

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

I, \_\_\_Dwayne Copeland\_\_\_\_\_, 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 carryout 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 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, 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 parent and family engagement plan and the joint development of the schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s parent and family engagement plan;
- 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 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 (Optional)

**Response:**

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**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used.

**Response:**

The Edith I Starke Elementary School Advisory Council will meet monthly to plan, review and involve parents in the implementation and improvement of Title I programs at the school. School Advisory Council elections are held annually. Parents and school community members are solicited through all communication tools (online, brochures, marquee, connect ed) to fill vacant seats. Any parent or school community member who expresses an interest in serving may be appointed by the principal. Parental input will be reported in the minutes of each agenda regarding the usage of Title I parent involvement funds.

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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 1, Part C	Parent support is offered through migrant services such as translation and food assistance.
2	Title X, homeless	Title X coordinator provides services to homeless families to ensure that students have school supplies, community resources and transportation.
3	Title III	Parent training is offered three times a year in sessions of the ESOL Parent Leadership Council. Title III ESOL tutors communicate regularly with parents.
4	IDEA	Supplemental instruction support provided by the school will be discussed with parents during the development of the student's IEP.

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**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Title 1 mtg.	Principal	Sept. 13, 2018	Agenda and sign-in sheets
2	Notify teachers of plans and goals of Title 1 annual mtg,	Principal	Aug/Sept 2018	Information prepared for distribution
3	Gather information on title 1 such as brochures, toolkit and PowerPoint	Principal	Aug/Sept 2018	Principal communication to teachers
4	Prepare for annual Title 1 mtg.	Principal	Aug/Sept 2018	Parent link message, website, marquee

## 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:** : Family Center on campus is open to provide services when needed to accommodate our parents' schedules. The school's Title I Parent Liaison serves as a liaison between the school the home and the community, coordinates school-based parent and family involvement activities and events, maintains the family center, and attends district sponsored Title I Parent meetings. Events will be scheduled at a variety of times, such as the Hispanic Heritage Celebration, activities during the school day, afternoon and evening special events (Family Math/Science Nights), and our school cafeteria welcomes parents to eat breakfast or lunch with their child daily. Family Center staff and translators are available to assist at all times. Teachers schedule parent conferences before school, during school (teacher planning time), and after school to accommodate parent schedules.

## 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	1 science night, 1 literacy night	Principal, teachers, community partners	Increased student achievement	Fall 2018 and/or winter 2018	Sign in sheets, parent survey
2	Family Literacy/Parent to Kid	Trained facilitator	Provide parents with strategies to increase family literacy. Parents will practice literacy skills at home.	1 session during fall and/or winter. 1 session spring	Sign in sheets
3	Individual conferences and access to parent portal	Parent liaison	Parent liaison will provide individual help to parents in how to log-in and access parent portal.	As needed basis	Sign-in sheets
4	Discussion of assessments during parent conferences	Classroom teachers	Teachers will conduct individual conferences to discuss each child's assessment results, report card grades, expectations, and goals for the school year. Communication with	Throughout 2018-2019 school year	Conference forms

			parents will increase students' academic success.		
5	ESOL Parent Leadership Council will provide parents with information on how to help their children and access school information, resources and staff	Parents, Teachers, Principal	ESOL students' academic success will increase.	Monthly	Agendas, Sign in Sheets, Minutes
6	Parent Training, SAC Membership Training	School Staff	Increase parent knowledge of academic expectations and foster parent/school partnership to improve student achievement	September/October 2018	SAC Minutes
7	Title I Student Compact will be distributed at the start of the school year and reviewed with students and parents at parent/teacher conferences.	Principal, Parents, Teachers	Parents will participate in discussions about the shared responsibility for improving their child's academic achievement	2018-2019 school year	Conference logs
8	Student Academic Achievement Standards and Open House/Title One Meeting	Principal, Teachers	Increased student achievement	September 2018	Sign In Sheets, Parent Survey
9	Meet the Teacher	Principal, Teachers	Provide information to parents on expectations and how parents can help their children. Parents will be able to support their child's academic success.	August 2018	Sign In Sheets, Parent Survey
10	Kindergarten Orientation-Informational session for parents and students entering Kindergarten.	Principal, Parents, Staff	Provide parents with information about school goals and expectations for incoming kindergarten students. Students will transition into Kindergarten smoothly.	May 2018	Agendas, Sign in sheets

