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

I, Amy Archer, principal of Garden Elementary 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].

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

**Mission Statement**

**Response:** The mission of the Garden Elementary community is to provide students with meaningful learning experiences through the use of individualized instruction, technology, collaborative learning, and community involvement. Student success will be measured by ongoing assessment. Garden's mission will be accomplished through the collaboration of students, staff, and parents.

**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:** Our School Advisory Council will discuss the planning, review and improvement of Title I programs throughout the 2018-19 school year. All stakeholders will be encouraged to attend monthly SAC meetings to offer input and feedback about the effectiveness of our Title I programs**.**

**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:**

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| **count** | **Program** | **Coordination** |
| 1 | Parent Conferences | These conferences will be held to inform parents of their child's progress in school and ways they can assist their child at home with their academic needs. |
| 2 | ESOL Information Conferences | These conferences are intended to inform parents of the ESOL program, qualifications, and resources. |
| 3 | Annual Title I Parent Meeting | Annual Title I Parent Information Meeting will be held to inform parents of the Title I program and resources. |
| 4 | Weekly Community Brief Emails | Focuses on increasing communication with parents and the community through weekly email updates. |
| 5 | ESOL Parent Week | This event will provide ESOL students and their families with the opportunity to meet with staff and gain knowledge of the testing and curriculum objectives students are exposed to. |
| 6 | PTSO Meetings | These monthly meetings will allow parents and staff members to collaborate and plan multiple activities and events for the students, families and community members. |
| 7 | Grade Level Parent Training | The purpose of this training is to introduce families to the daily curriculum requirements, computer programs, and behavioral expectations that students are exposed to daily. The technology portion of the trainings will help parents gain knowledge of how to access programs at home. |
| 8 | Meet the Teacher | Held before school starts to give parents an opportunity to meet  and talk with their child's new teacher |

**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:**

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Programs planned will be reviewed at the Annual Title I Parent Information Meeting. | Principal, Parent Involvement Coordinator | September 2018 | Sign In Sheet, Agenda |
| 2 | Connect Ed Message | Principal, Parent Involvement Coordinator | September 2018 | Connect Ed call log, Sign In Sheet |
| 3 | Advertise on web site | Principal, Web Master | August - September 2018 | Web Site Visitors Log, Sign In Sheet |
| 4 | Advertise on marquees | Principal, Custodial Team | September 2018 | Sign In Sheet |
| 5 | Flyers sent home in English, Spanish and all native languages that apply | Principal, Parent Involvement Coordinator, ESOL Liaison | September 2018 | Sign In Sheet |
| 6 | Reminder labels sent home in students' agenda books. | Principal, Parent Involvement Coordinator | September 2018 | Sign In Sheet |
| 7 | Shared in Weekly Community Brief Emails | Principal | August - September 2018 | Sign In Sheet |
| 8 | Advertise on KNN newscast | KNN news team | August-September 2018 | Sign in Sheet |

**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:** SAC meetings will be held monthly at 3:30 P.M. Sign-in sheets will document attendance. Parent conferences will be scheduled at the convenience of Garden parents. Home visits are conducted in the event parents are unable to attend parental involvement activities. Child care and translation services are offered at parental involvement events. The start and end times of meetings are varied in an attempt to meet the needs of Garden families.

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**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:**

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Conferences | Instructional Staff | Provides parents with the necessary skills to support learning at home. | 2018-19 school year | Copies of parent conference summaries |
| 2 | ESOL Information Parent Night | ESOL Liaison | Increase parent involvement of ESOL families. | Fall 2018 | Sign In Sheet |
| 3 | Annual Title I Meeting | Parent Involvement Coordinator/Administration/Staff | Educates parents on the various Title I programs and resources. | September 2018 | Sign In Sheets and Survey |
| 4 | Weekly Community Brief Emails | Principal/Staff | Increases communication with parents and the community. | 2018-19 school year | Sign In Sheets and Survey |
| 5 | PTSO Meetings | PTSO Board/Administration/PTSO School Liaison | These monthly meetings will provide the PTSO members with the opportunity to collaborate and plan activities and events for the students, their families and the community. | 2018-19 school year | Sign in Sheet |
| 6 | ESOL Parent Week | ESOL Liaison | This event will provide ESOL students and their families with the opportunity to meet with staff and gain knowledge of the testing and curriculum objectives students are exposed to. | Spring 2019 | Sign in Sheet |
| 7 | Grade Level Parent Training | Support Team Member | The purpose of this training is to introduce families to the daily curriculum requirements, computer programs, and behavioral expectations that students are exposed to daily. The technology portion of the trainings will help parents gain knowledge of how to access programs at home. | Fall 2018 | Sign in sheet |
| 8 | New Family Orientation | Support Team Member | New families are invited to tour the school and meet support team members. | August 2018 | Sign in sheet |

