

University Park Elementary

2017-2018 Parent and Family Engagement Plan (PFEP)

I, **Ana Diaz**, 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 and ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). 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.

Mission: To empower all of our students with a love for learning in a safe and caring environment.

Vision: Staff and Parents working together to ensure all students making a year's worth of learning in a year's worth of time.

Commitments: At University Park...

- We value each other, our students, their families and the community we serve
- We encourage and model respect of self and others
- We cultivate logical and creative thinkers in a culture of high expectations
- We promote curiosity and enthusiasm
- We recognize improvement and achievement
- We confront violations to our commitments

Assurances:

- Families of children served in Title I, Part A are involved in decisions about how Title I, Part A funds are spent.
- Families are provided with a description of how the school will carry out the programs, activities, and procedures intended to provide them with educational engagement opportunities in accordance with the definitions in Section 8101 of ESEA
- Families are involved in planning, reviewing and improving the school-wide program plan throughout the year.
- The Parent and Family Engagement Plan (PFEP) was jointly developed/revised with families and made available to the local community.
- Findings from surveys and collected feedback from families are used to identify and design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- The school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.
- The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- The school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments. [ESSA Section 1116]

Involvement of Families: University Park values the participation of parents at school. We encourage our parents to become involved in planning, reviewing and improving our programs. We offer membership to the School Advisory Council (SAC) to all parents and community members that would like to participate. School employees are then voted in based on the number of slots available. The announcement of meetings and recruitment of members take place through the school newsletter, marquee, volunteer meet and greet, Open House, Edline, Blackboard Connect, Peachjar App, and Title 1 family nights throughout the year. Members of SAC participate in the writing and approval of the School Improvement Plan (SIP). Parents are involved in the development and review of the Parent and Family Engagement Plan (PFEP) and decisions regarding how the Title 1 school funds allocated for parental involvement activities will be used. Parents are encouraged to participate in Parent Surveys throughout the year to provide feedback. Exit Slips/Feedback forms will be handed out at every Title 1 Parent Involvement Night. These slips will encourage feedback about funding, desired resources, and review and improvement of Title 1 services. The comments from the exit slips will be reviewed.

Coordination and Integration with Other Federal Programs: Professional development opportunities are provided for the staff of University Park in working effectively with parents, including parent involvement. The Title 1 Coordinator works closely with the technology associate to meet the technology needs of the school. Title 1 funds supplement in providing the needed technology for student achievement. The Title 1 Coordinator works closely with the ESOL teacher to coordinate family involvement activities to meet the needs of ELL students and families. Documents are as translated for effective communication for these families. University Park offers Head Start program for four-year-olds. This program provides comprehensive child development services to predominately economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. Head Start promotes school readiness by enhancing the social, cognitive, and emotional development of preschool children, through the provision of educational, health, nutritional, social and other services to enroll students and families. District homeless liaisons are used to ensure students in transition receive the appropriate services. With the assistance of guidance counselors we provide many services to these students. Collaboration between IDEA education, Title 1, and FDLRS put in place exceptional needs of students and families without duplicating services. Title 1 funding allows for the purchase of resources, manipulatives, and learning games for parent education/support. Four Title 1 nights are planned which include Annual Title 1 Night, Math, Literacy, and Science. Instruction will be provided for the parents to effectively use provided materials at home to encourage academic growth in their child.

Annual Parent Meeting: University Park will host an Annual Title 1 Night in early September. Mrs. Young will send home flyers, place invite on Peachjar and school website, and have a Synervoice sent out to families. During the Annual Title 1 night, a Power Point will be reviewed describing the school's grade, what Title 1 is, and what parent's rights are. Parent feedback will be requested via exit slip about future parent nights.

Flexible Parent Meetings: University Park will offer a variety of meetings and programs for parents to attend throughout the school year. The results of the Parent Survey, sent home on 8/21/17, and Annual Title 1 Meeting exit slip will be used to plan meetings and programs that are of interest to parents to schedule events on days/times that are convenient, and to address specific needs/request of parents to make participation possible. Meetings may be held during or afterschool based on feedback from survey/exit slip. University Park will use Title 1 funds to purchase materials for hands on learning experiences, manipulatives, and games for parents to use with their children at home.

