

Title I, Part A 2023-2024 Parent and Family Engagement Plan for San Carlos Park Elementary School

1. Christy Kutz, 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

Parent Consultations

The school shall conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Certifications

The school will inform/notify parents (in a timely manner) of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals qualifications.

The school will notify parents when a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified but teaching out-of-field by providing a written notification to each parent in a timely manner. This notification should be timely and in letter form on school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

School Parent and Family Engagement Policy

The school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Policy Involvement

The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement.

The school will 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 policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

The school will provide parents of participating children with:

- a timely information about programs under this part;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and
- 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 respond to any such suggestions as soon as practicably possible.

If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, the parents may submit any parent comments on the plan when the school makes the plan available to the LEA.

Shared Responsibilities for High Student Academic Achievement

The school will 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 and the means by which the school and parents will build and develop a partnership to help children achieve the Florida's challenging academic standards. Such compact shall

(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time;

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum

- **parent-teacher conferences in elementary schools, at least annually**, during which the compact shall be discussed as it relates to the individual child's achievement;
- frequent reports to parents on their children's progress;



- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;
- ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Accessibility

The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Principal resigned and moved April 5/2023 - (Jan) Bode AP (Designee) 4/8/2023

Signature of Principal or Designee

Date Signed

Parent and Family Engagement Plan

In support of strengthening student academic achievement, **San Carlos Park Elementary** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The San Carlos Park Elementary agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
 - Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child's learning;
 - (B) families are encouraged to be actively involved in their child's education at school;
 - (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

JOINTLY DEVELOPED/INVOLVEMENT OF PARENTS

San Carlos Park Elementary will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

SCPE conducts parent and community stakeholder meetings and solicits feedback during every meeting to gather input on meeting topics, as well as to determine what parent trainings and/or activities would be most useful for future meetings. The Title I plan is created and reviewed at these meetings in which an open discussion is held to review and approve, through a shared decision-making model, the Title I Parent and Family Engagement Plan (PFEP), the School-Parent Compact and Budget. Meeting days and times are also surveyed. Because many of our families are busy, we provide in-person meetings and we maintain a Google classroom site specific to Parent Involvement. This site has all of the information shared during the in-person meetings and events in the form of presentations, meeting agendas and minutes, so that those unable to attend can still be informed and engaged.

Student led conferences and parent conferences regarding student progress are held each semester and as needed for all students. Those students who have special needs are provided additional parent meetings for LEP, IEP, MTSS, 504 and BIP individualized plans. These meetings are held in person, through Microsoft Team meetings and through phone conferences so that parents have multiple opportunities to attend and provide input.

Meeting invitations, announcements and agendas are provided in advance. Open meeting announcements are announced by school flyer sent home, school messenger (phone, email, text) and in school newsletters.

ANNUAL TITLE I MEETING

San Carlos Park Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement plan, the schoolwide plan (SIP).



In March of 2023, San Carlos Park Elementary held a Parent Engagement Planning meeting through ZOOM and utilized a Google Classroom format to inform parents of participating children about our school's Title I program, budget and proposed expenditures, curriculum, assessments, and supplemental activities to support Family and Parent Engagement.

Parents were provided with the opportunity to ask questions and give input on the above information, which will be incorporated into the final plan. All parent involvement activities have a sign-in sheet and a survey to provide feedback on the activity. These activities are held monthly.

The final plan will be approved at the September Annual Title 1 Meeting. Proof of advertisement of the meetings, the Agenda, Meeting Minutes and feedback will be included. The final School-Parent Compact will also be finalized in addition to the Title 1 budget. All documents will be posted to the shared Google Classroom.

COMMUNICATIONS

San Carlos Park Elementary will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- 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 relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

School Messenger (automated phone, text and emails) sent in multiple languages
Newsletter and School Calendar (sent in multiple languages)
Twitter
School Website posts
Annual Title 1 Meeting
Open House
Parent and Family Involvement Meetings

SCHOOL-PARENT COMPACT

San Carlos Park Elementary will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

In March of 2023, SCPE gathered input from parents and teachers through ZOOM meetings, the Parent and Family Involvement Google Classroom, and parent surveys to create an outline of essential agreements between parents, teachers and students. The final document will be adopted as the School-Parent Compact, which will then be distributed during the 2023-2024 Annual Title 1 Meeting in September 2023 for all stakeholders to sign.

RESERVATION OF FUNDS

San Carlos Park Elementary will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

COORDINATION OF SERVICES

In March of 2023, SCPE gathered input for activities to engage parents and families and discussed the costs associated with these activities for the upcoming school year. Parent input was obtained through surveys and ZOOM meeting discussion and feedback. A list of barriers was generated, along with a proposal for budgeted funds to be allocated. The final plan will be provided to all stakeholders in September 2023.

San Carlos Park Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

San Carlos Park will coordinate with other organizations, businesses and community partners to provide additional support and resources to families. Partnerships with these local organizations, churches, and community organizations will meet with administration for effective implementation. Feedback for effectiveness will be reviewed during the Leadership Team Meetings.

Evaluation of the 2022-2023 Parental Involvement Activities

2022-2023 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 111(6)]. Include participation data on the Title I annual meeting.

