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

I, Troy Thompson, principal of Lamarque 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**

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

**Response:**

The mission of Lamarque Elementary School is to prepare students to achieve the highest learning standards by providing a challenging curriculum that meets individual student needs and promotes active learning in a technology-rich and collaborative environment by creating a partnership with families and the Lamarque Elementary experience.

**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:**

We seek parental participation and input from members of our School Advisory Council (SAC), Parent Teacher Organization (PTO), Lamarque Volunteers, and Community of Caring (COC) Committees. The School Advisory Council (SAC) is composed of community and business partners, parents and staff members and is responsible for the development, evaluation and funding review of our school programs. The SAC meetings are advertised and are open to all parents. We also encourage parental feedback through surveys and our school website. We offer a variety of parent trainings that address the following: student achievement, progress monitoring, technology integration, social and emotional wellbeing, and family health and safety. Parents are regularly updated on all school happenings through Community Outreach Platform, Teleparent, school newsletters, Text w/ links, marquee, and school web pages.

**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 | ESE Family Nights | The ESE Team will invite families to participate in training regarding various disabilities and effective methods use at home to help support students with an individualized educational plan. |
| 2 | ESOL Family Nights | ESOL family nights will provide training and information in online technology, school website information, and community programs that help their children at home. Translators and language support will be provided to families to promote parent engagement. |
| 3 | Family Media Nights | The Media Team will invite families to participate in family reading activities that include presenters, authors and speakers. Staff members will provide assistance and support to families with reading materials and technology programs. |
| 4 | STEP Nights | Family nights where the student leads a conference and also provides a tour for their parent/ guardian of all the resources and programs designed to support academic, social, and emotional growth. |
| 5 | Lamarque Families Learning Together Nights | School-wide family nights that incorporate the arts, cultures, and all academic areas where students will have the opportunity to perform or participate with and for their families. |
| 6 | Family Trainings | The school will provide families trainings on parent portal, iReady, Reflex math, and literacy strategies. |
| 7 | Publix Math Night | Families come together to work on real world math skills in a grocery store setting. |
| 8. | S.A.I.L.S (Students Achieving Individualized Literacy Success | Family nights will focus on training parents to assist their child with sight word recognition, increased reading fluency, improved phonics, and phonological awareness skills. All activities for parents are based on data driven interventions for 1 – 2 grades with a goal toward literary success. |

**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 | Develop agenda, handouts and presentation materials that addresses the required components | Administration | September-October 2018 | Copies of Agenda, PowerPoint presentation, handouts |
| 2 | Develop and send out invitations – follow-up with Community Engagement message and post on school website | Administration | September-October 2018 | Flyer with date and use of Community Outreach Platform |
| 3 | Advertise in Newsletter, Marquee, Facebook, and Website | Administration | September-October 2018 | Copy of newsletter, Facebook feed, and picture of Marquee for 5 Star book |
| 4 | Develop sign-in sheets | Administration | September-October 2018 | Parent Participation as documented by sign-in sheets |
| 6 | Maintain documentation | Administrative Assistant and Parent Involvement Coordinator in charge of Audit Box | January 2019 | Title I documentation housed in Administrative Assistant’s office shared with LEA Title I office |
| 7 | SIP & PFEP review and update | Administration | April 2019 | Parent Survey Feedback  Student Advisory Committee – shared, reviewed, approved |
| 8 | Parent Conference Night- STEP Nights | Administration | October - November 2018 | Parent conference forms for each student |

**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:**

Lamarque Elementary School believes in providing our parents an opportunity to provide input into their child's education and the programs they are involved in. Lamarque shares ideas and strategies that will help our parents practice with their children. Family engagement events are used to collaborate with parents on topics that include: instructional technology, ELA, math, science/science fair, social studies/civics, ESOL and ESE activities. A critical component of our parent events is to provide current instructional information and training to enable families to support student achievement at home. To ensure equal access for all families, we provide foreign language interpreters, paraprofessionals, ESE and other support staff at family events. We also provide childcare for non-school age siblings. The parent nights often include practice of skillsets and usually a "takeaway" that helps remind the families of the methods used. Snacks or light meals are provided. Regular use of phone meetings, conference calls, home visits, and flexible meeting times (morning, mid-day, after school) ensures that parents with challenges attending on-campus meetings are served.

