs provide opportunities for families to engage in the school community.  |

# 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, 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)].

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Faculty meeting to train teachers on how to communicate and work with parents | 1 | 55 | Teachers will reach out, communicate with, and work more effectively with parents. |
| 2 | Grade Book Training for Teachers | 1 | 55 | Teachers will be able to communicate with parents about students’ academic progress. |

# Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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 1116(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Limited English Proficiency (Spanish Speaking) | Provide interpretation services for SAC / PTA meetings, student conferences, and literacy events. Translate school written communications and Connect-Ed messages. |
| 2 | Parent and community involvement (all subgroups) | Post school event flyers and communication at local businesses throughout the community, use of marquee to advertise in English and Spanish |
| 3 | Lack of time for parents to be involved | Use of flexible scheduling for conferences and activities.  |
| 4 | Widespread population | Use of Connect-Ed, marquee, newsletters, and volunteer coordinator, and Parent Center facilitator to keep parents and community informed on school events. |

# Best Practices (Optional)

Describe the parental involvement 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)

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| **count** | **Content/Purpose** | **Description of the Activity** |

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.