

## **FREEPORT ELEMENTARY SCHOOL Title I, Part A- Parent and Family Engagement Plan 2019-2020**

I, Kristin Lewis, 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

### Parent and Family Engagement Mission Statement

**Response:** Recognizing that a child's education is a shared responsibility between the school and the family, Freeport Elementary School (FES) will develop a collaborative relationship among the staff, administrators, parents, and students. To accomplish this mission and maximize the potential of every child, FES will work diligently to create an environment where parents are welcome and their input is valued. FES's vision is to create a safe and nurturing environment that reflects enthusiasm for teaching and academic excellence. This supports the District mission to make Walton County the best in Florida by making all decisions in the best interest of children.

## 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 parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Freeport Elementary School will include parents in all aspects of the Title I program, following all requirements of the Title I regulations. The responsibility and accountability for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP) will be shared between Freeport Elementary School, the District, parents, and the community. All parents are given surveys throughout the school year to seek their input on activities, training, and materials needed to help their children. Results of parent surveys are reviewed by the FES School Advisory council (SAC) to determine if changes are needed. The School Improvement Team (SIT) shall meet monthly, to plan, review, and improve the school level plan through specific goals. Parent members will be encouraged to share their thoughts and ideas on how to improve parental support and involvement thus supporting student learning. The SIT and SAC will consist of school personnel, the Title 1 Contact, community members, and parents representing the various student demographics. The parents who serve are selected from those who indicate an interest, along with staff and administrative input. A minimum of two meetings will be held, one in the fall and spring (with more as needed) at the school level, and parents will be notified by email and reminder notices of the meetings. Every attempt will be made to select times that will work for the majority of the council members. During the SAC meetings, a translator will be present if necessary. During the fall meeting, the PAC contact will distribute copies of the current year's PI plan and compact for review, share budget information with parents, and review Title 1 survey results from the previous year. During the spring, a meeting(s) will be held and review of the current Parent and Family Engagement Plan will be discussed in order to obtain parent input on any changes or modifications for the new plan. The Parent-School compact will also be reviewed and updated with any suggested changes. The current year Title 1 parent survey results will be also analyzed to determine areas of need for the upcoming year. The Title 1 contact, or other school personnel, will take notes of parent remarks and suggestions. These suggestions will be considered and implemented when possible during the writing of any parent involvement documents or planning of

school activities. A discussion will be held at both SAC meetings with parents on how parental involvement funds could be used, and their suggestions reviewed by school staff. Minutes, sign in sheets, and agendas from the SIT and SAC meetings will be taken by school personnel and filed by the Title 1 contact.

## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement 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 [Section 1118(e)(4)].

count	Program	Coordination
1	VPK-PKD	Freeport Elementary School and parents will work together to coordinate transition programs for students entering the regular public school program. Activities may include; scheduled meetings with parents, the PreK teacher(s), and the kindergarten teachers to discuss the specific learning needs of students. A “transition to kindergarten” meeting will be held in the fall for all parents with children entering kindergarten to discuss the expectations of Kindergarten and how they can help their children with the transition. Additional information and materials will be provided to parents each year during kindergarten registration and can be found in guidance, on the school website, and at the Parent Resource Center. PreK teachers will provide materials at the end of the year and tour kindergarten classrooms to help with the transition. As much as possible parents will be made aware of this information through the school newsletter, parent texts, Facebook page, and flyers.
2	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Freeport Elementary School will be discussed with parents during the development of the students Individual Educational Plans (IEPs).
3	Even Start & Head Start	Even Start & Head Start pre-kindergarten information will be provided by school personnel to parents and be available at the Parent Resource Center as it becomes available. Information about the programs will be disseminated to parents through flyers, newsletter announcements, website postings, Remind 101 texts, and on Facebook if applicable.

## 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 [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Agenda	Principal, Title 1 Contact	October 2019	Sign in sheets, evaluation, power point
2	Advertising	Title 1 Contact	October 2019	Flyer, website, newsletter, marquee, Remind 101, Facebook
3	Sign in Logs	Title 1 Contact	October 2019	Sign in logs
4	Power Point	Principal, Title 1 Contact	October 2019	Power Point, evaluation
5	Resources	Title 1 Contact	October 2019	Materials, evaluation
6	Child Care	Principal, Title 1 Contact, Staff	October 2019	Evaluations, sign in logs
7	Food (if funds available)	Title 1 Contact	October 2019	Receipts, sign in logs, evaluation

