

Seminole County Public Schools

The mission of Seminole County Public Schools is to ensure that all students acquire the knowledge, skills, and attitudes to be productive citizens.



Eastbrook Elementary School

Title I Parent and Family Engagement Plan (PFEP)

2023-2024



The following plan describes the means for carrying out designated Title I, Part A parent and family engagement requirements of Section 1116 of the Elementary and Secondary Education Act (ESEA), as amended by every Student Succeeds Act (ESSA). All documentation of deliverables contained in this PFEP will be kept at the school and will be readily available during state or district monitoring.

2023-2024 School Year Plan

I. Parent and Family Engagement

Briefly 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:

2. A. How will the school jointly develop, review, and revise the school Parent and Family Plan *with* parents and families, including how funds for parent and family engagement activities will be used? Include *at least* one strategy that allows for two-way communication between families and school staff.

Parents and families can be involved in such parent advisory capacities at their child's school: School Advisory Committee (SAC), Family Action Collaboration Team of Seminole (FACTS) - district level), and Parent Teacher Association (PTA). While all parents are invited to participate in these organizations, only a small sampling of the parent population are involved in SAC, FACTS, or PTA.

In order to solicit feedback from as many stakeholders as possible, the Parent and Family Engagement Plan is shared with parents at the start of school and throughout the school year via email and the school website.

During parent and family engagement events, parents may be provided with event surveys (possibly in multiple languages) which could include input on ways to improve the events, rate the quality of what was offered, and share positive takeaways.

Title I schools are provided their funding allocations for the upcoming school year (typically late February) and Title I school leadership begin working on their schoolwide plans and budgeting. Title I school leadership will share their Title I plans with parents via email and the school website to solicit feedback on the Title I schoolwide plan, specifically the funds budgeted on parent and family engagement activities.

Once input on the PFEP has been collected, the plan will be sent to Federal Projects and Resource Development staff to review. Once returned to school leadership by Federal Projects and Resource Development staff, the PFEP will be approved by the School Advisory Council at the May SAC meeting.

3. A. Describe how and when the school provides copies of the Parent and Family Engagement Plan to parents and families of participating children in an understandable and uniform format, and to the extent practicable, in a language the parents can understand.

A printed summary of the Parent and Family Engagement Plan will be distributed to parents and families via email. The complete PFEP will be shared with parents online at the beginning of the school year. Notice of its availability will be made through the school website and through SchoolMessenger (via email, phone, or text). A printed copy will be available for parents in the front office and translation services will be provided as necessary. All SAC members will be provided with copies of the completed PFEP.

- Please list the languages into which your school currently translates the PFE plan.
 - Spanish & English

B. Describe how the school provides and makes the Parent and Family Engagement Plan available to the local community:

A copy of the **most recent** Parent and Family Engagement Plan will be posted on the school website.

4. A. How will each parent at the school be provided with an individual student report about the performance of their child on state assessments in at least mathematics, language arts, and reading?

Parents/guardians who have a valid email address on file in Skyward receive email notifications when state assessment results have been posted, as well as when progress reports and report cards are available. Parents/guardians who need assistance accessing student report cards and state assessment results may make arrangements with front office staff to obtain records.

- B. Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to obtain:

Eastbrook Elem. staff will provide information regarding the appropriate learning standards. Specifics about curriculum and assessment will be shared with parents at the Title I annual meeting.

5. How will each parent be provided timely notice when their child has been assigned or taught for (4) or more consecutive weeks by a teacher who is not State certified or licensed?
**The four week letter notification of staff not being State certified or licensed is different from out-of-field notifications. A long-term substitute who is waiting for their FL educator’s certificate and has been teaching in the same position/class for four or more consecutive weeks is not State certified. A third grade teacher with a valid FL educator’s certificate without their Reading Endorsement is teaching out-of-field, though they are state certified.*

After four weeks of a student being taught by a core content area teacher who is not state certified or licensed, the school principal will provide letters to students to take home informing the parent of the teacher's status and what steps the teacher is taking towards certification or licensure.

