**High Point Elementary**

**Parent and Family Engagement Plan (PFEP)**

**2019-2020**

I, Melody Mendoza, 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* 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 parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* 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 [Section 1111(h)(6)(B)(I)];
* 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 within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; 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 [Section (h)(6)(A)].

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

**Mission Statement**

Parental Involvement Mission Statement

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| **Response:** High Point Elementary will educate and prepare each student for college, career and life. The High Point Elementary school community creates a quality educational setting that promotes critical thinking skills by providing a relevant and rigorous curriculum and builds positive relationships between school and home. |

**Involvement of Parents**

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| High Point Elementary School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parental Involvement Plan (PIP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings.  We will have Title One Annual Parent meetings. During the meetings we will discuss What is Title One, the Budget and the importance of parent involvement, curriculum and assessments.  We will communicate with parents via Newsletters, Parent Connect Messages and Teacher/School Website. We will make every reasonable effort to provide our parents with information with an understandable language and format. |

**Coordination and Integration**

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| **count** | **Program** | **Coordination** |
| 1 | Individuals with Disabilities Education Act (IDEA) | Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP. |
| 2 | VPK | High Point Elementary and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include meetings with parents, VPK teachers and the Kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc. |
| 3 | Kindergarten Open House | The school will provide families information important to help their children transition from Pre-K to Kindergarten. All incoming Kindergarten parents are invited to discuss procedures, curriculum, school orientation and district policies. |
| 4 | Parent Meetings | Teachers will meet with parents to review their child’s report card and MAP scores. Teachers will answer questions and give specific feedback to parents on how they can support their child’s learning progress for grade level proficiency. |
| 5 | Transition to middle school | The school will provide families with important information to help their children transition to Middle School. |
| 6 | 21st Century | High Point Elementary School students are able to sign up for a free after school program where they can receive free tutoring and other services. This program also works to involve parents in their child’s education. |

**Annual Parent Meeting**

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Maintain documentation | Principal, Assistant Principal | September, 2019 | Title I audit box housed in Principal's secretary office and documentation will be uploaded to electronic audit box |
| 2 | Prepare Annual Title I Parent Meeting Newsletter | Principal, Assistant Principal | August, 2019 | Copy of letter |
| 3 | Annual Title I Parent Meeting | Principal, Assistant Principal | September, 2019 | Agendas and sign-in sheets |
| 4 | Create sign-in sheets and parent survey | Principal, Assistant Principal | August, 2019 | Sign-in sheets for meeting and individual classrooms |
| 5 | Advertise/publicize event | Principal  Website Manager | August, 2018 | School Messenger messages, school marquee, and posting on school website |
| 6 | Develop and disseminate invitations | Principal, Teachers, Assistant Principal | August, 2019 | Flyer with date of dissemination and posting on school website |
| 7 | Develop agenda, handouts, and/or presentation materials that address the required components | Principal, Assistant Principal | August, 2019 | Copies of agendas, PowerPoint presentation, and handouts |

**Flexible Parent Meetings**

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| The leadership and staff of High Point Elementary have a strong belief in the importance of parental involvement and therefore are flexible with times and days for parent involvement events and include mornings and evening and different days of the week for family meeting/events. We provide an interpreter and digital equipment for family members whose primary language is Spanish.  For those parents who missed the Title I Annual Meeting, the PowerPoint presentation will be made available on the school's website. A missed meeting notification letter will be sent home to all parents with information on what was discussed at the Title I Annual Meeting as well. Our website with Title I meetings/activities is updated regularly.  In addition, parent meetings will be offered on a variety of days and times (am and pm) throughout the year. The Administrator and Title I Compliance Contact will maintain records of parent participation at all meetings and modify meeting times as needed based on parents’ participation. |

