

## **R.J Longstreet Elementary School Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, Judith Watson, 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 carryout 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.

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**Signature of Principal or Designee**

**Date Signed**

### **Mission Statement**

Parent & Family Engagement Mission Statement (Optional)

**Response:** R.J. Longstreet, in partnership with our community, will empower students to become compassionate, lifelong learners who are responsible, productive and engaged citizens within our global society.

## 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 school Advisory Council meets once per month and is responsible for the development, review, and implementation of Title 1 programs. All parents are invited to be members of the R.J. Longstreet School Advisory Council (SAC). SAC members provide input on the Parent and Family Engagement Plan, the Compact, Title 1 budget, and all other plans related to school improvement. Parent surveys are used to solicit parent input. Comments from parents are documented on the SAC minutes.

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## 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.

Count	Program	Coordination
1	Title X, Homeless	Title X Coordinator provides services to families to ensure that students have school supplies, community resource and transportation. Tutoring services are also provided.
2	VPK	VPK works with our school staff to coordinate transition plans for students entering kindergarten.
3	Title 1, Part A	School provides after school tutoring (STAR) and bus transportation using Title 1 Funds.
4	Individuals with Disabilities (IDEA)	Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the student's IEP.
5	Title 1, Part A	Supplemental tutoring before and/or after school. Supplemental materials and supplies needed to close the achievement gap. Supplemental funds for on-going staff development as determined by the results of FSA (Florida Standards Assessment).
6	Title 1, Part A (Academic Coach)	Academic Coach facilitates remedial instructional resources, professional development and other instructional coaching for staff to meet the needs of students failing to meet performance standards.
7	Free & Reduced Lunch/Meals Program	School provides to qualifying students free and reduced breakfast and lunch daily.

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## 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.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish schoolwide annual Title 1 meeting dates and activities	Principal and SAC	Sept 2018 and Jan 2019	Dates set on school calendar.
2	Develop handouts that address the required documents	Principal	Sept 2018 and Jan 2019	Copies of Title I handouts
3	Advertise annual Title I meeting	Principal, Teachers	Sept 2018 and Jan 2019	Number of attendees on sign-in sheets, flyer, School Messenger phone message, marquee
4	Train teachers about plans/goals annual Title I meeting	Principal, TOA	September 2018	Faculty meeting agenda and comments.
5	Information on Title 1 Programs is shared at Open House	Teachers	September 2018	Title 1 Survey
6	Involved PTA and SAC in planning annual Title 1 meetings	Principal, SAC Chair, PTA President	Sept 2018 and Jan 2019	Title 1 Survey
7	School Newsletter will spotlight highlights of annual Title 1 meeting for those unable to attend.	Principal, Office Specialist III	Ongoing, bi-monthly	Parent Input

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### 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:** Workshops and meetings are scheduled at various times to accommodate parents. Open House and Parents to Kids is scheduled in the evening. School Advisory Council meetings are held after school and childcare is provided. Parent input on the School Improvement Plan is solicited at three different times during the school day. Teachers schedule conferences in the morning and afternoon as needed. The school social worker is utilized for home visits to provide parents without transportation access to school information and resources. When available, daily bus passes are provided to parents without other transportation to use for the parent/teacher conferences. The Parent Teacher Association holds meetings at different times. Phone conferences are utilized as needed. Administration and the school counselor attempt to be flexible in meeting immediate needs of parents. Resources for parents are housed in the school counselor's office and are available for checkout.

## 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.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	School Advisory Council meetings	SAC Chair, Principal	Provide parents with opportunities to be involved in school programs and activities as well as participate in the school improvement process	Ongoing 2018-2019	Agendas Sign-in Sheets
2	Open House and annual Title 1 meetings	Principal and School Staff	Provide information to parents K-5 on curriculum, grading, behavior, school and classroom expectations and rules, schedules and Title I information	Sept 2018 and Jan 2019	Title 1 Survey
3	Publix Math Night	Teachers	Provide information to parents and students with real-life, fun math activities	March 2019	Parent Exit Slip
4	Storybook Carnival	Teacher Facilitators	To provide parents with strategies to increase family literacy	November 2018	Parent program evaluations
5	Orientation to Fourth and Fifth Grades	Teachers	To provide parents with information on Grade 4 and 5 curriculum and success strategies.	August 2018	Exit Slip
6	Family Curriculum Night	School Staff	To provide information to parents on curriculum activities and ways to help their child succeed.	January 2019	Exit Slip
7	Astronomy Night	Teachers/MOAS/ ERAU	To provide information to parents on science standards and curriculum	January 2019	Exit Slip
8	Career Week	School Counselor	To provide parents the opportunity to speak to students about their careers in order to improve student awareness	May 2019	Parent and student program evaluation
9	Parents to Kids	Teacher Facilitators	To provide parents with strategies to increase family literacy	October 2018	Parent program evaluations
10	Mentoring Program	School Counselor	Improve student achievement	Ongoing 2018-2019	Weekly logs

11	Cardinal Dads	School Counselor	Fostering positive relationships, student achievement and attendance	Ongoing 2018 – 2019	Number of participants
12	Donuts for Dads Muffins for Moms	School Counselor PTA Principal	Fostering positive relationships and communication	Sept 2018 May 2019	Percentage of parents attending
13	Marine Discovery Center	Principal Teachers	To expose families to local resources providing science support and other educational information/experiences	Saturday, March 30, 2019	Percentage of parents attending

## 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.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Minimum of two faculty meetings	Principal	Teachers will gain knowledge and strategies of Title 1 programs and services	Fall 2018 and Spring 2019	Agenda Presentation materials Sign-in sheets
2	Title 1 Ongoing Information	Parent Involvement Contact	Teachers will gain knowledge of any new resources or information	Ongoing 2018-2019	Agenda Presentation materials
3	PST Training for Staff – in PLCs and twice per year in faculty meetings	School Counselor School Psychologist Academic Coach	Teachers will gain understanding and support in implementing the process including goals, interventions and data	Monthly PLC meetings  Faculty meetings	Agendas Meeting minutes
4	Presentation of SIP and PFEP	Principal TOA	Share information regarding the process and purpose of both documents and its impact on school improvement and student achievement	Fall 2018 and Winter 2019	Agendas 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 fully participating in the education of their children.