6. How will the school provide each parent with timely notice regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals?

Parents will be notified at the Title I Annual Meeting and in August 2023, via the school website, that they have the right to request information on the professional qualifications of their child's classroom teachers and paraprofessionals. They will also be informed of the steps for requesting this information.

II. Coordination and Integration

7. Describe how the school coordinates and integrates parent and family engagement programs and activities with other federal, state, and local programs, i.e. Title II (professional development), Title III (English for Speakers of Other Languages), Title IV Safe and Healthy Schools (SCPS student support services) Title IX (Families in Need/McKinney-Vento.), IDEA (exceptional student education).

	Activity (what?)	Coordination (with whom?)
1	Understanding the FAST Assessment	Title II
2	Holidays Around the World	Title III, PTA
3	Wellness Night	Title IV, PTA

III. Annual Parent/Family Meeting

8. Complete the table below documenting the dates and times of the Title I Annual Meeting. The meeting should be offered at flexible times and present the same information. One in-person, face-to-face meeting is required. In order to reach a wider audience of parents, the annual meeting presentation may be recorded and published online for a set duration of time.

Title I Annual meetings are designed to inform parents and families of participating children about the school’s Title I program, their rights under Title I, student academic progress, and parent and family engagement opportunities. For more guidance, refer to the Annual Meeting FAQs in eCampus. Parent/community stakeholders may request a copy of the Title I Annual Meeting FAQs from the school’s Title I liaison.

	Date	Time	Format	Assistance Needed with Creating Online Option (Y/N)?
1	Thursday, August 31, 2023	6:00 P.M.	Face-to-Face	N
2	Tuesday, September 26, 2023	5:30 P.M.	Face-to-Face	N
3	Tuesday, October 2 - Friday, December 1, 2023	continuous	Online Video	N

IV. Building Parent Capacity

9. Describe how the school will implement activities that build the capacity for meaningful parent and family engagement aimed at improving student academic achievement. Describe the actions the school will take to provide materials and training to help parents/families work with their child(ren). If included in your school budget, describe how you utilize Title I Funds for transportation, childcare, or home visits for parent and family engagement. *You may utilize district Title I staff as a resource for support.

	Content & Type of Activity	Rationale- why this activity?	Anticipated Impact on Student learning	Timeline	Monitoring Plan - Include person responsible, how the plan will be monitored, frequency, and what data/evidence will be collected
1	Dividend Coffee	Increase parent understanding of the many opportunities to volunteer at Eastbrook Elementary	Parental involvement in the classroom and programs such as RAP increase student achievement	August 22, 2023	Admin - Dividend/volunteer Hours and FAST Assessment
2	Understanding the FAST Assessment	Increase parent understanding of the FAST Assessments and how to help prepare their child for the assessments	Test Preparation	September 26, 2023	Admin - FAST Assessment 3x/year

Parent and Family Engagement Plan (PFEP)

3	Holidays Around the World (Title 1 Information available)	Increase cultural awareness	Increased cultural awareness and acceptance of the differences of others	December 4, 2023	ESOL Teachers/PTA - Parent Survey
4	Literacy Night (Title 1 Information available)	Increase student interest and achievement in Reading & Writing	Increased student achievement in Reading & Writing	January 23, 2024	Reading Coach/Reading Teacher/PTA - Parent Survey
5	STEM Night (Title 1 Information available)	Increase student interest and achievement in Science and Math	Increased student achievement in Science and Math	March 13, 2024	Math Coach/Gifted Teacher/PTA - Parent Survey
6	Wellness Night (Title 1 Information available)	Promote a healthy lifestyle	Healthy students leads to student achievement	April 16, 2024	Teachers/PTA - Parent survey

V. Staff Development

10. Describe the professional development activities the school will provide to educate **all** staff in how to reach out to, communicate with, and work with parents and families as equal partners, in the value and utility of contributions of parents and families, how to implement and coordinate parent/family programs, and in building ties between parents/families and the school.

