



2021-2022

**Title I, Part A Parent & Family Engagement Plan (PFEP)**

I, Melani Johnson, 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:
- Engage 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;
- Engage 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.

A handwritten signature in black ink, appearing to read "Melani Johnson", is written over a horizontal line.

October 6, 2021

Signature of Principal or Designee

Date Signed

**\*\*Please use the data from the school's survey(s) to complete this Parent & Family Engagement Plan!**

*(Each section with a table should have multiple entries, please add rows as needed).*

## Mission Statement (optional)

Parent & Family Engagement Mission Statement

### Response:

Turie T. Small Elementary believes that parent involvement is essential to student achievement. The Parent Involvement plan strengthens our partnership with parents as we work together to teach children. At Turie T. Small Elementary, we know that through the collaborative efforts of all people who support our students, we will continue to excel at teaching the skills that children need to be productive members of society.

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## Engagement of Parents & Families

Describe how the school will engage 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 School Advisory Council (SAC) meets every month and is responsible for the planning, review, and improvement of the Title I program. All parents are invited to be members of the TT Small SAC. SAC members provide input on the Parent Involvement Plan and the Title I budget, as well as all other plans related to school improvement. Parent surveys will be sent later this year to gain more input. Surveys on Title I and the new school campus were given to parents at the annual Title I meetings in September. Parents have been encouraged to fill out parent input forms in the front office for suggestions, comments or concerns that they have regarding the school, faculty, and staff climate.

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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 I Part C	Parent support is offered through migrant services such as translation and food assistance programs.
2	Title IX Homeless	Title IX coordinator provides services to families to ensure that students have school supplies, community resources, and transportation.
3	Title I Part D	Transition plans are coordinated with the Department of Juvenile Justice with funds from the Neglected and Delinquent programs.
4	Voluntary Pre- Kindergarten (VPK)	VPK works with our school staff to coordinate transition plans for students entering Kindergarten.
5	Title III	Additional support and resources provided by the school will be discussed with parents during the LEP committee meeting. The district ESOL Coordinator and staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are being utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation.

6	IDEA	Supplemental instruction support provided by the school will be discussed with parents during the development of the students' IEP.
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### Title I Parent Meetings

Describe the specific steps the school will take to conduct at least two Title I meetings 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	Establish Open House/Annual Title I Meeting dates and activities	Asst. Principal SAC	August, 2021	Parent input surveys
2	Prepare agenda for Open House/Annual Title I Meeting	Asst. Principal	September, 2021	Completion of Agenda
3	Gather information on Title I Annual Meeting such as brochures and Power Point outlining services	Asst. Principal	September, 2021	Information prepared for distribution
4	Professional development for teachers about Parent Involvement Strategies	Principal and Assistant Principal	September, 2021	Faculty meeting minutes and comments
5	Advertise Open House/Title I Annual Meeting	Asst. Principal Teachers	September, 2021	Power Point presentation, Title I survey results, website and social media advertisement
6	Prepare information on curriculum and class expectations	Teachers	September, 2021	Title I Survey

### 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, childcare, or home visits, as such services related to parent and family engagement.

#### Response:

Workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. Meetings may be scheduled in the morning, afternoon, or evening.

### 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 engagement of parents and families and to support a partnership

among the school, 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	Student Academic Achievement Standards and Title I Program information	School Staff	Provide information to parents on expectations and how parents can help their children	October, 2021	Agenda, Sign-in Sheets Title I
2	Parent Training, SAC Membership Training	School Staff	Increase parent knowledge of academic expectations and foster parent/school	September, 2021	Agenda, Post-test, Sign-in sheets
3	FSA Family Nights	Selected School Staff	Provide information to parents to help their children in all subject areas	October, 2021	Event Flyer Parent Input Sheets
3	Themed Family Nights	Selected School Staff	Provide information to parents to help their children in all subject areas	January, 2022	Event Flyer Parent Input Sheets

### 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	Parent Contact Meetings to learn best practices	Parent Liaison	Improve quality	Fall 2021	Title I Parent Surveys
2	Teacher Clarity Trainings	Administration and Academic coach	Increase in achievement	Fall, Winter, Spring 2021	District and State Assessment Results
3	Restorative Practices/ PBIS	District Support and Administrative Team	How to redirect behaviorally challenged students	Fall, Winter, Spring 2021	PBIS quarterly data and Teacher /Parent surveys
4					

### Communication

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

Information about Title I programs are provided through newsletters, booklets/brochures and an information Power Point is shown during Annual Title I meetings. The Title I Parent Involvement Plan brochure and the Title I parent handbook are sent home on the first day of school via Turie T. Small Elementary planners. Parent information Resources Center information is on our school website, at the front desk and is sent home with each student. Curriculum and assessment information is provided by teachers at Open House, parent/teacher conferences and through school newsletters. Florida Standards Assessment information is sent home to parents and is also available on our website. Parents can provide input to the school via parent surveys, interim reports and student report cards. The school's marquee and Connect Ed. messages are used to communicate information to parents.

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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:**

Information regarding parent participation is provided to parents via school website, Connect Ed, newsletters, parent/teacher conferences, workshops, and meetings. District information is provided in English and Spanish. When requested, the district provides a translator if school staff are not available to assist. Our ESOL paraprofessional translates information to parents over the phone and at conferences. There is a parent Leadership Committee meeting for our low-income families. Parents with Special Needs are accommodated.

## **UPLOADS**

***Please have all uploads reviewed by the Title I Parent & Family Engagement Team Representative prior to uploading.***

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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 reviewed evidence into SharePoint and keep copies for your records.**

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### **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 reviewed compact into SharePoint and keep copies for your records.**

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**Upload Evidence of parent and family input in the development of the 2021-2022**

## 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 reviewed evidence for compact 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)**

**Please make sure that the evaluation for last school year's activities is completed and turned in with this school year's PFEP. If an activity was proposed on last year's PFEP and did not take place do not evaluate or enter it. If an activity was not on last school year's proposed PFEP and took place, please evaluate it. The PFEP is a living document and changes with the school's needs.**

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 Meetings.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Open House/Annual Title I Meeting	1	50	Below Expectations due to change of format to online only
2	Parent Training, SAC Membership Training	1	10	Below Expectations due to change of format to online only
3	FSA Information Night	2	5	Below Expectations due to change of format to online only
4	Family Nights	3	10	Below Expectations due to change of format to online only

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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	Parent Contact Meetings to learn best practices	4	45	Positive trend as all teachers were trained at the faculty meetings throughout the year

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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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Inconsistent Parent Contact Information	Gain Access to accurate contact information and communicate this data to school stakeholders.
2	Low Parent Interest and attendance	Survey parents about specific interests that appeal to them; provide resources that meet their needs.

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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		

## Submission Procedures:

- 1. Please submit completed Parent & Family Engagement Plan (PFEP) to the Title I Parent & Family Engagement office.**
- 2. Once the PFEP is approved the Title I Parent & Family Engagement office will return the PFEP for signature.**
- 3. Email approved/signed PFEP to Title I Parent & Family Engagement office for uploading.**

***If you have any questions, contact Sheila Rees ext. 44740***

Approval check by PFE