**Response:** R.J. Longstreet Elementary holds numerous family activities throughout the year to encourage families to take an active interest in their child's education. *Meet the Teacher* and *Title 1 Meetings* are held in the fall and spring of the school year. At these events, parents meet teachers and learn about curriculum expectations

for the year. Parents are encouraged to partner with the school by volunteering in the classroom and join PTA. They are also encouraged to be trained and serve as mentors. Information on Title 1 programs is shared at *Title I Meetings* using presentation materials. Parents are invited to participate in a variety of fun literacy themed activities at the Storybook Carnival in November 2019. Students earn books as prizes for participating in the events. Parent resource materials are available in the front office and the counselor's office. Clothing/uniforms are available for families in need throughout the year and are housed with the school counselor. Through grants and donations, the school is able to provide gift cards to help with food, clothing, or transportation for families. R.J. Longstreet partnered with Food Brings Hope to provide additional tutoring, resources, and food to the families of 25 students.

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## 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:** Information on Title 1 programs will be provided through newsletters, booklets/brochures, and an informational PowerPoint during Open House and follow-up Title I meetings. Student and parent surveys are distributed and utilized in planning. The Title 1 Parent Involvement Plan brochure and Title 1 booklet are sent home with each student. Copies are available at the front desk. Curriculum and assessment information is shared by teachers at Open House, during parent-teacher conferences, SchoolMessenger and via the newsletter. The School & Family Compact was created through input from students, parents, and staff and is reviewed in an on-going manner at conferences. Florida Standards Assessment information is sent home for parents. Parents are provided information via interim reports and student report cards. Parents have access to an anonymous reporting box to report concerns of possible bullying or harassment. The marquee and SchoolMessenger system are also utilized for communication. Parents have access to grades and progress via Gradebook.

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## 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:** Information regarding parent participation is provided to parents via the website, phone messaging, the newsletter, parent-teacher conferences, student folders, workshops and meetings. District information is available in English and Spanish. District provides a translator when needed for parent meetings. Parents with special needs are accommodated. R.J. Longstreet Elementary is wheelchair accessible. Our School Resource Officer and ESOL Paraprofessional are bi-lingual. Through our Caring Cardinal Fund, parents are given gas cards or bus passes in order to attend school events such as conferences or family involvement activities. We have an emergency pantry for families in crisis and utilize community partnerships to provide additional resources for families as needed. We have a clothes closet to provide students

**with uniform clothing. In an attempt to meet the needs of our homeless population who often feel a disconnect to school life, a mentoring program under the direction of the school counselor is provided to students identified as homeless.**

### 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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title 1, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that section [Section 1118(e)(7)].	Literacy training activity for parents	Teacher Facilitators	Increase parent involvement and understanding of skills needed to improve reading fluency and comprehension	Fall 2018
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)]	Parent named as the representative to the District Parent Advisory Council/Title 1 Monitoring. Parent will attend district meetings to obtain information and provide information based on SAC input.	SAC Chair	Increased involvement and awareness of academic programs and support	September 2018-May 2019
3	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)]	Social Worker home visits	Social Worker	Facilitate communication between home and school	As needed

### 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.

2018-2019



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## 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.

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## 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.

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## 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Transition to Middle School	3	72	Familiarize parents with expectations for Middle School. Took place at area middle schools.
2	Publix Family Math Night	1	70	Provide hands on, fun family math activities which teach math benchmarks.
3	Meet the Teacher	1	385	Provide parents and students opportunity to familiarize themselves with classroom and teacher prior to actual school start
4	Open House/Academic Standards and Title 1	1	400	Provide information to parents on curriculum, grading, behavior expectations, and schedules. Provide info on Title 1, provide free clothing for families in need
5	Kindergarten Orientation	1	25	Welcome new families to school, address K expectations and procedures, answer parent concerns and questions
6	Family Literacy Night	1	350	Provide hands on, fun family literacy activities which teach ELA benchmarks
7	Storybook Carnival	1	750	Provide families with a fun activity to promote literacy

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### 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title 1 Overview	1	30	Teachers will gain knowledge and strategies to make use of Title 1 programs and services
2	Title 1 Ongoing Information	4	30	Teachers will gain knowledge of any new resources or information
3	How to Reach the Uninvolved Parent	1	30	Teachers will learn strategies to reach the "hard to reach" parent.
4	CHAMPS	1	30	Teachers will gain ability to effectively communicate student progress with parents and the ways parents can support their child's educational performance
5	Tech Talks	1	30	Teachers will gain knowledge on use of technology to improve parent to school communication efforts.

### 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation	When possible, school will send social worker to do home visits or attempt to provide bus passes for parents to attend conferences.
2	Working Families	The school will provide programs before and after school in an effort to accommodate the schedules of working parents.
3	Limited English Proficiency	When possible, the school will request the assistance of English/heritage language translators for parent conferences.

### 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)

count	Content/Purpose	Description of the Activity
1	Family Night at the Museum of Arts and Sciences	Using Title I funds, MOAS opened doors one evening to RJ Longstreet families who were able to participate in all museum events, program, and exhibits.

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