

Longleaf Elementary Title I, Part A Parental and Family Engagement Plan

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 parental involvement will be used {ESEA Section 1116}.

Longleaf encourages and supports parent involvement at the school. Annually, a parent meeting is held and all parents are invited and encouraged to attend. At the meeting, the Parental and Family Engagement Plan (PFEP) is reviewed, and input is gathered for any revisions that need to be made. Parents are also given an opportunity to give input into the use of parent involvement funding and the improvement of the schoolwide Title I programs if needed.

The School Advisory Council (SAC) is comprised of representatives from the instructional staff, non-instructional staff, parents and community members. More than 50 percent of the members of this group are parents representing the demographics and socioeconomic status of the student population. The SAC is responsible for assisting in the development and implementation of the School Improvement Plan (SIP) and also monitors implementation of the PIP. Meetings of the council are held each month and minutes for the meetings are posted on our school's website in an effort to keep all parents informed and up-to date.

Longleaf Elementary has an active Parent Teacher Association (PTA) that is governed by a board that is elected by the membership. The Longleaf PTA is affiliated with the Escambia County Council of PTAs and the Florida PTA. A membership drive is held at the beginning of each year with the goal of having 100% parent and staff membership. A member of the PTA Board serves as the Volunteer Coordinator and works very closely with the staff Volunteer Coordinator to involve parents in PTA, school activities, training, and district events.

A parent will be identified as a Title I Contact for the school year. The Title I Contact will be invited to attend all SAC Meetings and PTA Board Meetings in an effort to align all parent involvement activities and to keep the lines of communication open.

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}.

#	Program	Coordination
1	VPK	The school will work closely with the Title I office and the VPK office to coordinate the transition for any students entering our school into kindergarten. This transition may include meetings with the parents and teachers (VPK and kindergarten) to develop a plan to meet specific learning needs of the student.
2	Preschool Transition	Parents of preschool students will be invited to the school to learn ways to help prepare their child for kindergarten and to learn more about the expectations for learning in kindergarten.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequate Yearly Progress, school choice, and the rights of parents are covered at the annual meeting.

#	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop meeting materials	Principal/ Assistant Principal/ Curriculum Coordinator	Two weeks prior to event	Agenda, handouts, etc.
2	Advertise/publicize event	Principal/ Assistant Principal/ Curriculum Coordinator	The week prior to event	Flyer/invitation and Sign-In sheet
3	Title I Parent Meeting	Principal/ Assistant Principal/ Curriculum Coordinator	Day of Meeting	Sign-In sheet
4	Maintain documentation	Principal/ Assistant Principal/ Curriculum Coordinator	Day of meeting	Sign-In sheets/Parent Input/Agenda/Meeting Minutes

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 engagement {ESEA Section 1116}.

Throughout the year parent conferences will be scheduled to keep parents informed of student progress and solicit help in areas needing improvement. These conferences will be scheduled at times that are convenient for parents which will include before, during, and after school hours. If necessary, home visits will be used for hard-to- reach families and/or families who are unable to come to the school for a meeting.

Other meetings such as our School Advisory Council, and PTA Board Meetings will be offered on a flexible schedule to accommodate parent needs. For example, the members of the

council will determine the best day and time to meet and depending on the needs of the members, may need to alter the day and/or time for certain meetings.

Parent involvement opportunities will be offered throughout the year and will include math, reading, science, writing, and test preparation. Programs will be scheduled with the option to attend during the day or evening to reach as many families as possible. Additionally, childcare will be available at each of these events so that parents with young children can attend.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement, and building relationships with the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents assist parents/families to work with their child. Include information on how the school will provide other reasonable support for parent/family engagement activities under {ESEA Section 1116}.

#	Building Capacity Activity for Families	Person Responsible	Materials/Training Provided to Parents/Families	Timeline	Evidence of Effectiveness
1	Orientation	Principal/AP/CC/ Classroom Teachers	Parents will have an opportunity to visit classrooms and get expectations for learning	August 2018	Percent of families in attendance and family survey results
2	Open House	Principal/AP/CC/ Classroom Teachers/PTA	Parents will have an opportunity to visit their child's classroom, and visit support staff working with their child, and visit with local community stakeholders. Parents were also given the opportunity to join our PTA.	Sept. 2018	Percent of families in attendance and family survey results
3	Title I Family Involvement Meeting	Principal/AP/CC/ Classroom Teachers/PTA	Parents given the opportunity to discuss the academic curriculum being used, recent test data, and the school's plan for parent involvement.	Sept. 2018	Percent of families in attendance and family survey results
4	STEAM Family Night	Principal/AP/CC/ Classroom Teachers/PTA	Student and Parents will participate in hands on science, technology, engineering, and math activities. Students and parents will be given information for preparing their children for the FSA state test	January 2019	Percent of parent participation and student attendance