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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 | Lamarque Explorers Family Nights | Lamarque Explorers Coordinator | Mathematics and Reading SIP Goals | Between October 2018and March 2019 | Parent Survey and Sign In Sheet |
| 2 | North Port Library Nights | Literacy Committee | Reading SIP Goals | October 2018 and May 2019 | Parent Survey and Sign In Sheet |
| 3 | Fifth Grade Science Fair Night - Student Displays | Fifth Grade- Science Committee | Science SIP Goals | November 2018 to January 2019 | Parent Survey and Sign In Sheet |
| 4 | ESOL Nights - Parent Training | ESOL Liaison and Administration | Parent Involvement SIP Goals | Between September 2018-May 2019 | Parent Survey and Sign In Sheet |
| 5 | Family Math Night at Publix | Math Committee | Math SIP Goals | Between January 2019 - May 2019 | Parent Survey and Sign In Sheet |
| 6 | Family Media Nights | Literacy Committee | Parent Involvement SIP Goals | Between October 2018-May 2019 | Parent Survey and Sign In Sheet |
| 7 | Parent Conference Opportunities | All Grade Levels | Parent Involvement SIP Goals | Between September 2018 - May 2019 | Parent Survey and Sign In Sheet |
| 8 | Instructional Technology Nights: I Ready, Parent Portal, Reflex Math | All Grade Levels | Parent Involvement SIP Goals | Between September 2018-April 2019 | Parent Survey and Sign In Sheet |
| 9 | ESE Nights - Parent Training | ESE Liaison and Administration | Parent Involvement SIP Goals | November 2018- April2019 | Parent Survey and Sign In Sheet |
| 11 | S.A.I.L.S – Students Achieving Individualized Literacy Success | K-2 | Reading SIP Goals | September 2018 – December 2019 | Parent Survey and sign in sheets |
| 12 | Mind in the Making | Mindy Long & Michelle Delp | Parent Involvement SIP Goals | October 2018 – April 2018 | Sign in Sheets and Patterson Foundation Survey |

**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 | Student led Conferences- Data Chats | Administration and District Personnel | Increased effective communication between home and school | August 2018 | Positive responses on Parent Surveys |
| 3 | Social Emotional Learning | Behavior Support Team- Behavior Specialist & Mental Health Therapist | Increased student engagement during academic blocks | August 2018 – May 2019 | Reduction of student communication forms and school behavioral referrals |
| 4 | iReady Instructional Lesson – Strive for 45 | Administration | Increase parental knowledge of program | August 2018 – May 2019 | Increase in student time on task – documented by iReady Instructional Usage Report |
| 5 | MTSS | Teacher Leaders  School Support Team | Increase of academic proficiency for bottom quartile | August 2018 – May 2019 |  |
| 6 | Parent Conferences | Classroom Teachers | Working with parents/families as equal partners | September 2018 through May 2019 | Positive responses on Parent Surveys |

**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:**

Lamarque Elementary School is proud to offered to students the Scholastic Reading Counts Program. Students may borrow a book of their choice on the reading level and then take a quiz after they have read it. We celebrate their accomplishments with incentives and reward parties! Lamarque Elementary developed our Parent Resource Center in 2011. The media center is open for parents to borrow books and/or materials for up to two weeks at a time. Parents can contract the media center with any questions they may have. We also offer two Family Media Nights during the school year. These nights are designed around a school wide theme. Evaluation was evidenced by attendance logs and quantity of the media transactions that occur.   
  
