

# Title I - School Parent and Family Engagement Plan

SCHOOL: ASTATULA ELEMENTARY YEAR 2022 - 2023

## Assurances

1. The school assures that they will have a written Parent and Family Engagement Plan (PFEP) that (a) was jointly developed and agreed upon with parents; (b) is updated periodically; and (c) is distributed to parents/families of Title I students and made available to the local community. Parents/families shall be notified of the policy in an understandable and uniform format in a language the parents can understand. The policy shall include the components as described in section 1116. Title I, Part A funds reserved are used to carry out the activities and strategies in the PFEP as outlined in section 1116(3(D)(i - v).
2. The school assures that they will convene an annual parent/family meeting. The annual meeting will be offered with flexible times/dates and will involve parents/families in an organized, ongoing, and timely manner for planning, review, and improvement of the programs at the school. Parents/families are given information about programs, a description of curriculum, academic assessments used to measure student progress, and expected proficiency of students. Parents/families provide input on their child's education, and are involved in the decisions regarding how the set-aside is allotted for parent and family engagement.
3. The school assures that each participating school, in conjunction with the parents/families has **jointly** developed a school-parent compact. The compact describes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment; addresses the importance of ongoing communication between teachers and parents; describes the ways in which each parent will be responsible for supporting their child's learning; and is conferenced with parents/families of elementary aged students.
4. The school assures timely notice to parents/families when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. Additionally, schools are required to notify parents/families at the beginning of each school year (or at the time of enrollment of the student) of their right to know the professional qualifications of their student's classroom teachers and paraprofessionals.

*ESEA Sections 1116(a)(2)(D), 1116(b), 1116(c), 1116(d), 1116(f), 1112(e)(3)(C), 1112(e)(4), 1116(a)(2)(B), 1116(h), 1112(e)(3), 1112 (e)(1)(B)(ii).*

x By checking this box, I certify that the school agrees to the assurances above.



9/9/22

Designee

**APPROVED**

Signature of Principal or

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## Title I – School Mission Statement - Parent and Family Engagement Mission Statement

(Optional) Response:

## Involvement of Parents and Families

Describe how the school will involve parents and families 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 will be used for parent and family engagement.

**Response:**

Astatula Elementary involves parents/families in all aspects of Title I programs. Astatula Elementary, School Advisory Committee, and parents have the responsibility of developing, implementing, and evaluating the various school level plans, including the school improvement plan (SIP) and parent family engagement plan (PFEP). The SAC invites membership to all parents, community members, faculty and staff. Also, parents are provided surveys at the end of the school year seeking input on activities, training and materials that they need to help their child(ren). The SAC reviews the results of the parent survey to determine possible change needed to the family engagement plan. The annual Title I Meeting will be held on September 28, 2022. The budget, as well as school programs will be discussed. Information from the meeting will be available on the school website.

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## Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that help parents on how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs. For Example: 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.

Program	Coordination
Family Resource Center	The Family Resource Center/Parent Resource Room is available to 8:00 am – 2:30 pm Monday Thursday. Evening hours may be scheduled during school events.
VPK	Local daycare organizations are provided with the expectations of incoming kindergarten students.
Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students' IEP.
ESOL	ESOL TA provides instructional support in the classroom.
Homeless	Friday's kids backpack program. Donated food and goods from local church.

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents about the school's Title I program, the nature of the Title I program, 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.

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Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Develop agenda, handouts, and presentation materials	Principal/Title I Contact	August – September	Copies of agenda, handouts, presentation
Post event meeting times on Facebook, school website and call-out	FSL/Title I Contact	September	Posts and call-out
Develop sign-in sheets			
Maintain documentation	FSL/Principal	October	Title I documentation

## **Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening and different days of the week. The school may provide with Title I funds: transportation, childcare, or home visits, as such services relate to parent and family engagement.

### **Response:**

The leadership team and staff of Astatula Elementary have a strong belief in the importance of parental and family engagement and therefore have put measures in place to offer family meetings on a flexible schedule. Our parent orientation meetings will be held virtually with parents receiving information in regards to the class and an hour “Question and Answer” time scheduled during the school day. Families are also able to set up times for parent meetings that will help improve student academic achievement. This includes all meetings with counselors, administrators, and teachers. Our annual parent conference night will take place in September. Students, parents, and teachers will monitor student progress toward academic goals. Families who may be unable to attend an event may receive information or a home visit from the family school liaison.

## **Building Capacity**

Describe how the school will implement parent and family involvement activities designed to improve student academic achievement and school performance. Describe how the activities will support a partnership among the school, parents/families, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child’s academic achievement.

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Include information on how the school will provide other reasonable support for parent and family engagement activities as parents/families may request.