5	Family Literacy Night	Principal/AP/ CC/ Classroom Teachers/PT A	Students and parents will participate in a variety of literacy activities to promote literacy and to provide parents with ideas for supporting literacy at home. Students and parents will be given information for preparing their children for the FSA state test	Nov. 2018	Amount of parent and student participation, STAR 360 data results, parent survey results, FSA ELA assessment results 2018
6	Individual Parent Conferences	Classroom Teachers	Parents will be informed of progress and areas of needed improvement and will also be given a better understanding of the learning expectations.	Sept. 2018- May 2019	Percent of parents participating in conferences
7	School Advisory Council	Principal/AP/ CC	All parents are invited to attend these quarterly meetings to give input into budgeting, staffing, and other school improvement issues and concerns.	Oct., Dec., Feb, April 2018	Percent of parents attending

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 how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents/families, and in how to implement and coordinate parent/family programs, and build ties between parents/families and schools {ESEA Section 1116}.

#	Building Capacity Activity for Staff	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Presentation of Parent Involvement Plan	Principal	Teachers will have more awareness of the interests and needs of parents wishing to be	Faculty Meeting Oct. 2018; PTA Board Meeting (Oct.)	Percent of parent attendance at school events; Parent and Staff Survey results
2	Volunteer; Community Involvement Training - Faculty Staff Meeting	Assistant Principal/CC	Training will prepare teachers and staff to work more effectively with parents and community volunteers.	Sept. 2018	Number of volunteer hours at our school

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}.

A free Parent Resource Center was utilized during Open House in an effort to get curriculum materials into the hands of parents and students.

Communication

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

- 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 achievement levels students are expected to obtain;
- If requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and
- If the school wide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency {ESEA Section 1116}.

The Curriculum Coordinator made phone calls to families offering curriculum support. A Title I Parent Meeting will be held each year. Agenda items for this meeting will include a description of our curriculum, including the reading, math, and writing programs being used in our school, the kinds and frequency of testing that is used to measure student progress and the proficiency levels students are expected to meet. Input will also be solicited from parents to determine the best days and times for scheduling school events and the most effective ways to communicate information to parents. Other ways of providing ongoing communication with parents will include the following: Take-Home Folders (Kindergarten - fifth grade), Planners (2nd - 5th) a school newsletter, online access to student grades (Parent Portal for Focus Gradebook) with a link from our school website, School Messenger (automated telephone message system), classroom newsletters and weekly progress reports.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents. Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable, uniform format and in a language that parents/families can understand.

Every effort will be made to provide parents with newsletters, flyers, etc. for school activities and events in advance to better facilitate the schedule of parents. Information included in these newsletters and flyers will be concise, and in a format that is easily understood by the population of our school community. Parents with limited English proficiency will be given translated copies of all information that is sent home. Parent involvement activities will be varied and scheduled periodically to give parents an opportunity to choose an event or time that meets their needs. Our school is equipped to accommodate parents and students with disabilities and staff will be available at all events to help where needed.

Discretionary Activities

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.)

#	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1		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.	Principal, Assistant Principal, Curriculum Coordinator, Classroom Teachers	The ability of parents to help their child will be improved	Ongoing

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 disabled, have limited English proficiency, and parents/families of migratory children) {ESEA Section 1116}.

#	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Time of day events are scheduled (economically disadvantaged)	Offer events in the mornings and also evenings
2	Parents with young children cannot attend	Offer childcare for all events.
3	Parents don't read information coming home. (economically disadvantaged)	Use flyers, signs at the school, and phone messages to remind parents of events.

Assurances about the Parent and Family Engagement Plan

I, **Troy Brown**, 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

- Describe how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent;
- Plan was jointly developed/revised with parents and distributed to our families and the local community;
- Involve parents and families in the planning, review, and improvement of the school wide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to review, if necessary, the school's parent and family engagement plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment {ESEA Section 1116};
- 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;
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Troy Brown

08/30/18

Signature of Principal or Designee

Date Signed (2018)

(typed signature denotes approval of PFEP)