## 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 parental involvement [Section 1118(c)(2)].

**Response:** The leadership and staff of Freeport Elementary School strongly believe in the importance of parental involvement and have designed measures to offer parent meetings at flexible times. Our annual meeting(s) for parents of participating students will be offered in the fall at a time that doesn't conflict with other community events or activities as much as possible. Child care and food (if funds available) will be provided for parents at the annual meeting(s). Different school events will occur during the morning, afternoon, after school, and at night such as: School Improvement Meetings, School Advisory Council Meetings (SAC), Parent Teacher Organization (PTO) meetings, Thanksgiving Lunch, Honor Roll Assemblies, Tropicana Speech Contest, choral concerts, and parent-teacher conferences, etc. Child care will be provided at parent academic events in order for parents to better be able to focus on the information and skills being taught or shared to help their children. By holding the events at a variety of times this allows for more parent participation.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Florida Standards (hard copy and school on line website version), at Parent Resource Center & in Guidance	District, Title 1 Contact, Guidance	Brochures provided to parents to explain standards and student expectations	August-September 2019	Standards Brochure; Website link, Title 1 survey results
2	State & local Assessments (flyer, on website, newsletter, Facebook, Remind 101, District Calendar)	District, Teachers, Title 1 Contact	Provide assessment timeline so that parents are informed about dates to help prepare their children	August-September 2019	Assessment schedule, Website, student reports, newsletters, Title 1 parent surveys, Remind 101 Text History
3	Academic Parent Events	District, Principal, Title 1 Contact, Grade Teachers	Improve parent knowledge of grade expectations and provide parents with strategies and prepared materials to use at home to increase student achievement.	September 2019-May 2020	Agenda, Sign in sheets, parent evaluations, handouts, power points

## 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 programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	STEPS Training (Super Teachers Engage Parent Support)	Title 1 Contact	To provide every family the opportunity to obtain the information, skills, tools, and confidence to support targeted student learning at home while building communication and involvement between the school, home, and other parents.	August 2019-May 2020	Sign in sheets, agendas, handouts, emails
2	Remind101 Communication Teacher Training	Title 1 Contact, Teacher	To provide every family the opportunity to obtain academic and other information from the teacher about activities and curriculum within their child's classroom and to be able to interact with the teacher. This will help build communication between the school and home and foster parent engagement.	September 2019	Sign in sheets, agendas, handouts, emails
3	Watch D.O.G Dad Program and Volunteer Training Staff	Title 1 Contact, Watch D.O.G. Dad parent coordinator	To provide positive male role models for the students, demonstrating by their presence that education is important and to provide extra sets of eyes and ears to enhance school security and reduce bullying. Volunteers help teachers to help students succeed.	September 2019	Sign in sheets, agendas, handouts, emails, schedules

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:** Freeport Elementary School will maintain a Parent Resource Center at the front entrance to the school and another one in the Media Center. These centers will house important school information, academic resources, information about upcoming activities, and community support options. FES will share information about the state Parent Resource Centers with parents as well. This information will be provided in the school newsletter, through Remind 101 texts, on Facebook, and at the annual meeting, and on the school website. Additional parent resources can be found on the school website as well. A concentrated effort will be made to keep these centers current and filled with helpful information. Periodically throughout the year, information about available resources will be

shared with parents through Remind 101 texts, the newsletter, and Facebook announcements. If funds are available, the Title 1 contact and Media Specialist will continue to update the Parent Center with new materials. The Media Center hosts Book Fairs in the Fall and Spring providing parents the opportunity to purchase affordable books or materials that are age and grade level appropriate for their children, along with resource books for adults

## **Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- 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)];
- 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)]; and
- If the schoolwide program plan under Section 1114 (b)(2) 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 [Section 1118(c)(5)].

**Response:** Letters will be sent home in August from classroom teachers asking for parent input on their student in order to provide additional information needed to successfully teach each child. At the Title 1 Annual Meeting of parents in the fall, Freeport Elementary School will present a PowerPoint presentation to share about the Title 1 program, required curriculum and standards, parents' rights, academic assessments, FSA (Florida Standards Assessment) scores-if available, and expected student proficiency levels. An Assessment timeline will be available at the meeting, backpacked home for parents, posted on the school website, and located at the Parent Resource Center. Florida Standards brochures will be sent home in the fall and provided at the Annual Meeting to share grade level expectations. The brochures will be available in the guidance department for parents of new incoming students, on the school website, and at the Parent Resource Center. A summarized version of the Parental Involvement Plan will be available at the Parent Resource Center, and backpacked home to parents. A full version will be available in the Title 1 Contact's office and located on the school website. Parents are given regular opportunities to conference with teachers and staff concerning the academic achievement of their children. School Improvement Meetings, School Advisory Council meetings (SAC), PTO meetings, and academic workshops will be held throughout the year to allow parents to participate in their children's education and to make suggestions for improvement through parent surveys or contact with school staff. When practical, FES will try to implement parent suggestions for school improvement. Should parents be dissatisfied with the school wide program, their concerns would be shared with the LEA (Local Educational Agency), the Walton County School District.

## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement 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 [Section 1118(e)(5) and 1118(f)].