Building Capacity: At University Park, the Annual Title 1 night will be the first of the year to address parent involvement. This will be followed by Open House and State of the School meeting with Partners in Education. The purpose of these three meetings will be to inform parents about Title 1, learn about University Park, visit classrooms, learn classroom procedures, get information on becoming a volunteer, information on SAC, and meet with Partners in Education to discuss the state of the school and how they can help. Following these four meetings, we will have an ELL parent meeting hosted by the ESOL department, a math night, literacy night and a science night later on in the year. Math and literacy night will each focus on ways that families can help their children at home in those subject areas. Science night will be a make and take night with the main focus on Science Fair. At each meeting, materials will be given to parents, whether it is flyers with information, games, or supplies. There will be training provide with these items to insure that they are being used to the full potential.

Staff Development: Continuously throughout the year, the staff at University Park will participate in trainings to build ties between parents and schools. Edline/Gradequick training will take place to help teachers better communicate upcoming events and student achievement. Professional Learning Communities will be held to brainstorm and lead discussions in different subject areas to learn from each other and use with students. Teacher mentors will be assigned to new and those in need to observe and guide in the teaching process. Crisis Prevention Intervention training will be held for staff members who a key to the team members who assist with de-escalating students and to use hands on only when necessary. Teachers will also be given a list of available resources located at the school that parents have access to. These resources can be given to parents at any time there is a need. Teachers will be encouraged to have families use the available resources.

Other Activities: University Park is having a "State of the School" meeting to welcome parents and community members and share opportunities for volunteering. Resources are available to families in the Parent Resource room for check out by families. Information and links are posted on the school website. The ELL department invites parents to meetings throughout the year to provide our ELL population with resources and materials. Feedback is received from parents and community members through exit slips, e-mails, and phone calls.

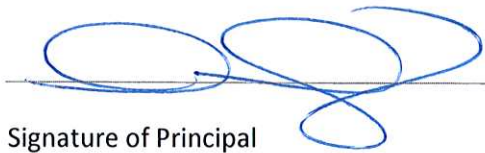
Communication: University Park shares information with families in a variety of ways. Title 1 information is shared at the beginning of the school year during our Annual Title 1 meeting. Other ways include, but are not limited to Parent-Teacher conferences, Peachjar App, school website, Edline/teacher websites, student planners, student folders, PFEP brochures. Curriculum at each grade level, assessments used will be explained at open house as well as parent teacher conferences and handouts send home. All information given in a presentation will be documented by the agenda, minutes, and parent exit slips. Items to parents will be documented by class roster sheets by classroom teachers when all students have received the information. All accommodations will be made to meet with parents to discuss decisions relating to the education of their children. If a parent has a comment or concern regarding the school-wide plan, they may contact the school via e-mail, phone call, or letter to discuss further. University Park will also have a "state of the School" for community members to come and learn about the school.

Accessibility: University Park will provide full opportunities for the participation of the parents with limited English proficiency and parents with disabilities. School brochures and informational flyers are sent home in Spanish and Arabic whenever possible. Teachers work with the ESOL department to translate documents sent home on a regular basis. Our Spanish speaking and Arabic speaking assistants meet with parents and families whenever possible for translation. Synvoice messages are also sent home in Spanish. Meetings and activities are offered at various times. University Park has partnered with FIT to have their students serve as volunteers and/or translators for the other languages spoken at school. University Park has also partnered with FIT to serve as volunteers for translators for the other languages spoken at the school.

Discretionary Activities (optional):

- Any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Barriers: Barriers that hinder participation by parents include transportation, day/time of events, and information not reaching parents. Last year, on parent exit slips, the school took into consideration the days and times for events when making this year's events. As a school, we are reaching out more to parents to let them know of upcoming events.



Signature of Principal

9/26/2017

Date signed