**Building Capacity**

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Individual parent conferences | Teachers | Teachers and parents will discuss Title I compacts, student assessment results, expectations, and goals for the school year. Parents will learn strategies for the school year to help their students achieve. | Aug. 2019-May 2020 | Conference logs |
| 2 | Meet and Greet | Classroom teachers | Parents will be able to see their child's  classroom, meet the teacher and receive  important paperwork for the school year. | August 13th, 2019 | Sign-in sheets, handouts, agendas |
| 3 | Boo-Hoo Bagels | Principal and Assistant Principal, Teachers | Kindergarten parents will be provided information on how to prepare for a successful school year. | August 14th, 2019 | Sign-in sheets, handouts, agenda |
| 4 | Open House Pre-K-5th grades | Principal and Assistant Principal, Teachers | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement specific to reading, writing and math as measured by FSA gains. Teachers and parents will discuss Title I compacts, student assessment results, expectations, and goals for the school year. Parents will learn strategies for the school year to help their students achieve. | September 5th , 2019 | Sign-in sheets, handouts, agendas, and presentation materials |
| 5 | Walk-a-Thon and Fitness Day | Principal, Assistant Principal, Classroom Teachers, Curriculum Coach | The walkathon event is part of a High Point’s initiative to make children healthy students and better learners. It’s developed as an active and fun way to raise funds for healthy school efforts. Parents and students will receive flyers & ideas of ways to stay healthy at home. | September 21st, 2019 | Handouts, agenda, sign-in sheets |
| 6 | Math and Science Night | Principal, Assistant Principal, Classroom Teachers, Curriculum Coach | Parents and students will participate in real world activities to support math achievement. Parents come to learn about Math and Science strategies used in the classroom in order to assist students at home. | October 10th, 2019 | Flyers, agendas, sign in sheets, surveys, parent packets |
| 7 | Halloween Parade, Trunk or Treat, Fall Festival | Principal, Assistant Principal, Classroom Teachers, Curriculum Coach | Parents and students will participate in fun Fall themed activities but also receive materials to support reading, math, and science achievement. | October 30th, 2019 | Flyers, agendas, sign in sheets, surveys, parent packets |
| 8 | Book Fair | Library Media Tech., PTA President | A station will be set up in the library that contains reading strategies that parents can do at home. | November 4th – 8th, 2019 | Advertisement, Parent sign in |
| 9 | Read-a-Thon | Principal, Assistant Principal, SAC, Curriculum Coaches | Parents will help their student participate in reading activities to support reading achievement. | November 12th – 21st, 2019. | Flyers, Number of books read track sheet |
| 10 | Family Feast | Principal, Assistant Principal | Parents will be provided activities to do over thanksgiving break to support reading, math, and science achievement. | November 21st, 2019 | Flyer, sign-in, agenda |
| 11 | Transition to Kindergarten | Principal Assistant Principal and Kindergarten Teachers | Teachers will provide parents with information and supplies to better prepare their child academically for kindergarten |  | Sign-in sheets, handouts, agendas, and presentation materials |
| 12 | SAC Meetings | Principal and Assistant Principal | Parents will have the opportunity to review and discuss the SIP and to meet monthly to review and analyze SIP Goal progress giving input on how to improve school-wide, help our students S.O.A.R. | August 2019 - May, 2020 | Sign-in sheets, handouts, agendas, and presentation materials |
| 13 | Title I Annual meeting | Administrators, Title I Compliance Contact | Learning about Title I programs, standards, testing and parent involvement opportunities, parents will be able to help their child(ren)'s academic achievement. | August 13th, 2019 | Sign-in sheets, handouts, Flyers, Surveys |
| 14 | Reading with Elves, Art Showcase, Chorus Concert | Principal, ESOL teachers, 2nd grade teachers, Art and Music teachers | Students Art work will be displayed. Students and parents will participate in reading activities stationed around the school. Students will do a Musical performance for parents and peers. | December 19th, 2019. | Flyers, agendas, sign in sheets |
| 15 | Movie Night (Frozen) with Spaghetti Dinner | Principal  Assistant Principal  Teachers | Parent and community involvement through title 1 funding. Parents will be provided reading comprehension strategies to use at home with their students. | January 16th, 2020 | Sign-in sheets, Flyers, handouts |
| 16 | Multi-Cultural Night | 4th and 1st Grade Teachers  Principal, Assistant Principal | Learning about the different cultures of our High Point Family will create positive relationships. Multicultural Night is a time to teach people to acknowledge, embrace, and respect difference. | January 31st, 2020 | Flyers, Sign-in Sheets |
| 17 | PTO Valentine’s Day Dance (Heart Beat) | 3rd grade teachers, PTO, Principal, Assistant Principal | Parents will receive detailed FSA information and strategies to help their student succeed in Math and ELA. | February 13th, 2020 | Flyers, Sign-in Sheets, FSA PowerPoint or other presentation materials |
| 18 | Head Start with Kinder | Principal, Assistant Principal | Teachers will provide parents with information and supplies to better prepare their child academically for kindergarten | March 6th, 2020 | Flyers, Sign-in Sheets, presentation materials |
| 19 | Autism Breakfast for Parents | ESE teachers, Principal, Assistant Principal | Parents, students and staff build positive relationships by looking back at all the achievement of our students. Students build a positive self-esteem which results in academic achievement. | April 2nd, 2020 | Flyers, sign-in sheets, presentation materials |
| 20 | Tree Dedication Day | Principal, Assistant Principal | Parents, students, and staff will be planting a tree in honor of Earth Day. This event not only builds a positive relationship with parents, students and staff but also with the lovely planet we live on. Research shows access to green spaces has many benefits for both physical and mental [health and wellbeing](https://www.earth.com/news/neighborhood-greenspace-may-reduce-adolescent-aggressive-behavior/). Parks, plants, and trees improve student’s [respiratory health](http://www.earth.com/news/green-spaces-childrens-respiratory/) and drastically [improve quality of life](https://www.earth.com/news/quality-life-megacities-trees/). | April 22nd, 2020 | Flyers, sign-in sheets, agenda |
| 21 | Spring Concert and Art Show | Principal, Assistant Principal, Art and Music teachers | Among many other things, important life skills are taught in Chorus and Art. Many High Point students dedicate their personal time to practice their craft. | May 8th, 2020 | Flyer, agenda |
| 22 | Spring Carnival and Talent Show | Principal, Assistant Principal, teachers | Parents and students will be provided in activities to support reading, math and science achievement while playing games and celebrating Spring. | May 22nd, 2020 | Flyer, agenda |
| 23 | 4 squares recess leadership program | Principal, MTSS Behavior Coach  Assistant Principal | The program is a healthy recess solution to reduce problem behaviors during lunch and recess. It is designed to include all students by promoting peer relationships, development of leadership skills and focusing on each individual unique differences. | August 2019 | Student attendance data and referral data |

