**Citrus Grove Elementary School Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, Jennifer Williams\_, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition:
* Involve the parents 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 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, 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 parent and family engagement plan and the joint development of the schoolwide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s parent and family engagement plan;
* If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
* 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;
* 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; 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.

 9/11/18

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

# Mission Statement

Parent & Family Engagement Mission Statement (Optional)

**Response:**

# 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 parent and family engagement will be used.

**Response:**

The Citrus Grove Elementary School Advisory Council will meet monthly to plan, review, and involve parents in the implementation and improvement of Title I programs at the school. School Advisory Council (SAC) elections are held annually. Parents and school community members are solicited through all communication tools (online, brochures, marquee, School Messenger) to fill vacant seats. Any parents or school community member who expresses an interest in serving may be appointed by the principal. Parental input will be reported in the minutes of each meeting regarding the usage of Title I parent and family engagement funds.

# Coordination and Integration

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, 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.

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| **count** | **Program** | **Coordination** |
| 1 | Title I, Part C | Parent support is offered through migrant services such as translation and food assistance programs. |
| 2 | Title X, Homeless | Title X Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation. |
| 3 | Title III | Parent training is offered bi-annually in sessions of the ESOL Parent Leadership Council. Title III ESOL tutors communicate regularly with parents. |
| 4 | VPK | VPK works with our school staff to coordinate transition plans for students entering Kindergarten. |

# 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.

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Establish Title I Annual Meeting and activities | Principal | August | Date set on school calendar |
| 2 | Prepare agenda for Title I Annual Meetings | Principal | September | Completion of Agenda |
| 3 | Gather brochures and PowerPoint presentation outlining services presented at Title I Annual Meetings | Principal | August | Information prepared for distribution |

# 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 parent and family engagement.

**Response:**

Parent Liaison coordinates school-based parent and family involvement activities to provide opportunities for connections between the school, the home, and the community. Events will be scheduled at a variety of times. Examples include: Book Fair activities during the school day, afternoon, and evening special events (Family Literacy Night); school cafeteria welcomes parents to eat breakfast or lunch with their child daily; teachers schedule parent conferences before school, during school (teacher planning time), and after school to accommodate parent schedules.

# Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child’s academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

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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 | Principal, Teachers | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | August | Sign in sheets, parent comment forms |
| 2 | Title I Annual Meetings and Open House | Principal, Teachers | Provide information to parents on Title I expectations and how parents can help their children to improve academic achievement. | September | Sign in sheets, parent comment forms |
| 3 | Parent Training, SAC Membership Training | School Staff | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | October | SAC Minutes |
| 4 | ELA, Math, SS, Science Curriculum Nights | Principal, Teachers, Community Partners | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | Throughout the year | Sign in Sheets, Parent Comment Forms |
| 5 | Reading Strategies, Literacy Night | Media Specialist, School Staff | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | Throughout the year | Sign in Sheets, Parent Comment Forms |
| 6 | Individual conferences regarding technology and access to the Parent Portal | Parent Liaison | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | As needed | Sign in sheets, parent comment forms |
| 7 | Assessments discussed during individual conferences | Classroom Teachers | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | Fall, Spring | Parent-Teacher Conference forms |
| 8 | Kindergarten Orientation-Informational session for parents and students entering kindergarten | Principal, Parents, Staff | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | August | Agendas, parent comment forms |
| 9 | Title I Student Compact will be distributed at the start of the school year and reviewed with students and parents at parent-teacher conferences. | Principal, Teachers, Parents | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | Throughout the year | Conference logs, parent-Teacher Conference Forms and Compact  |
| 10 | Parenting Support for extended families and grandparents raising children | Guidance Counselor, School Social Worker | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | Throughout the year as needed | Agenda, parent comment forms |
| 11 | Parents-to-Kids | Principal, Teachers | Provide information to parents on expectations and how parents can help their children to improve literacy skills. | Winter | sign in sheets, pre/post evaluations |
| 12 | ESOL Parent Leadership Council | Principal, Teachers, Parents | Provide information to parents on expectations and how parents can help their children to improve academic achievement. | Twice a year | Agendas, Sign in Sheets, Minutes |
| 13 | Take Dad to School | Principal, Teachers | Provide information to Dads on the importance of reading and how parents can help their children to improve academic achievement. | September | Sign in sheets |
| 14 | Go Take a Hike Walk-A-Thon | Principal, Teachers, Parents | Provide information to parents on the importance of reading and how parents can help their children to improve academic achievement. Questions regarding math will be sent home to incorporate math with the walk-a-thon.  | October | Sign in sheets, answers to math questions |

# 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 and family engagement programs, and build ties between parents and schools.

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | School Parent and Family Engagement Plan Workshop | Title I Parent Liaison, Principal | Teachers will gain knowledge on how to implement and coordinate parent programs in an effort to support student academic success. | October | Sign in sheets, agenda, and minutes |

# Other Activities

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

**Response:**

The school Parent Liaison is available to assist parents and answer questions. Parents can check out books and educational materials to be used at home. Parents will be encouraged to volunteer and join the PTA. Multiple translators are available for our Hispanic parents. Whenever, possible communications are prepared in Spanish and English. The Title I school staff will be trained on strategies and activities to assist parents working with students at home to advance student achievement in all core academic areas.

