## *Littlewood Elementary*

## Title I, Part A Parent & Family Engagement Plan

**Parent & Family Engagement Mission Statement**

**Response: Littlewood Elementary School creates a welcoming environment for families and believes in building positive relationships between school and home in order to increase student achievement. By making parents a partner in their child’s education, it enables each child to grow to his/her fullest potential.**

**Engagement of Families**

The Littlewood Elementary will involve parents in the planning, review, and improvement of Title I programs including parental involvement and in the decisions regarding how funds for parental involvement will be used by:

* Inviting parents to attend the School Advisory Council (SAC) meetings in order to share their concerns and ideas about the Title 1 Program and how funds should be used.
* Increase communication about how to get involved with the SAC and who is eligible to serve and attend meetings.
* Providing all parents with an opportunity for input through the annual School Climate Survey.
* Offering parents the ability to complete evaluation forms after parent meetings and Title 1 events in order to provide input regarding Title 1 Program and Parent and Family Engagement activities.

**Coordination and Integration**  
  
The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parents how to help their children at home.

| **Count** | **Program** | **Coordination** |
| --- | --- | --- |
| 1 | Early Childhood Education | Children attending Early Childhood Education programs will be invited to Kindergarten round-up in the Spring of 2025. Parents and family members will be given information and ideas on how to get their child ready for school. |
| 2 | ESOL & Title III Parent Leadership Council | Parents and family members will be invited to attend the ESOL & Title III meeting and given information that would assist them in helping their children at home. |

**Annual Parent Meeting**  
  
The school will 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 (school-wide or targeted assistance), and the rights of parents through the following activities.

| **Count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| --- | --- | --- | --- | --- |
| 1 | School will conduct the Annual Parent Meeting in September | Principal,  Title I Lead Teacher  Title 1 Team | September 2024 | Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings. |
| 2 | Development of agenda for Annual Parent Meeting. | Principal,  Title I Lead Teacher | August-September 2024 | Completed Agenda |
| 3 | Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting and post presentation on the school website | Principal,  Title I Lead Teacher | August-September 2024 | Copies of PowerPoint presentation and all handouts |
| 4 | Send notices in school newsletter, send invitations via backpacks, notify parents of meeting. | Principal,  Title I Lead Teacher | August-September 2024 | Copy of letters and invitations;  Picture of school marquee;  Class Dojo |

**Flexible Parent Meetings**

The school will offer flexible opportunities for parents and families to participate in organized and ongoing workshops and meetings by:

* Offering multiple sessions of workshops to accommodate family schedules and posting information online.
* Conducting workshops and activities at various times of the day (morning, afternoon, evening) and presenting information digitally.
* Possibly using Title 1 funds to provide food for parent workshops and collaborating with PTA.

**Building Capacity – Parent/Family Workshops**

The school will implement the following activities as a means to build the capacity for strong parental and family engagement and to support a partnership among the school, families, and the community to improve student academic achievement.

| **Count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| --- | --- | --- | --- | --- | --- |
| 1 | Title I Annual Meeting | Principal | Improve ability of parents to work effectively with their child to increase achievement. | September 2024 | PowerPoint handout, Parent Survey Evaluation, Sign-in sheet, and Agenda |
| 2 | FAST Reading information night 3-5 | IIC/Teachers | Parents and family will be provided information and resources for home use to promote reading comprehension and prepare student for the Florida Assessment of Student Thinking (FAST) | Fall 2024 (after PM1) | Agenda, Parent evaluation forms, sign-in sheets |
| 3 | STEAM night and Celebrate the Night of the Arts | AP/ Title 1 Lead teacher/ Science Committee/ various local organizations in the STEAM industry | Raise interest in STEAM education, expose students to STEAM field of studies and raise student achievement is STEAM subjects  Parents and family will engage in art activities, attend book fair and admire art projects from the students. | Spring 2025 | Agenda, Parent evaluation forms, sign-in sheets |

**Staff Training**

The school will provide the following professional development activities to educate the teachers and school staff in how to reach out to, communicate with, and work with parents and families as equal partners and in how to implement and coordinate family programs, and build relationships between families and the school.

| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| --- | --- | --- | --- | --- | --- |
| 1 | Review of District and Parent and Family Engagement Plan | Administration and Title I Lead Teacher | A positive impact will result from the ability of staff to work effectively with parents. | August 2024 | Training agendas, sign-in sheets, evaluations and Parent surveys |
| 2 | Review and Home-School Compact and School Improvement Plan | Administration and Title I Lead Teacher | A positive student impact will result from the ability of staff to effectively communicate the academic expectations to families | August 2024 | Training agendas, sign-in sheet, evaluations and Parent surveys |
| 3 | Engaging Parents Strategies | Assistant Principal/Title 1 Lead Teacher | Encouraging parents to become a partner in their child’s education by providing resources to work with their child at home which will result in improved academic achievement | August 2024-May 2025 | Training agendas, sign in sheets, evaluations, Parent surveys |

**Other Activities**

The school will conduct activities, make resources available to parents and families and provide encouragement and support to families so that they can more fully participate in the education of their children by:

* Maintaining a Parent & Family Resource Area consisting of information related to the school and Title I Program as well as academic resources available for home use.
* Displaying information from the PFE Parent Trainings on the school’s website.
* Making the Parents Make a Difference newsletter available through the school website, The Parent & Family Resource Notebook, and a hard copy upon request.

**Communication**  
  
The school will provide parents of participating children with:

Timely information about the Title I program and activities by;

* Conducting the Annual Meeting and posting on the school’s website
* Individual classroom reminders by the teachers via email, ClassDojo, text.
* Providing flyers specific to Title 1 Annual Meeting prior to Open House and other PFE activities.
* Communicating through the Principal’s weekly email home, grade level newsletter, school website, The Lion’s Roar.
* Announcements of additional parent meeting opportunities on the school website.

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through;

* Information shared at the Annual Meeting, Open House, Meet the Teacher, and posted online.
* Information shared at quarterly Parent/ Teacher Conferences.
* Information shared at Parent Workshops/ Trainings and posted online
* Information shared in a variety of languages via handouts and translators.

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

* Quarterly Parent/ Teacher Conferences
* School Advisory Council Meetings
* PTA Meetings

A means to document parent comments/concerns regarding the school wide program plan when it is not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns with the plan that will be made available to the local education agency by;

* Distributing Title 1 Complaint Procedures to all parents.
* Submitting evidence of parental input, including evidence of dissatisfaction, to the Title 1 Office as part of the regular Parent & Family Engagement Plan review process.
* Collecting all written comments on the Parent Survey Evaluation sheets and submit to the LEA.

**Accessibility**  
  
The school will provide full opportunities for participation in parent & family engagement activities for all participants (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

* Utilizing quarterly Skyward reports as a means to identify families who may need accommodations in order to actively participate in school activities.
* Parents are notified through mailed correspondence, notifications sent home with students, postings on school website or individual classroom communication
* ELL enrollments are checked monthly to ensure that information is provided in various languages as needed.

**LITTLEWOOD ELEMENTARY SCHOOL Title 1, Part A Parent & Family Engagement Plan**

I, ***Justin Russell,*** 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 conduct outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Students Succeeds Act (ESSA). Such programs, activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
* The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire 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 State's high standards. [ESSA Section 1116(d)]
* In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section1116(e)(f)]
* The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
* The school will be governed by the statutory definition of ''parents and family engagement'' as defined in ESSA Section 8101, and is expected that to carry out programs, activities, and procedures in accordance with this definition.
* The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).

| **Signature of Principal or Designee** | Date Signed |
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