

## Sun 'n Lake Elementary Parent and Family Engagement Plan (PFEP) 2019-2020

I, Dr. Linda Laye, 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 1116 (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 1116(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 1116(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 shall submit parent comments with such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- 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 1112(e)(1)(A)].

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**Signature of Principal or Designee**

**Date Signed**

## Parent and Family Engagement Statement/ Mission Statement

**Response:** Our school's mission statement is "All stakeholders collaborate to create a student-led positive learning community where excellence happens.." Through the activities frame worked by the Parent/Family Engagement Plan, we strive to assist parents and guardians to develop capacity to support their student's full social, emotional and academic potential.

## Engagement 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 1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

### Response:

Sun 'n Lake Elementary has many opportunities for parents to participate in curriculum nights, report card conferences, celebrations, and performances. The school encourages Parent/Family Engagement by sending flyers, reminders, hosting the school's webpage, and phone calls through ConnectEd. The school secretary will keep a notebook for Title I paperwork and documentation. In the spring parents will be given the opportunity to review, revise and approve the Parent/Family Engagement Plan and Home/School Compact. The Parent/Family Engagement Plan will be used to improve student achievement.

Our Title 1 Plan is developed each spring when federal budget allocations are made available. At the beginning of the year, our Annual Title 1 meeting occurs. During this time, the Title 1 budget is reviewed and explained, and input is taken for possible modifications for parent engagement funds, followed by a vote of acceptance.

Parents and/or family members are encouraged to participate in our School Advisory Council (SAC) and Parent Teacher Organization (PTO). Parents are encouraged to bring their children to Open House in August and meet the child's teacher.

Parents through the SAC committee are encouraged to participate in the Schoolwide program plan. SNL will work with parents when developing the School Improvement Plan.

## 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 1116(a)(2)(D) and 1116(e)(4)].

count	Program	Coordination
1	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Family Engagement Plans, and other items of concern.

2	District Parent Advisory for Advanced Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
5	Title I Part A	Will provide funds to all district Title 1 schools, in a school-wide project format, to target academic assistance to all students, professional development for teachers, administrators, and parent family engagement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district.
6	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve the academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4-year-old children in a full-time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program.
7	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
8	Title II	Provides for teachers and administrators professional development and supports all teachers to be state certified.
9	Title III	Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
10	ELL	The ELL Parent Advisory Council is involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FSA standards, graduation requirement, and post-secondary career opportunities.
11	Title IV	Supports activities to assist students, teachers, staff, and administrators in the areas of well-rounded educational opportunities, safe and healthy schools, and effective use of technology
12	Title V	Supports students by giving opportunities to them for online courses through the Highlands Virtual School
13	Title IX-Homeless & Title 1, Part A-Homeless	Student Services coordinates with Title 1 Part A and Title IX to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title IX also funds a homeless advocate for homeless students.
14	Supplemental Academic Instruction (SAI)	Supplemental Academic Instruction (SAI) funds will be coordinated to provide summer school for Level 1 readers.
15	VPK	The District has three area schools that are providing VPK during the regular school year. The VPK program will also be facilitated through the district each summer at a school located in each community for families of all eligible incoming kindergarten students not previously served in the private sector or in the District's regular school year VPK program..

16	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college-level courses, and community interest workshops are available.
17	Nutrition Programs	LEA participates in the Federal Community Eligibility Provision (CEP), and the CEP provides free lunches for all students in the District's schools. Students are also provided a free breakfast. The summer food programs are provided at various school sites and community locations.

