

**Blue Lake Elementary Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, Dr. Scott Lifvendahl, 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:
- Involve the parents 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 the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
- 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- 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;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; 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.

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**Signature of Principal or Designee**

**Date Signed**

**Mission Statement**

Parent & Family Engagement Mission Statement

**Response:** Blue Lake Elementary is a Professional Learning Community that believes parental involvement is essential to student achievement and success. The Parent & Family Engagement Plan (PFEP) strengthens our commitment to educational excellence and through the involvement and support of parents, community members and collaborative partners our students will be taught the skills necessary to become better students and grow into productive members of society.

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**Engagement of Parents & Families**

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 parent and family engagement will be used.

2019-2020

**Response:** Parents receive notification of activities and events through the school website, marquee, automated phone messages, twitter, Facebook, remind101 phone app and flyers. They are invited to participate in all activities and are encouraged to serve as a classroom or school volunteer. Parents are invited to become members of the School Advisory Committee (SAC) which meets once a month and involves parents in an organized, ongoing and timely manner, in the planning, review, and improvement of Title 1 programs including involvement in the decisions regarding how funds for parental involvement will be used. The Blue Lake PTA meets on a regular basis and provides input on school related activities. Both committees encourage and solicit parent input through surveys and parent comments are documented in the minutes from the meetings.

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### Coordination and Integration

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, 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.

count	Program	Coordination
1	Title IX, Homeless	The Title IX Coordinator provides services to homeless families to ensure that students have school supplies, access to community resources and transportation.
2	Title I, Part A	Supplemental tutoring is available with provided materials and supplies needed to close the achievement gap.
3	Title II	Professional development is provided for staff through trainings and PLC meetings to ensure student achievement success.
4	Title III	Staff support is provided by district ESOL coordinator and teachers to ensure parents receive additional support needed for interventions and enrichment.

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### Annual Title I 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), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Title I Parent Meetings scheduled	Assistant Principal	August 2019	Dates set on calendar and agenda set
2	Develop agenda, distribute invitations,	Assistant Principal	August 2019	Notice on marquee, flyers sent home with students
3	Compile information about Title 1 for parents	Assistant Principal	September 2019	Agenda, printed parent guide and pamphlets, and surveys ready for distribution
4				

## 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 parent and family engagement.

### Response:

To accommodate parents, Blue Lake will offer meetings at various times, including parent conferences to be scheduled at different times to accommodate parents' schedules and availability. Open House, Annual Title 1 meetings, SAC and PTA meetings are generally held in the evenings. To be flexible, one of the Annual Title 1 meetings will be held in the morning. Parents are encouraged to provide input into the development of the School Improvement Plan (SIP), and Parent and Family Engagement Plan (PFEP). Parents are encouraged to provide input via attendance at SAC meetings or by visiting the main office.

## Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, 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. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	SAC Membership	School Staff	Increase parent knowledge of academic expectations and foster parent/school partnerships. This will give parents and business partners knowledge of who to contact when a student is struggling in an area.	August 2019	Increase in parent membership
2	Meet the Teacher	Teachers, staff, PTA	Provide parents with class expectations, giving parents the knowledge, help them to improve their students' success.	August 2019	Sign in sheet, parent input form
3	Open House	Teacher, school staff, administration	Provide parents with knowledge of daily routines and what is expected from students and parents to impact student success.	September 2019	Sign in sheets, parent input form
4	Math Bingo Night	Teachers, school staff	Provide opportunity for parents to learn and apply math strategies taught in the classroom and improve student	October 2019	Sign in sheets, parent input forms

			achievement.		
5	Publix Math Night	Teachers, school staff	Increase math knowledge in real world situations will help students academic performance.	October 2019	Sign in sheets, parent input forms
6	Reading Night	Teachers, school staff	Provide parents with reading strategies to use at home to help students in achieving success in reading standards	January 2020	Sign in sheets, parent input forms
7	Hispanic Heritage Night	Teachers, school staff	Increase community involvement through students and parents impacting student academic performance	September 2019	Sign in sheets, parent input form
8	Wellness Fair	Teachers, school staff	Increase parent knowledge of healthy lifestyle options will positively impact student performance.	April 2020	Sign in sheets, input
9	African American Read In	Teachers, school staff, parents	Increase community involvement through community members reading to students	February 2020	Sign in sheets, surveys

