

## SCHOOL Title I, Part A Parent and Family Engagement Plan (PFEP)

I, LINDA DANIELS, principal of CRANBERRY, 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 outlined in ESEA Section 8101;
- Involve the parents/families 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/families 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/families, in an organized, ongoing, and timely way, in the planning, review, and improvement of the schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parent/family engagement, and to revise, if necessary, the school's parent and family engagement plan;
- Provide to each family 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 out of field; 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. [ESEA Section 1116].

  
Signature of Principal or Designee

10/10/18  
Date Signed

## Mission Statement

*(Include: How parent and family engagement plan is shared responsibility. How parent and family engagement will assist in providing high quality instruction for all learners.)*

**Response:** The Family Engagement Committee and the School Advisory Council/Shared Decision Making Team of Cranberry Elementary is committed to each student "making tracks toward excellence" by actively participating with family members in parent involvement activities.

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## Involvement of Parents

Describe how the school will engage parents and families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs including engagement in the decisions regarding how funds for Title I will be used.

**Response:** The School Advisory Council (SAC)/Shared Decision Making Team (SDMT) and the Family Engagement Committee are the school's committees that are responsible for developing, implementing and evaluating school programs. The SAC/SDMT committee is composed of a business partner, staff and a majority of (non-employee) parents with diverse ethnic backgrounds. The SAC/SDMT meetings are open to all parents. Every two years, members are selected by their peers to serve on the committee. A business partner is selected to serve every two years by the principal and confirmed by the SAC/SDMT committee. All parents are given a parent survey/needs assessment during the second semester of each year which in turn is reviewed by the SAC/SDMT. The SAC/SDMT decides the most efficient use of funds to support programs that will enhance the academics of all students at Cranberry. The Family Engagement Committee meets monthly to develop activities for students and families. The committee consists of teachers and parents.

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## 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]

**Response:**

count	Program	Coordination
1	Annual Title I Meeting	Linda Daniels, Principal, Brad Porinchak, Asst. Principal, Admin. Asst. Melissa Wharton
2	Fathers Being Involved (FBI)	Tami Taylor
3	ESOL Parent Night	Lisa Hronek, Millie Galan-Aguirre, ESOL Liaisons
4	Family Nights	Teachers in Grades K-5
5	Science Night	Science Teacher
6	Parent Resource Center	Lisa Hronek, Scott Singleton (PIRC, Pamphlets, Videos, Reading Materials)
7	Family Engagement Committee	Representative Teachers from grades K - 5
8	Family Media Night	Lynn Twedt, Media Specialist

## 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, and the rights of parents.

### Response:

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts and presentation materials that address required components	Principal, Admin Assistant	September 2018	Copies of Agenda, Power-Point handouts, sign in sheets
2	Develop and send out invitations- follow up with Connect-Ed, Remind and Class Dojo	Administrative Assistant, Principal	September 2018	Flyer with Date, print out of Connect-Ed and Remind
3	Advertise in Newsletter, on website and on Marquee	Administrative Assistant	September 2018	Pictures of marquee, copy of newsletter
4	Develop Sign-In sheet	Administrative Assistant	September 2018	Sign in sheet for meeting
5	Maintain Documentation	Administrative Assistant	September 2018	Title I eBox – One Drive documentation. Shared with LEA

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, child care, or home visits, as such services are related to parent and family engagement.

[ESEA Section 1116]

**Response:** Surveys will be offered to obtain parent preference and availability of meeting times. We provide child care for all parent informational meetings. Meetings are offered in the morning, after school and evenings. The Guidance Counselor, ESOL Liaison, and ESE Liaison (before school, during planning, after school) work in conjunction with the classroom teacher and other staff who refer student concerns. This has been an effective model to foster communication between school and the home.

## Building Capacity

Describe how the school will implement activities that:

- Will build the capacity for strong parent/family engagement;
- Will build relationships with the community to improve student achievement;
- Provide materials and trainings to assist parents/families to work with their child(ren);
- Provide other reasonable support for parent/family engagement activities.

[ESEA Section 1116]

### Response:

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Annual meeting	Principal, Asst. Principal	Attendance Goal	September 2018	Sign-In Sheet, Agenda
2	Meet Your Teacher	Principal, All Teachers	Attendance Goal	August 2018	Sign-In Sheets

3	Science Family Night	Science Teacher	Science Goal	November 2018	Sign-In Sheet
4	Fathers Being Involved (F.B.I.)	Tami Taylor, Family Engagement Committee	Attendance Goal	September 2018 - May 2019	Sign-In Sheet, Agenda
5	ESOL Night	ESOL Dept., Lisa Hronek	Reading Goal	November 2018, February 2019	Sign-In Sheet, Agenda
6	Grade K/1/2 Activity Night	Family Engagement Committee, Grade Level Teams	Reading Goal	March 2019	Sign-In Sheet, Agenda, Parent Survey
7	Grade 3/4/5 FSA Night	Principal, Family Engagement Committee, Grade Level Teams	Reading/Math Goal	October 2018	Sign-In Sheet, Agenda, Parent Survey
8	Open House (K-2, 3-5)	Grade Level Teachers	Attendance Goal	September 2018	Sign-In Sheet, Agenda, Parent Survey
9	Honor Roll Assembly	Principal, Assistant Principal, Administrative Assistant	Reading/Math Goal	November 2018-April 2019	Sign-In Sheet, Agenda, Parent Survey
10	STEM/Math Activity Night	Family Engagement Committee; K-5 Teachers	Science/Math Goal	February 2019	Sign-In Sheet, Agenda
11	Kindergarten Orientation	Registrar, Kindergarten teachers, Guidance	Attendance Goal	April 2019	Sign-In Sheet, Agenda
12	Holiday Family Media Night	Lynn Twedt, Media Specialist; Principal	Reading Goal	December 2019	Sign-In Sheet, Agenda
13	Donuts with Families	Principal, Family Engagement Committee	Attendance Goal	September 2018	Sign-In Sheet
14	Grade Level performances	Music Teacher, Specials Team	Attendance Goal	September 2018 - May 2019	Sign-In Sheets
15	PTO family events	PTO, Family Engagement Committee	Attendance Goal	September 2018 - May 2019	Sign-In Sheets

## 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 the following areas:

- How to reach out to, communicate with, and work with parents/families as equal partners;
- The value and utility of contributions of parents;
- How to implement and coordinate parent programs; and
- Build ties between parents and schools.