## 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 (school-wide or targeted assistance), opportunities for students, School grades, Student Achievements, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Set date for 2019-2020 meeting	Administration	August 2019	Calendar, number in attendance
2	Collect data/information	SAC, MTSS team, Leadership Team, Guidance, Admin	August-September 2019	Checklist of the required information
3	Advertise meeting -- newsletter (Eng./Spanish)	School Secretary	September 2019	Delivery of newsletters to students
4	Advertise meeting -- Connect Ed telephone system	School Secretary, Assistant Principal	September 2019	Connect Ed delivery report
5	Advertise meeting -- news brief reminder (English and Spanish)	School Secretary	September 2019	Delivery of newsletters to students
6	Prepare packets of school data to be reviewed	School Secretary, Administration	September 2019	Completing of the required paperwork for packets
7	Arrange for room space, projector, computer, refreshments	School Secretary, Administration	September 2019	Checklist
8	Prepare room on the day of the meeting	School Secretary, custodians, Tech Resource Teacher	September 2019	Checklist
9	Greet parents at the front door; escort to the meeting	Office staff	September 2019	Parent Input
10	Conduct meeting Discuss Parent's rights, school data, Title 1 program	Administration, Leadership Team	September 2019	Sign in sheet and meeting notes
11	Distribute evaluation forms	Administration	September 2019	Results on an evaluation form

12	Analyze results	Administration, Leadership Team	October/November 2019	Analysis, chart input
13	Create a new action plan, as needed	Administration, Leadership Team	October 2019 - May 2020	Ongoing Plan, Do, Check, Act model
14	Advertise meeting on the front sign	Administration	September 2019	Picture of the sign by the road

## 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 1116(c)(2)].

### Response:

The school will continually seek flexible and creative settings for the Title I Annual Meeting. A meeting will be scheduled each fall at a time convenient for parents. Information will be given to explain Title 1. Information will be sent home with the children of all parents who were not able to attend. The Home-School Compact will be explained and signed at the Fall Parent late afternoon/night Conference Meetings. At the meeting, we will share the Title I program with parents. Every parent in the school is requested to attend this conference. Parents are able to sign up for appointment times with the teacher for the conferences. Home visits are arranged with parents who were not able to attend. The Title I PowerPoint Presentation and information will be placed on the school website and clearly marked for parent's convenience. Follow-up information, hints, strategies for helping children at home, etc. will continue to be included in the classroom and school-wide newsletters.

The school will hold quarterly PTO general meetings, and parents will be informed about the SAC meetings.

SAC meetings are held in the morning from 7:45 am-8:45 am. PTO meetings are held from 5:30 pm - 6:30 pm. Our school-based activities such as Grandparents Day and Veteran's Day are held during school hours from 7:30 am - 2:00 pm. Ample options are in place for parents to attend during a variety of times throughout the day.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(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 1116(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 1116(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Orientation/Open House	Administration, Teachers, Staff	Orientation in August 2019 teachers will preview the curriculum/ Florida Standards for the school year.	August 2019	Attendance records
2	Home/School Communication Folders	School Office, Teachers	Organizational tool for school-home communication	August 2019- May 2020	Teacher observation, input, parent input
3	Connect Ed telephone system	School Secretary, Assistant Principal	Keeps parents informed	August 2019- May 2020	Attendance at events, feedback
4	Weekly classroom newsletters	Teachers	Keeps parents informed	August 2019- May 2020	Teacher and parent input
5	Grade Level Curriculum Night	Teachers	Orient parents to grade level curriculum	October/ November 2019	Sign in sheet, attendance at the event, feedback
6	Parent report card conference nights for ALL parents	Administration, teachers	Discuss progress, share ways to help the child at home	October/ November 2019 and April, 2020	Attendance logs
7	Literacy Week Activities	Administration, Teachers	Emphasis on reading	Jan 2020	Sign in sheet, attendance at events
8	Veterans' Day Program	Administration, Music Teacher, Teachers	Emphasis on Patriotism, music, history	November 2019	Sign in sheet, attendance at the event, feedback
9	Holiday Family Event	PTO	Building strong families	December 2019	Sign in sheet, attendance at the event, feedback
10	Winter Chorus Program	Music Teacher	Correlation between music and academics	December 2019	Attendance, sign in sheet, feedback
11	PTO	PTO Board	Building strong Parent/Family Engagement, providing education for the new Curriculum to parents	Monthly 2019-2020	Attendance, involvement, notes from meetings, sign in sheet
12	SAC	SAC Committee	Strong Parent/Family Engagement	Monthly 2019-2020	Attendance, involvement, meeting notes, sign in sheet
13	Grade 5 Awards Ceremony	Teachers, Parent committee	Building strong families; time of celebration	May 2020	Sign in sheet, feedback from parents, students, teachers