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Annual Title 1 Meeting	1	200	The annual title 1 meeting was held in August through ZOOM and provided parents with information about the Title 1 school opportunities and requirements.
2	School Advisory Meetings with Parent Training Opportunities and Volunteer Information	7	70	Monthly School Advisory meetings were held with the majority having some kind of parent training component. Participation remained low despite providing multiple time frames and online opportunities.
3	Meet the Teacher	1	450	Open house was provided at the beginning of the school year. Volunteers were primarily from community organizations and churches.
4	Home School Communication Folders	1	689	Folders went home with every child weekly on Friday to ensure students had all of their schoolwork and school communication information in one location. Parents were asked to review the information weekly and return the communication folder on Monday.
5	Winter Wonderland Literacy Event	1	523	This event provided parents an opportunity to come to school and engage in grade appropriate literacy activities. Take-home literacy materials were also provided for families to engage in together at home.
6	Student Led Conferences	1	620	Student led conferences were held in the Spring and families were invited to view their students electronically created portfolios with them. The student created portfolios included individual student work and exhibited the students progress made over the course of the school year.
7	Math Night	1	320	This event provided parents and families an opportunity to come to school and engage in grade appropriate math activities with their student. Take home math materials were also provided so that families could engage in the activities together once at home.
		Total: 13	Total: 2872	

2022-2023 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 [Section 111(6)].

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	High Reliability Schools	4	75	The purpose of these professional development opportunities was to increase teacher use of high reliability strategies in the classroom. As a result, the number of teachers using high yield strategies increased over the course of the school year as observed during classroom walk throughs. SCPE has earned level 1 certification.
		Total: 4	Total: 75	

2022-2023 Barriers Summary

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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 1116j].

#	Barrier (Including the specific subgroup)- Be specific	Steps you put in place to overcome barriers - Be specific
1	Parents are working in the evenings per survey results	Meetings were held at various time frames, were through ZOOM and all presentations, input surveys, agendas, minutes and documents were placed in the Parent Involvement Google Classroom for families to view if they were unable to attend.
2	Other family commitments per survey results	Meetings were held at various time frames, were through ZOOM and all presentations, input surveys, agendas, minutes and documents were placed in the Parent Involvement Google Classroom for families to view if they were unable to attend.

Evidence-Based Interventions/Strategies

Evidence-based interventions are practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. The kind of evidence described in ESSA has generally been produced through formal studies and research. Under ESSA, there are four tiers, or levels, of evidence:

- **Tier 1 –Strong Evidence:** supported by one or more well-designed and well-implemented randomized control experimental studies.
- **Tier 2 –Moderate Evidence:** supported by one or more well-designed and well-implemented quasi-experimental studies.
- **Tier 3 –Promising Evidence:** supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).



•Tier 4 –Demonstrates a **Rationale**: practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a SEA, LEA, or outside research organization to determine their effectiveness.

NEW 2023-2024 Parental Involvement Activities

2023-2024 Building Capacity Activities

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1116)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement;

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier (see previous page)	Cost Associated with Activity
1	Annual Title 1 Meeting	Title 1 Administrator	Providing parents with information about our school and how they can be involved is the basis for our Title 1 program.	September 2023	Tier 1	0
2	School Advisory Council Meetings with Parent Training Opportunities and Volunteer Information	SAC Chair and Title 1 Administrator	The parent training opportunities will provide opportunity for direct support for students at home.	Quarterly	Tier 3	500
3	Meet the Teacher	Leadership Team, Volunteer Coordinator	Providing parents with information about our school and how they can be involved and giving them specifics with how and where they can be involved first.	August 2023	Tier 2	300
4	Home School Communication Folders	Bookkeeper and Title 1 Administrator	Student will all have a common folder in which school work and documents are placed each week. There is a school to home side and a home to school side as a way to organize and facilitate communication.	Weekly	Tier 1	500



5	Family Events: Curriculum Night, Veterans Day Celebration Event, Trunk or Treat, Winter Wonderland Literacy Event, Holidays Around the World & Winter Showcase	Leadership Team, Teachers, Title 1 Administrator	The parent training opportunities will provide opportunity for direct support for students at home. These will include demonstrations and hands on activities.	Semester 1	Tier 2	1200
6	Science Fair Night, Student Led Conferences	Teachers, Title 1 Administrator	Students will show off their school wide progress monitoring data, goals set, accomplishments and student portfolio.	Semester 2	Tier 2	500
7	Family Events: Math Night, FAST Night	Leadership Team, Teachers, Title 1 Administrator	The parent training opportunities will provide opportunity for direct support for students at home. These will include demonstrations and hands on activities.	Semester 2	Tier 2	1000

2023-2024 Staff Training Activities

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)].

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier
1	High Reliability Schools	Admin	High Reliability Schools incorporates students, parents and staff with the most impactful strategies which are research based.	Yearlong- Throughout the 23-24 school year during faculty meetings and teacher in-service	Tier 4
2	Zones of Regulation	Admin	Students who gain understanding of their emotions can regulate their reactions to situations and focus on their learning.	Yearlong- Throughout the 23-24 school year during faculty meetings and teacher in-service	Tier 4
3	Benchmark Alignment	Leadership	Teachers who understand grade level benchmarks can better plan for instructional strategies	Yearlong- Throughout the 23-24 school year during faculty meetings and teacher in-service	Tier 4