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### Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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 and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Program Overview	Administration	Faculty members learn about Title I programs, services, and Annual Title I Parent meeting. Understanding the Title I program will help teachers support our parents and increase student academic success	September 2019	Sign in sheets, agenda, presentation materials, minutes

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### Communication

Describe how the school will provide parents and families of participating children the following:

- 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 meet;
- 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; and
- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

**Response:**

Title I information is provided to parents through use of the school marquee, Title I brochures and Annual Title I parent meetings. The Title I booklets are sent home with each student via backpack and are made available in English and Spanish. School curriculum and assessment information is shared with parents at Open House, Title I Parent Meetings, and during parent/teacher conferences. The school Parent & Family Engagement Plan "short sheet" is available at the Title I meetings, Open House and in the front office. Parents are encouraged to provide input to the school through parent input forms and parent teacher conferences. Parents are also invited to attend SAC and PTA meetings. Teachers will maintain sign in sheets and provide copies to the staff who will maintain documentation on the dissemination of information, distribution methods and timelines. Parents now have access to a Family Center that is bilingual and open daily for parents to find resources for their students as well as their family. Blue Lake has established a Facebook page where parents are informed of upcoming events in the school and through the community that directly contributes to the school

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## 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.

**Response:**

The Parent and Family Engagement Plan (PFEP) will be summarized into a brochure (English and Spanish) and provided to parents. Major components of the plan will be outlined in the brochure and hard copies will be available upon parent request in the front office.

Written communication to parents will be provided in English and Spanish and translation will be available in the office and for parent meetings. Results from the English Language Survey will help to identify if other language translations are needed.

All efforts will be made to ensure that parents with limited English proficiency, as well as parents with disabilities and parents of migratory children are provided opportunities to fully engage in all parent involvement activities. Blue Lake Elementary School is handicapped accessible.

Parents now have access to a Family Center that is bilingual and open daily for parents to find resources for their students as well as their family.

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## Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

Please upload into SharePoint and keep copies for our records.

## Upload School-Parent Compact

Note: As a component of the school-level PFEP, each school shall jointly develop, with parents for all children served under this part, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload into SharePoint and keep copies for your records.

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## Upload Evidence of parent and family input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload into SharePoint and keep copies for your records.

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## Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

### Parent & Family Engagement summary (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. 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	Annual Title 1 Meeting	2	5	Information provided to parents on supports and programs designed to assist their children and ways they can help their child
2	Meet the Teacher	1	326	Increased student achievement through building relationship with teachers and providing knowledge of expectations
3	FSA ELA Strategies Night	1	36	Provide tips and academic test taking strategies to parents and families that positively impact student success
4	Family Literacy Night	1	15	Increase parent knowledge of requirements and state standards in English/Language Arts that positively impacts student achievement
5	Publix Math Night	1	20	Provide opportunity for parents to learn and apply math strategies taught in the classroom and improve student achievement.
6	Science Night	1	5	Provide parents and students with strategies for science achievement
7	Open House	1	193	Provide parents information about school expectations and how to assist their student

## 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 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title 1 Annual Program Overview	1	65	Faculty and staff become knowledgeable of Title 1 programs and services designed to support students and families.
2				
3				
4				

## 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Meeting Times	Schedule activities for various times when appropriate and/or possible (morning, afternoon, evening)
2	Transportation	Schedule activities at the apartment complex or in the neighborhood where students may live
3	Money	Provide activities that are free
4	Limited English-Speaking Parents	Provide translation through ESOL teachers, Parent Liaison, and office staff
5	Child care	Offer activities that provide child care assistance

## 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)

count	Content/Purpose	Description of the Activity
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1		
2		
3		
4		

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