14	Grade level awards programs	Teachers, Administrators	Building strong families; time of celebration	May 2020	Attendance count, sign in sheet
15	MTSS	MTSS Committee Parent	Strong Parent/Family Engagement-Student Achievement	August 2019- May 2020	Agenda with attendance at meeting
16	SARC	SARC Committee Parent	Strong Parent/Family Engagement-Student Attendance	August 2019- May 2020	Parent invitation, meeting notes, increased student attendance

## 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, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Training in the use of the Parent/Family Engagement Log and Effective Communication with Partnering with Families and Building Relationships	Administration	Parental awareness, Home-school communication, increased student achievement in all academic areas.	Preschool August 2019	Documentation in the Parent/Family Engagement Log
2	Orientation to Report Card Conferences and cultural sensitivity	Administration	Stronger academic achievement in all academic areas; Parental awareness, Home-school communication, being sensitive to various cultures	October 2019	Conference Schedule Form -- attendance record
3	Planning meetings for Grade Level Vertical Alignment	Administration, Team Leaders, Music Teacher	Correlation between fine arts and academic achievement; Parental awareness, Home-school communication.	October 2019-May 2020	Feedback, attendance at events
4	PTO Executive Bd. meetings	Administration, PTO Officers	Parental awareness, Home-school communication, increased student achievement in all academic areas.	August 2019- May 2020	Attendance and participation records

6	SAC Orientation	Administration, SAC Officers	Parental awareness, Home-school communication, increased student achievement in all academic areas.	September 2019	Attendance and participation records
7	Growth Mindset Family Training	Administration and Families	Train families on Growth Mindset Families which will benefit students learning at home and in the classroom.	November 2019	Student Achievement and Parent/Family Engagement
8	iReady Training	Administration and Families	Stronger academic achievement	September 2019	Attendance and participation
9	Growth Mindset Staff Training including new staff	All Staff	Train staff on Growth Mindset of Highly Effective Students	October 2019	Student achievement and Parent/Family Engagement Plan

## 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 1116 (e)(4)].

Literacy Resource Teacher will provide student and/or student resources and/or parent resources to engage and support parents, and it is located in the literacy resource room. Resources are also provided to parents and students when requested.

## Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(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 1116(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 1116(c)(4)(C)]; and
- If the school-wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submitting the parents' comments with the plan that will be made available to the local education agency [Section 1116(c)(5)].

Response:

The school will notify parents on the first day of school through the "Right to Know" letter that parents have the right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals. The school will also notify parents when their student has been assigned or has been taught for four or more consecutive weeks by a teacher who is out-of-field. This notification will be a "Four Week Letter" to the parents.



The school will provide each family with an individualized student report of the child's performance on state assessments for those students taking the assessments. Parents are provided these copies upon the release of scores from the state.

All parents will be invited to the Title I Annual Meeting by notes home, newsletters, and the ConnectEd telephone system. Communication will be in English and Spanish. The Title I Plan and Parent/Family Engagement Plan will be available on the website and at the school office. Every parent will receive a copy of the Home School Compact in English or Spanish at the fall report card conference. The form will be discussed individually for each child and parent. We provide Spanish translation when needed for all school activities.

At ORIENTATION in August 2019, teachers will preview the curriculum for the school year. During Grade Level Curriculum Nights in September, parents will receive detailed information about the curriculum and Florida State Standards. At the Report Card conferences in Oct./Nov. 2019 and April 2020, teachers will communicate the progress of the child in each curriculum area. Teachers will send home bi-weekly newsletters to keep parents informed. Sun 'n Lake sends home a bi-monthly newsletter in English and in Spanish if needed. A Home/School Communication Folder organizes the sharing of information between home and school. School event flyers are sent home in English and Spanish. Parents receive notifications for events via the Sun 'n Lake newsletter, Remind 101 text, call out and Facebook.