  **Communication**

Describe how the school will provide parents and families 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 proficiency levels students are expected to meet;
* 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; and
* If the schoolwide program plan 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.

**Response:**

Student information packets including Title I handbook are distributed at Meet the Teacher or on the first week of school to all enrollees in English and Spanish. All distributions are monitored by classroom teachers and office specialists to ensure all families receive this information. Specific information about our school and district Title I programs will also be provided to parents at the Title I Annual Meetings through an informational PowerPoint. The school website is available for parents to view and contains information about all school programs, curriculum, policies, and procedures. A designated computer is available to parents in the Media Center to access computer- based information sources such as Parent Portal. Parent conferences are held at the request of the parent with translation provided if needed. Parents are included in all aspects of the Problem-Solving Team process. The School Improvement Plan is available to all parents to review and provide feedback. Parents are invited to provide input to the school via parent input forms, interim reports, and student report cards. Our school marquee keeps parents informed daily. The School Messenger phone system sends daily attendance messages to assist parents to monitor attendance. It is also used to communicate special events and important information from school administration with phone messages being delivered to all students in English and Spanish. If needed translation in other languages will be provided by the District staff. The Parent and Family Engagement Plan will be posted on the school website and hard copies available in our Parent Resource Center and school office.

 **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 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.

**Response:**

Citrus Grove Elementary is handicapped accessible. The following statement will be noted on parent newsletters and communication to accommodate families who need additional assistance: “individuals needing accommodation under ADA should contact Citrus Grove Elementary office personal or Parent Liaison.” Translation of communications in Spanish and English is provided as requested. Bilingual personnel are available on campus to assist parents with translation needs. School Messenger messages are used as a communication tool with message delivery in English and Spanish translation, as requested. ESOL teachers lead the ESOL Parent Leadership Committee which meets bi-annually and assists with translation needs. District staff is available to assist with translations and communications in other languages, if requested.

 **Discretionary Activities**

Discretionary School Level parent and family engagement plan Components Check if the school does not plan to implement discretionary parent and family engagement 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 | Title I Parent to Kids | Principal, Teachers | Provides literacy training to parents to help their children at home with developing literacy skills to increase their academic success. | Winter |
| 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)]: | School staff will work with School Social Worker via referral process to conduct in home conferences for teachers and others when parents are unable to attend at school. | Principal, Teachers, School Social Worker | Parents will be provided information on grade level proficiency standards and how to assist their child at home in order to increase their academic success. | Ongoing |
| 3 | Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)] | Citrus Grove offers services from local community partners such as Devereux and the House Next Door Alpha Program. School staff will assist with referral processes and parent communications to encourage families to participate in these additional educational opportunities for both parents and students. | Principal, Guidance Counselor, Community Based Partner Staff | Parents will be educated on strategies to assist their child with social and emotional skills. | Ongoing |

# Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan.

Please upload into SharePoint and keep copies for our records.

# Upload Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

# Upload Evidence of Parent and family engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

## Evaluation of the previous year's Parental & Family Engagement 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. 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 | Meet the Teacher | 2 | 700 | Provide information to parents on expectations and how parents can help children at home. |
| 2 | Student Academic Achievement Standards and Title I Program Information, Open House | 1 | 600 | Provide information to parents on expectations and how parents can help children at home. |
| 3 | Parent Training, SAC Membership Training | 8 | 16 | Increase parent knowledge of academic expectations and foster parent/school relationships. |
| 4 | Math and Science Curriculum Nights | 2 | 150 | Provide information to parents to help their children in the areas of math and science. |
| 5 | Reading Strategies, Literacy Nights | 2 |  500 | Strategies to increase family literacy. |
| 6 | Individual conferences regarding technology and access to the Parent Portal | 3 | 200 | Parent Liaison will provide individual help to parents in how to log-in and access to the Parent Portal and Gradebook. |
| 7 | Distribution of Title I Compact and Review | 1 | 913 | Parents will participate in discussions about the shared responsibility for improving their child’s academic achievement. |
| 8 | Parents to Kids | 3 | 30 | Provide information to parents about literacy and how to support reading at home. |

# 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.

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | School Parent Involvement Plan Workshop | 1 | 85 | Teachers will gain knowledge in how to implement and coordinate parent programs. |

# Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement 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).

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | My work schedule keeps me from attending school activities. | The school will publish a calendar on the website so parents can see in advanced the school activities so parents can arrange their schedules. |
| 2 | Parents would volunteer more if they knew what was needed. | VIPS coordinator will communicate with volunteers by a month event calendar via email/School Messenger/School website. |
| 3 | Due to working during the day I cannot attend meetings (Hispanic) | School will offer alternative time for parent teacher conferences to include telephone conferences should parents not be able to attend alternative times of before, during, and after school. |

# Best Practices (Optional)

Describe the parent and family engagement 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 |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

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