	Content & Type of Activity	Rationale- why this activity?	Anticipated Impact on Student Achievement	Are TIPA funds being used to support this PD?	Monitoring Plan - Include person responsible, how the plan will be monitored, frequency, and what data/evidence will be collected
1	Provide training on Fast Track Phonics for our Kindergarten and First Grade Teachers	Increase teacher knowledge of the early reading instructional components of phonemic awareness and phonics	Give teachers the knowledge and tools needed to provide quality, research-based instruction in early reading skills.	No TIPA funds used.	District Personnel/Coaches-Sign in sheets, agenda, presentation/handouts, teacher lesson plans and DRA scores.
2	Provide information to faculty and staff on understanding test results (FAST, STAR, iReady, etc)	Teachers can use assessment data to drive their instruction and meet individual student goals.	Assist teachers in finding and analyzing assessment data and use it to drive their instruction.	No TIPA funds used.	Admin, Coaches & District Personnel-Sign in sheets, agenda, presentation/handouts and teacher lesson plans/PLC notes.

Parent and Family Engagement Plan (PFEP)

3	Book Study on <u>Onward: Cultivating Emotional Resilience in Educators</u> by Elena Aguilar	Increase teacher understanding of the 12 habits and dispositions that can be cultivated in order to build resilience.	Assist teachers in cultivating trust and empathy, as well as in building community with others in the service of creating more just and compassionate schools.	No TIPA funds used.	School Mental Health Counselor- Sign in sheets, agenda, presentation/handouts and observations of teacher participation.
4	Provide information to faculty and staff on effective ways to conduct parent/teacher conferences	Keep parents informed through effective parent conferences.	Assist teachers in effectively communicating the areas of strength and weakness of students.	No TIPA funds used.	Admin & Coaches-Sign in sheets, agenda, presentation/handouts and parent conference forms/notes.
5	Provide training and strategies for teachers to use the Total Participation Keys (TPK)	Increase Student Engagement	Increased student engagement will lead to increased student achievement	No TIPA funds used.	Admin & Coaches-Sign in sheets, agenda, presentation/handouts and parent conference forms/notes.

VI. Accessibility

11. Describe how the school will provide opportunities for full participation in parent and family engagement activities for all parents and families (including parents and families with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school, parent and family programs, meetings, school reports, and other activities in an understandable and uniform format, and to the extent practical, in a language parents and families can understand.

School newsletters, flyers, SchoolMessenger, phone calls, school brochures, school website, and social media will include information about opportunities for participation in parental involvement activities.

If necessary, based on population trends, printed information will be provided in multiple languages. If possible, designated staff members will be available to coordinate translations/explanations of any documents not fully translated, especially all Title I compliance documents. Social media may be used to communicate information on upcoming events and ways that parents and families can become involved. This information will also be available on the school website and shared via SchoolMessenger. A parent or guardian may request to have a translator present for conferences and/or other meetings as applicable.

Staff members and district support may be available to assist parents/guardians in other ways, which may be needed. Parents may call the school at (407) 746-7950 to request additional assistance, if needed.

VII. Assurances

I, Martina Herndon, 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

2023 - 2024

Parent and Family Engagement Plan (PFEP)

or any special projects, where prohibited.

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 outlined in Section 1116.ESSA;
- Involve the parents and families of children served through Title I, Part A schools in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise the school Parent and Family Engagement Plan with parents and families, distribute it to parents and families of participating children in an understandable and uniform format and, to the extent practicable, in a language the parents/families can understand, and make the Parent and Family Engagement Plan available to the local community;
- Involve parents and families, 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/School Improvement 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;
- 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 (4) or more consecutive weeks by a teacher who is not state certified or licensed;
- Provide each parent with timely notice of information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Martina Herndon

Principal