**Staff Training**

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Ongoing PLC | Principal, Assistant Principal, Team Leaders, Teachers | Improve the ability of staff to collaborate effectively with parents. | August 2019- May 2020 | PLC minutes, student agendas and other appropriate documentation as required |
| 2 | Ongoing Collaborative Planning | Principal, Assistant Principals, Team Leaders, Teachers | Grade level teams collaboratively plan student instruction utilizing district curriculum Gateway lesson plan as a template to embed Culturally Responsive teaching and learning with equity for all students. Teachers will collaborate with parents to learn how their child BEST learns and their child’s learning interests as well as asking students to fill out interest and learning style surveys. | August 2019- May 2020 | Weekly Lesson Plan reviews by Administration |
| 3 | Grade Level Data Chats | Principal, Assistant Principal and Curriculum Coaches | Work within grade level teams to identify students’ strengths and areas of support. Collaborate with parents to work with them to support their child’s grade level proficiency or beyond throughout the school year | September 2019-May 2020 | Teacher/Parent/Administration observations and meeting |
| 4 | Content Focused grade level PLCs | Principal  Assistant Principal  Team Leaders | Increase teacher instructional pedagogy to improve student grade level proficiency or beyond through student- centered work with rigor aligned to FL Standards | August 2019-May 2020 | PLC minutes |
| 5 | Restorative Practice Training | Principal, Assistant Principal, Teachers, Curriculum coaches | High Point Staff will understand how to develop a positive learning culture and climate where all students have high academic and behavior expectations in an inclusive learning community collaborating with parents how to support Restorative Practices at home through monthly school Newsletters, class newsletters and conferences. | Fall 2019, ongoing in classrooms 2019-2020 | Sign-in sheets  Lesson Plans |
| 6 | Leadership Team Meetings | Teacher leaders, Principal, Assistant Principal | Data driven discussions to increase student engagement and learning gains. Taking the trends that we see school wide to create activities that will benefit parents and students at home. Team members collectively receive input from their team to bring to leadership. From the input we plan an activity for the staff during our staff monthly professional development meetings. | August 2019- May 2020 | Discussion Notes, Sign-in sheets & minutes |

**Other Activities**

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| High Point Elementary School will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. Furthermore, High Point Elementary will inform parents regarding the Parent Resource Center provided at the Title I Center. A Title I parent station containing informational pamphlets for parents is available in the front office. Connect for Success computer program will provide home computers to students who need grade level acceleration using on-line programs to practice and review reading and math content and skills to reach grade level proficiency or beyond by the end of the school year. |