The FSA assessments are explained in a SAC meeting when full disclosure of scores is available from the state. Written material is available for parents. All parents receive notification of the GRADE status of the school. School grades will be sent on the first day of school.

Parent input, visits to school, phone calls, and emails are encouraged by administration and teachers. Coverage is provided so that teachers can meet with parents during the school day if needed.

All Title 1 correspondence will be housed in the Title 1 notebook for review if parents wish to review materials. The Assistant Principal will be in charge of the Title 1 notebook and will monitor that the information is provided.

The school uses social media such as Facebook as an effective tool to promote events at the school, communicate, and answer questions from parents and the community.

## **Accessibility**

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA 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 practicable, in a language parents can understand (Section 1116 (e)(5) and 1116(f)).

Response:

SNL will provide information to parents in a language they can understand, if feasible. Translators are available at all school meetings. Two Spanish speaking paraprofessionals are available to the front office. Parent requests for translation services on the phone or in person are promptly answered. An attempt is made to translate critical school information. Report cards are issued in English and in Spanish if needed. Translators for less prevalent languages are available, as needed, through the District Office. The School Social Worker and the Migrant Liaison will assist in making home visits and in transporting parents to school as needed.

Parents with disabilities may call the school three to seven days in advance of an activity/service to ask that transportation be provided. The school will ensure that parents with disabilities will have access to parental involvement activities and/or services by assuring that the activity or service is accessible and welcoming. In large rooms, the administration will provide loudspeakers for adequate communicating.

The administration will work with the ELL Para to monitor monthly various language needs that arise to ensure that we meet additional languages if feasible.

**Evidence of Input from parents- must have evidence of parent/family input in the development of the plan- Send District Office a copy of Meeting Notes**

**Parent-School Compact-Send District Office a copy of your Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

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

### **Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents and families to help their children's academic achievement [Section 1116 (e)(1-2)]. Include participation data on the Title I annual meeting.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Orientation / Open House	1	550	Student achievement/parent education
2	Home / School Communication Folders	180	700	Parent communication/education
3	Connect Ed telephone system	25	700	Parent communication/education
4	Weekly classroom newsletters	41	700	Parent communication/education
5	Parent report card conference nights for ALL parents	3	700	Student achievement
6	Veteran's Day Program (student led)	1	250	Parent communication and relationship with the school
7	Grade K program	1	110	Parent communication and relationship with school
8	Grade 1 program	1	108	Parent communication and relationship with the school
9	Grade 2 program	1	103	Parent communication and relationship with the school
10	Grade 3 program	1	105	Parent communication and relationship with the school
11	Holiday Family Event	1	300	Parent communication/education
12	Winter Chorus Program	1	200	Student achievement
13	PTO Board	6	10	Parent communication and relationship with the school
14	PTO general meetings	6	10	Parent communication and relationship with the school
15	SAC Committee	6	8	Student achievement
16	Grade Level awards program	6	200	Student achievement

## Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff 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 1116(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Orientation to Report Card Conferences	2	48	Increased student achievement
2	PTO Executive Board Meeting	1	12	Increased student achievement
3	SAC Orientation	1	15	Increased student achievement
4	Community Involvement Transformation Team	4	12	Increased parent involvement
5	Planning meetings for grade level performance	20	48	Increased parent involvement

## Barriers

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (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 1116(a)(2)(D)(i)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation	With advanced notice, transportation will be provided.
2	Time of meetings	We offer parent meetings at variable times throughout the year and at different times of the day.
3	High percentage of ESOL parents	We provided translated copies of materials sent home. We also provided a bilingual staff member to translate school-related activities such as conferences.