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	FSL, Title I Contact	Increased family engagement in parent's expectations for academic success.	August	Sign-in sheets, parent participation
Title I Annual Meeting and Attendance Night	Title I Contact /Principal Guidance Counselor	Families provided information and expectations of Title I program.  Attendance expectations for the school year	September	Sign-in sheets, agendas, presentation materials
Data-driven Conference Night	Teachers and Title I Contact	Parents will know their child's academic progress and expectations for success.	October	Conference log, Student academic growth
Internet Safety Meeting	SRO and Title I Contact	Parent and student awareness of online threats and dangers	November	Decreased incidents on Go Guardian
Family Resource Center Conferences/Prescription Pad	FSL/ Teachers	Increased academic growth and success. Parents will be able to obtain resources and manipulatives to aid student success.	August – May	Sign-in sheets, Materials check out forms.

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Mental Health/Art Relaxation Night	MHL/Title I Contact	Families obtain information on mental health awareness along with coping strategies	December	Handouts and pictures of artwork.
Science Fair	CRT and FSL	Increased academic awareness of the scientific and/or engineering process.	January	Sign-in sheets, student participation, STEM Notebook documentation
Cafe Night	FSL, Title I Contact	Families obtain information on a variety of topics: ELL, FSA, Grade Level information,	February	Sign-in sheet, handouts
STEAM Night	CRT and FSL	Increased family engagement in Science, Technology, Engineering, Arts, and Mathematics.	March	Sign-in Sheets, STEM Notebook documentation
Family Literacy and Book Fair Night	Literacy Coach and Media Specialist	Parents will receive reading strategies to take home to assist students with comprehension and fluency.	April	Handouts and book sales.

## **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 to value the effectiveness of contributions of parents, on how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Professional Development Family Engagement	FSL	More parent involvement will increase student success	September -May	Increased parent communication with teachers  Increase in student scores and progress monitoring Increased parent involvement in academics

## 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:**

The Family School Liaison will expand and enhance the AES family engagement center. The FSL will review the inventory and information available and provide materials. Materials will be purchased based on family/student needs and hand-outs PFEP, SIP, and other documents pertaining to parenting and supporting children academically will be copied and readily available to parents. This is an on-going process throughout the school year. Increased parent participation and parent activities, visits and check-out of materials will be evidence of effectiveness.

## Communication

Describe how the school will provide parents and families 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

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- If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

## Response:

Astatula Elementary School will provide an orientation to parents. During the orientation, parents will meet their teachers, learn about school-wide initiatives and programs available to their child(ren), how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Families may access the Title I Plan and Family Engagement Plan via the school website. The Title 1 annual parent meeting will be held in September. Title I information from our plan will be provided to families who attend.

## 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 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:

The complete PFEP will be posted on the school website.

Written communication will be provided for parents in English and Spanish. Translators will be provided at all family meetings and in school offices to provide translation services and to ensure that families are able to participate in family meetings. Parents/Families members with disabilities will be provided accommodations as needed to allow for full participation.

Parents/Family Members of migrant students will be offered resources from our Family Resource Center as well as translation services. Michael Derby (FSL) will make home visits when necessary, to the homes of migrant students to offer additional support.

## Discretionary Activities

Describe any non-Title I parent and family activities that help build relationships between school and families.



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Check here if the school does not plan to implement discretionary parent and family engagement activities.

Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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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)]	Formal Conferences: Held after 1 <sup>st</sup> report card.  Teachers will offer additional conference times and varying hours	Classroom Teachers	Increase academic achievement and parent involvement	September - May
Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities [Section 1118(e)(13)]	School will work with community and businesses to assist the school in increasing student achievement	Principal, Assistant Principal, Title I Contact, Counselors, and FSL	Greater community involvement to provide additional human and material resources for students	August - May

## Evaluation of the previous year's Parent and Family Engagement Plan

### 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.

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Internet Safety Night	1	6	Presentation provided to parents in regards to the pitfalls and concerns associated with students on the web and how to keep them safe.

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STEAM Night	1	52	Opportunity provided to families to participate in STEAM activities.
Science Fair	1	55	Student science/engineer projects presented to families to demonstrate knowledge of the scientific and engineering process.
Title 1 Annual Meeting	1	129	Presented Title 1 information, parent involvement plan, and student compacts.
Data - driven conference night	1	323	Discussions held with parents in regards to student progress towards academic achievement.

## **Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value of contributions of parents, how to reach out to communicate, 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)].

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Family Engagement Faculty and Staff Training	1	86	Training provided to staff in regards to parent involvement and how communicating with parents is key to the academic and social emotional success for their child.

## **Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement 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)].

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Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
Scheduling conflicts with parents' personal schedules	Events will be scheduled at different times and various days to accommodate parent schedules. opportunities for online events will be offered as well.
Language barrier with ELL and DHH parents	Have translators available on campus during school day and during family events. Provide notification and information in written and multiple languages.

## Best Practices (Optional)

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. (Optional)

Content/Purpose	Description of the Activity

**Please send the following compliance documents showing your PFEP was jointly developed with parents/families. Send to Maria Torres, Title I Clermont Office:**

- Copy of meeting agenda
- Copy of meeting minutes showing parent discussion and input for PFEP
- Copy of meeting minutes showing parent discussion and input for Compact
- Copy of the Family-School Compact
- Copy of meeting sign-in sheets (SAC, Annual Title I Meeting)

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