**Communication**

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| At the Title I Annual Meeting in parents will learn about the school wide Title I program and opportunities for participation in decisions related to the education of their child including SAC and PAC meetings. The assistant principal will keep a sign in sheet. At a variety of curriculum related parent events throughout the year, parents will learn about the curriculum, Florida State Standards and academic assessments. The Title I Compliance person will keep sign in sheets from the Annual Meeting and curriculum related meetings and will also maintain documentation on the dissemination of information and distribution methods. Parents will be given surveys at the end of each parent activity/workshop to help High Point monitor for improvement.  A parent handbook including Title I information is made available in the front office. A hard copy of the PFEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request.  The school newsletter, marquee, and school messenger messages will keep parents informed of Title I news and activities.  The Pinellas County School District Title I Parent Involvement Policy Summary will be sent home to each parent.  Members of High Point Elementary School Advisory Council (SAC) will review and give input into High Point's Parent and Family Engagement Plan (PFEP). A copy of the PFEP will be made available to parents in the front office. |
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**Accessibility**

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| Written and oral communication will be provided for parents in English and Spanish. Translators will be available at all parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. lf other languages are needed, the school will ask the District's ESOL Department to provide translation services. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English.  Copies of all translated agendas, flyers, handouts, etc. will be kept on file.  In the event of having a parent with vision/hearing impairment, we will contact Cross Bayou Elementary (Center for Vision and Hearing Impaired).  High Point Elementary is equipped with ramps and an elevator to meet the needs of families with physical disabilities. The school entrance and designated restrooms throughout High Point are handicapped accessible.  High Point Elementary School will make the Parental Involvement Plan (PIP) available to parents in English and Spanish on the school's website. A hard copy of the PIP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. |

**Discretionary Activities**

School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement

X Not Applicable

**Upload Evidence of Input from Parents (into the Audit Box KIA Folder)**

**Upload Parent-School Compact** **(into the Audit Box KIA Folder)**

**Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)**

**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 [Section 1118 (e)(1-2)]. 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 | Title One Annual Meeting and Meet the Teacher | 1 | 400 | Provide families with needed information regarding Title 1 services and resources available |
| 2 | Open House | 1 | 300 | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement specific to reading, writing and math as measured by FSA gains. Teachers and parents will discuss Title I compacts, student assessment results, expectations, and goals for the school year. Parents will learn strategies for the school year to help their students achieve. |
| 3 | Math and Science Night | 1 | 80 | Parents and students will participate in real world activities to support math achievement. Parents come to learn about Math and Science strategies used in the classroom in order to assist students at home. |
| 4 | FSA/Valentine’s Day Dance | 1 | 100 | Parents received detailed FSA information and strategies to help their student succeed in Math and ELA. |
| 5 | Fall Festival/Trunk or Treat, Art Show/Chorus Performance | 1 | 650 | Parents and students will participate in activities to support reading achievement while playing games and celebrating Fall. |
| 6 | Multi-Cultural Night | 1 | 300 | Learning about the different cultures of our High Point Family will create positive relationships. Multicultural Night is a time to teach people to acknowledge, embrace, and respect difference. |
| 7 | Spring Carnival and Talent Show | 1 | 700 | Parents and students will participate in activities to support reading, math and science achievement while playing games and celebrating Spring. |

**Staff Training Summary**

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Ongoing PLC's | 36 | 60 | Increase teacher instructional pedagogy to improve student grade level proficiency or beyond through student- centered work with rigor aligned to FL Standards |
| 2 | Ongoing Collaborative Planning | 36 | 60 | Grade level teams collaboratively plan student instruction utilizing district curriculum Gateway lesson plan as a template to embed Culturally Responsive teaching and learning with equity for all students. Teachers will collaborate with parents to learn how their child learns BEST and their child’s learning interests as well as asking students to fill out interest and learning style surveys for all students to achieve grade level proficiency or beyond. |
| 3 | Restorative Practice Training | 4 | 60 | Staff will understand how to develop a positive learning culture and climate where all students have high academic and behavior expectations in an inclusive learning community collaborating with parents how to support Restorative Practices at home through monthly school Newsletters, class newsletters and conferences |
| 4 | Leadership Team Meetings | 8 | 10 | Data driven discussions to increase student engagement and learning gains. Taking the trends that we see school wide to create activities that will benefit parents and students at home. Team members collectively receive input from their team to bring to leadership. From the input we plan an activity for the staff during our staff monthly professional development meetings. |

**Barriers**

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Language (Hispanic) | Have translators available for parent conferences, messages home, workshops. |
| 2 | Parents of ESE and ESOL children need support to understand how to support their child to achieve grade level proficiency or beyond. | Teachers will meet with parents of ESOL and ESE students to discuss how to support their child’s grade level proficiency or beyond |
| 3 | Parents need a variety of times during the day and evening to attend trainings and their children’s activities. | Provide flexible and varied times for activities, events and parent trainings. |