11	Hispanic Heritage Night	Staff and Faculty	To build rapport with parents and improve student achievement.	October 2016	Sign-in Sheets, Parent Survey
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### Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Collaborative Partnering/Business Partner Training	Title I Parent Liaison, Principal	Teachers will gain knowledge in how to build ties between parents and schools using business partners. Parent involvement and business partner support will provide resources that increase student success.	September 2017	Faculty Meeting Agenda, sign in sheets

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### Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more fully participating in the education of their children.

**Response:** The on-campus Family Center is open to provide services to parents when needed to accommodate parents' schedules. The center provides a computer with internet access that families may use. Parents can check out books and educational materials to use at home. Parents will be encouraged to volunteer and join the PTA. Multiple translators are available for our Hispanic students. Whenever possible, communications are prepared in Spanish and English. The Title I school staff will be trained on strategies and activities to assist parents working with students at home to advance student achievement in all core academic areas. Families are also provided groceries through the Family Center.

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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 include submit the parents' comments with the plan that will be made available to the local education agency.

**Response:**

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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:**

Edith I Starke Elementary is handicapped accessible. The following statement will be noted on parent newsletters and communication to accommodate families who need additional assistance: "Individuals needing accommodation under ADA should contact Starke Elementary office personnel or parent contact." Translation of all communications in Spanish and English are provided. Bilingual personnel are available on campus at all times to assist parents with translation need. Connect 5 Messages are used as a communication tool. ESOL teachers lead the ESOL Parent Leadership Committee which meets three times a year and assists with all translation needs. District staff is available to assist with translations and communications in other languages if requested.

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## Discretionary Activities

Discretionary School Level parent and family engagement plan Components Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline	
1	NA					
2						
3						
4						

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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.

Please upload into SharePoint and keep copies for our records.

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## Upload Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

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## Upload Evidence of Parent and family engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

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## Evaluation of the previous year's Parental & 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. Include participation data on the Title I Annual Meeting.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	1 Math and 1 Science Curriculum Family Night	Principal, Teachers, Community Partners	Increased student achievement	Fall 2019	Sign in Sheets, Parent Survey
2	Reading Strategies, Literacy Night	Media Specialist, School Staff	Provide information to parents on how to help their children be better readers. Parents' support of reading at home will improve child's ability in reading.	Fall 2018 or Spring 2019	Sign In Sheets, Parent Survey
3	Family Literacy, Parents to Kids	Trained facilitators	Provide parents with strategies to increase family literacy in Spanish and English. Parents will	Fall 2018 and/or Spring 2019	Sign-in Sheets, PTK Parent Survey

2018-2019

4	Individual conferences regarding Technology and access to the parent portal	Title I Parent Liaison	Parent liaison will provide individual help to parents in how to log-in and access the Parent Portal. Parents will be aware of students' progress and increase skills.	As needed basis	Sign-in sheets
5	Black History Program	Administration, Teachers, Community Partners	Provide historical information on the African American culture.	February 2019	Agenda/Program

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1				
2				
3				
4				

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### 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	Collaborative Partner/Business Partner Training	1	45	Teachers will gain knowledge in how to build ties between parents and schools using business partners.

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### 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).

ion 1118(a)(E)].



count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	work schedule	Fluctuate the times that activities/events take place so all parents are given opportunity to participate.
2	communication between home and school	Connect 5 messages were sent home weekly in both English and Spanish. Curriculum newsletters were sent hom both in English and Spanish

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**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
1		
2		
3		
4		

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.

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