[ESEA Section 1116]

**Response:**

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	PI Training Modules	Principal	Increase Understanding of Parent/School Relationship	Oct. 2018 - May 2019	Increased % of Parent Involvement
2	Volunteer Orientation	Kristin Padalik	Attendance Goal	September 2018	Teacher Sign-In

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## 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]

**Response:** The Parent Resource Room has brochures, books, and videos to watch. This will be open to parents throughout the year. The school hosts a Family Media Night each month throughout the school year. Parents will be able to browse throughout the year during Family Media Nights.

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## Communication

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

- 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 obtain;
- If requested by parents/families, 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/families of participating children, the school will include submit the parents/families' comments with the plan that will be made available to the local education agency.

[ESEA Section 1116]

### **Response:**

At the annual Title I meeting, the Title I Program will be explained as well as the district curriculum and various assessments such as i-Ready and the Florida State Assessments (FSA). School grades, student achievement on the FSA and expected levels of achievement are shared during Title I and School Advisory Council/Shared Decision Making Team meetings. Parents will learn about programs at Cranberry, how to set up meetings with teachers and information about the School Advisory Council/Shared Decision Making Team. At this meeting they will be given an opportunity to participate in decisions related to the education of their child. Extra copies of the Title I brochure will be available to any parents who did not receive one or have misplaced the one sent home. This booklet details school expectations such as the "Right - to- Know". Parents will be given an opportunity to conference and visit their child's teacher during conferencing throughout the year. Information regarding curriculum and assessments will also be provided at these conferences.

Teachers will maintain a sign in sheet with a copy to the principal who will maintain documentation on the dissemination of information, distribution methods, and time lines.

Information regarding parent involvement activities is posted on our school website and monthly newsletter. State standards and goals are also posted in the newsletter and website.

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## Accessibility

1. Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (including parents/families with limited English proficiency, disabilities, and migratory children).
2. Describe how the school plans to share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent feasible, in a language parents/families can understand.

**Response:** Cranberry Elementary recognizes the need to include ESOL and ESE families in parental involvement activities. Interpreters are provided as needed for many activities. The ESOL Liaison coordinates these meetings with families and staff. Parent conferences are scheduled in

conjunction with classroom teacher needs and parent requests. The school utilizes an on call phone messaging system and sends out REMIND announcements to parents in their appropriate language. Administrators are sent an e-mail after each "call-out". Phone information is provided in English and Spanish. Some literature is also provided in Russian, Ukrainian, and Haitian.

The ESE Liaison coordinates meetings between teachers and parents of students with disabilities throughout the school year. Parents often initiate these meetings. ESE staff members conduct an informational parent night focusing on strategies that parents can use to support their academic success. Parents are offered a range of topics including academic assistance, speech and language support, and behavior strategies to use at home with their child. An interpreter is called in when needed.

## Discretionary Activities (optional)

Describe any activities that are not required, but will be paid for through Title I, Part A funding, such as home visits, transportation for meetings, activities related to parent/family engagement, etc.

### Response:

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	ESOL Family Night	Lisa Hronek, Millie Galan	Reading Goal	January 2019
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)];	Conferencing with Parents	Classroom Teachers, Support Staff (social worker, Home/School Liaison, truancy worker)	Reading/Math Goal, Attendance Goal	September 2018 - May 2019

## Barriers

1. Describe any barriers that hindered participation by parents during the previous school year.
2. Describe the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

### Response:

count	Barrier (Including the Specific Subgroup)	Steps the School Will Take to Overcome
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1	Language –Spanish, Russian-Ukraine, Haitian Creole	Translation Provided by School
2	Work Schedule – All Parents	Held meetings at night, provided child care, used newsletters, Connect-Ed call, REMIND, Class Dojo, Facebook and website
3	Sports and Extra-Curricular afterschool activities	Meet with Pop Warner to discuss dates of team practice
4	Apathy- Parent needed to be motivated to attend events.	Including door prizes helps to increase involvement. A Kindle was given away at most family meetings and training events.
5	Time is an issue	Send out a survey to parents to find out what time of the day works best for their family. Provide parents with multiple options. Hold meetings just before dismissal when parents are waiting in cars in the parent pick-up area.

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## Best Practices

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.

### Response:

1. Dad and Me Night
2. Science Fair Night
3. PTO activities – Waterslide Night

## PLEASE NOTE THE FOLLOWING DOCUMENTS ARE TO BE UPLOADED

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents/families for all children served under this part, a parent-school compact that outlines how parents/families, the entire school staff, and students will share the responsibility for improved student academic achievement.

[ESEA Section 1116]

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## Upload Evidence of Input from Parents/Families

Upload evidence of parent/family input in the development of the parent and family engagement plan. Include the meeting agenda, the meeting minutes and the sign-in sheet.

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## Upload Parent-School Compact

Upload an electronic version of the Parent-School Compact for 2018-19.

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## Upload Evidence of Parent/Family Input in Development of Parent-School Compact

Upload evidence of parent/family input in the development of the compact. Include the meeting agenda, the meeting minutes and the sign-in sheet.