**Two key events, Donuts for Dads and Minis for Moms, will be integrated with an academic training information session. This will provide parents and/or caregivers with resources to use with their children to assist with academic achievement in key areas of reading and math. These academic training sessions will also provide information of key events and/or opportunities that will occur at Lamarque.**

**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:**

**During the Lamarque Elementary Open House in September 2018, staff members will share information on our instructional programs, Florida Standard Assessments, if applicable, iReady Diagnostics, and various assessments that students may encounter for their grade level.**

**Our administrators will present the school’s Title I program during a school wide meeting in September 2018. This meeting will provide parents an opportunity to learn about and use the parent portal system to discover information about their child’s progress, school events, and communication with teachers. During these planned conference evenings, parents will be given an opportunity to discuss their concerns and collaborate with teachers regarding the decisions related to their children.**

**Copies of the Title I brochure will be provided to parents that have not received a copy or who have misplaced their copy. In this booklet are details about the school’s expectations, such as, “The Parents Right to Know.” Extra copies will be available in the front office of Lamarque at all times for families. Teachers will maintain a sign in sheet which will be copied and sent to the Principal who will maintain documentation related to the dissemination of information, distribution methods, and timelines.**

**Updates and explanations are also disseminated through digital newsletters, Community Outreach Platform, and on our school website. On site computer access is provided to families without home computers. Students academic progress is continuously shared throughout the school year via teacher conferences and online report cards.**

**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:**

**Lamarque Elementary School will provide opportunities for all the various needs of our parents and families. We will provide interpreters who provide direct translation services for parent conferences, events and written materials for our parents with limited English proficiency. Resource will coordinate specific ESOL Parent Nights so that information can be disseminated in their native language. Our educators have access to TeleParent, a phone messaging system that allows them to send information or updates in the parent’s native language. Parents that may need additional support will be paired with a Lamarque Volunteer approved as a “Partner Parent.” This parent would be available to answer questions by phone or in person.**

**Our ESE Liaisons will coordinate meetings and training sessions with parents of students with specific learning needs throughout the school year. These meetings could include academic assistance, speech and language support, and behavioral strategies they could use at home. Lamarque Elementary also provide support to our families emotional and financial needs by working with our guidance counselors, home liaison, and other support staff.**

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:**

Lamarque Elementary will share information with parents and families using the Teleparent phone system. Lamarque’s newsletter, Paw Prints, will be translated into Spanish to further communication to all families about the events that occur at the school.

**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 | 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 | Math and Reading Nights | Grade Level Teams | Classroom instruction directly impacts student achievement | On-going |
| 2 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Parent Training Nights | Administration, Parent Involvement Coordinator | Increased parent involvement increases student achievement. | On-going |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Food Pantry and Backpack Program | Guidance Counselors | Low-income children are provided with a backpack filled with healthy, kid-friendly groceries every Friday. The nutritional support enhances student achievement. | On-going |
| 4 | Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement [Section 1118(e)(2)]. | Student agendas | Administration | Provides parents with information pertaining to Student/Parent compact, Community of Caring, PBIS Information, 24/7 Expectations, Uniform Policy, Digital Communication, and district calendar. | On Going |

**Barriers**

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

**Response:**

**Lamarque’s parents encountered different barriers in their willingness to participate in different events hosted by the school. Parents stated that their work schedules conflicted with their ability to participate in activities such as the conference nights, PTO meetings, and parent trainings.**

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:**

Lamarque Elementary focus will be on flexibility for our parent’s schedules. Classroom teachers will provide conferences to parents and care givers at different scheduled times through out the school year. PTO meetings minutes will be taken and provided to parents through the Community Outreach Platform. The minutes will also be available on the school website. Parent trainings will be offered several times per year at various times. These trainings will occur during the school day and evening to accommodate parent’s work schedules.

**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. ***Our Lamarque Families Learning Together*** - School-wide family nights that incorporate the arts, cultures, and all academic areas where students will have the opportunity to perform or participate with and for their families.
2. ***Students Achieving Individualized Literacy Student Success*** - Family nights will focus and provide activities for parents based on data driven interventions for 1 – 2 grades.
3. ***Lamarque Explorer Family Nights*** - Family nights will be focused on content area themes and provide hands-on engagement activities to assist their children at home and include community members and resources for our parents.
4. ***Media Literacy Nights*** – Family media nights are provided twice per year that coincide with the Scholastic Book Fair. These school wide books fairs provide resources for our parents and also give opportunities for other parent trainings such as parent portal, iReady, ESE information sessions, to occur simultaneously.
5. ***Student & Teachers Engaging Parents (S.T.E.P.) Nights-*** 2 Nights where Parents and families enjoy a student-led conference and a student-led tour of the many resources available to students and families.

**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.