**Response:** Before any document is sent home to parents, it will be reviewed for ease of readability and to make certain any acronyms are identified and explained. Spanish translations will be provided for school documents as much as possible. The Parent and Family Engagement Plan will be printed in summarized form in English and Spanish and be provided to all parents at the beginning of the school year. It will also be available at the Parent Resource Center, located on the school website (complete version), and available upon request in the Title 1 Contact's office. Information to parents will be found in the Title 1 section of the monthly school newsletter and translated in Spanish as often as practical. There will be a Spanish link on the school website for translated materials. The school and district will make sure the facilities are kept in compliance with regulations regarding access for persons with disabilities. FES will make sure that parents with disabilities have access to parental involvement activities and events. FES will provide information to parents during the enrollment process regarding the availability of parent involvement opportunities and resources. FES will work with the District to make sure all documents are in an understandable format and in a language parents can understand. FES and the District will collaborate to make sure every opportunity is given to all families for participation in parent involvement activities and to have access to important resources.

## Discretionary Activities

Discretionary 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:

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	Academic Parent Events	Administration, Other School Staff, District, Title1 Contact	Improve students' achievement by providing parents with strategies to help their children at home with Reading and Writing.	August 2019-May 2020



2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home/phone 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)];	Day, afternoon, night events	Administration, Other School Staff, District, Title1 Contact	Improve parent participation through various types of meetings or workshops held at flexible times. Utilize LEA Title 1 Liaison as necessary for parent contact and communication.	August 2019-May 2020
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	When appropriate and available FES will utilize community organizations and businesses in planning and implementing parental involvement activities.	Administration, Other School Staff, District, Title1 Contact	Improved student performance through connections with community resources	August 2019-May 2020

### **Evaluation of the previous year's Parental Involvement Plan 2018-2019**

**Building Capacity Summary-**Provide a summary of activities provided during the 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Florida Standards (hard copy & on school website, in guidance)	1	813	Parents will be provided with grade specific brochures outlining and identifying the Florida Standards that enable them to assist their children at home. They are also available on the website, in guidance, and at parent resource center.

				(brochures also posted on school website)
2	State & local Assessments (flyer, on website, newsletter, Remind texts)	2	780 backpacked 313 Remind101	Parents will be given grade specific information outlining and identifying requirements on state assessments which assist them in making sure their children are in attendance regularly in order to learn required skills for assessments. (information also posted on school website)
3	Title I Annual Meeting & "Meet the Teacher Meeting"-	1	37% of parents attended	The meeting's purpose is to jointly identify barriers to home/school communication, discuss the value of parental involvement to the education of each students, identify barriers that prevent parents from becoming involved in their child's education and develop strategies to overcome barriers and increase student achievement and to share Title 1 information with parents. The meeting also involved parents receiving information about classroom procedures, guidelines, and tips on how parents can help their children with academics at home. (Annual meeting power point posted on school website)
4	Reading/Writing, Math/Science, STEM morning with fathers (Academic Parent Events)	3	Average 16% participation	Academic nights were designed with content specific activities, including strategies parents can use at home with child to improve achievement in Math and Science and ELA. Research shows that academic events can foster parent involvement and increase student learning. See link for research information <a href="https://dpi.wi.gov/sites/default/files/imce/fscdp/pdf/tk-family-achievementnt.pdf">https://dpi.wi.gov/sites/default/files/imce/fscdp/pdf/tk-family-achievementnt.pdf</a> ; Both nights had a technology component

				in the computer lab and opportunity for parents to complete School Improvement Climate survey
5	Parent Surveys	3	907 returned	Staff uses the surveys to change instruction and communication for student success.
6	Parent Conferences		497 conferences	Staff communicates with families to build a partnership for student success.

### Staff Training

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 [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	STEPS Training (Super Teachers Engage Parent Support)	2	57	To provide every family the opportunity to obtain the information, skills, tools, and confidence to support targeted student learning at home while building communication and involvement between the school, home, and other parents
2	Remind101 Communication Training	multiple	All teachers	To provide every family the opportunity to obtain academic and other information from the teacher about activities and curriculum within their child's classroom and to be able to interact with the teacher. This will help build communication between the school and home and foster parent engagement. Information was available to all families to join the school's remind group. Most teachers have a remind class. Teacher utilize this communication tool often.

## Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Child Care ( all parents)	FES will continue to provide child care at academic events and other meetings when possible, allowing parents the opportunity to focus on the activity at hand.
2	Time of Events (all parents)	FES will continue to provide flexible meeting times for parent conferences, academic workshops, and other events as much as possible (morning, afternoon, and night.)
3	Language Barrier (ELL Parents)	FES will continue to translate materials for parents in a language they can understand as much as practical. FES will continue to provide a translator at parent meetings, academic workshops, and conferences. A district-purchased Unicom system will be utilized for translation as needed.

## Best Practices (Optional)

Describe the parental involvement 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	Effective Communication	Remind101 is used to email/text parents with important school information, along with backpacked school letters/documents, and the use of a school Facebook page. The school website is maintained in order to be informative for parents and students.