**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:**

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Staff Training on building ties between parents and schools | PTSO School Liaison & PTSO Board Members | Increased parent communication and involvement will enhance student achievement and increase student attendance. | Fall 2018 | Post Survey to be administered to measure the effectiveness of training |
| 2 | Staff Training on how to implement and coordinate parent programs | Parent Involvement Coordinator | Increased parent communication and involvement will enhance student achievement and increase student attendance. | Fall 2018 | Post Survey to be administered to measure the effectiveness of training |
| 3 | How to reach out to, communicate with, and work with parents as equal partners | Parent Involvement Coordinator | Increased parent communication and involvement will enhance student achievement and increase student attendance. | Spring 2018 | Post Survey to be administered to measure the effectiveness of training |
| 4 | Value and utility of contributions of parents | Parent Involvement Coordinator | Increased parent communication and involvement will enhance student achievement and increase student attendance. | Spring 2018 | Post Survey to be administered to measure the effectiveness of training |

**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:**

Establish Parent Resource Center - Provide current resources and information for families.   
  
Meet Your Teacher Event - Families are invited to Garden to meet the teachers before the school year begins.  
  
Parent-Teacher Conferences - All teachers will conduct face-to-face parent-teacher conferences to discuss students' school performance.  
  
Volunteer Recruitment - Volunteers are recruited throughout the year to support and enhance meaningful engagement opportunities

**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:**

1. Information will be displayed on our website, community brief emails, and Connect Ed messages will be sent advertising parental involvement events as well as featuring events on the school marquees. Annual Title I Parent Information meeting to be held in the Fall. Copies of the Title I booklet will be disseminated to all parents. Upon enrollment, new students/parents receive copies of all Title I documentation. Title I documentation is translated.  
     
   2. 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 [Section 1118(c)(4)(B)];  
     
   Next Generation Sunshine State Standards (NGSSS) and the Florida Standards are used to plan the delivery of instruction in all content areas. District-adopted core curriculum materials are used in all K thru 5 classrooms. Teachers will participate in various professional development activities to increase their effectiveness in instructional strategies. All staff members are Highly Qualified. District, State and classroom progress monitoring data is used to monitor student performance.   
     
   3. 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 [Section 1118(c)(4)(C)];   
     
   All teachers conduct at least one parent conference to formulate suggestions and seek input in regards to the educational process. Teachers meet with parents to review Garden Elementary's Home-School Compact. Interpreters are provided for parent conferences as needed.  
   4. If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].   
     
   The Parental Improvement Plan will be presented at May 2018 and September 2018 SAC meetings. Family Learning Nights will be provided to students and parents throughout the 2018-19school year. Furthermore, SAC will include parents in the decision-making process involving educational issues at the school.

**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).

**Response:** The school will communicate effectively with all parents by translating important school information to parents in English and in their native language when possible. During important school functions translators will be available to assist parents.

1. 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:** The school will communicate effectively with all parents by translating important school information to parents in English and in their native language when possible. During important school functions translators will be available to assist parents.

**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:**

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| **count** | **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 school social worker or other h, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | SAC, Home Visits, Family Events |  | Increased parental involvement will enhance student achievement in all academic areas and attendance | 2018-19 School Year |
| 2 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Partnerships with community organizations and businesses to support family involvement and student academic achievement. | Volunteer Coordinator, Parent Involvement Coordinator | Academic Support | 2018-19 School Year |

**Barriers**

1. Describe any barriers that hindered participation by parents during the previous school year.

**Response: 2018-19 will be the inaugural year for Garden’s Parent Involvement Plan**

1. 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: Parental Involvement Coordinator will work closely with guidance counselor,**

**ESE and ESOL Liaison to support participation of all families**

**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. Face to Face Parent Conferences
2. ESOL Parental Week

**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]

**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.