

## PINELLAS CENTRAL ELEMENTARY SCHOOL

### Parent and Family Engagement Plan

I, Abigail Cannata, 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 outlined in Section 9101(32), ESEA;
- 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 [Section 1118(b)(1) and (c)(3)];
- 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 [Section 1118 (b)(1)];
- 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 under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parent and family engagement plan [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- 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 [Section 1111(h)(6)(B)(i)];
- 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 within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; 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 [Section (h)(6)(A)].

*Abigail Cannata*

7-25-22

Signature of Principal or Designee

Date Signed

## Mission Statement

The mission of Pinellas Central Elementary school is to create a safe and positive learning environment where all individuals feel valued and challenged to reach their highest potential.

## Engagement of Parents

Pinellas Central Elementary School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings. Some other family engagement activities we will offer:

- Meet the Teacher
- Open House
- Title I Annual Meeting
- PTA Meetings
- SAC Meetings
- Spring Fling
- CHARGE Through the Holidays/Sweets and Stories with Santa
- Trunk or Treat with Academic Spooky Steps
- Ready, Set, Kindergarten

We will also continue utilizing our school Facebook page and will send home monthly newsletters and community partnership newsletters.

## Coordination and Integration

count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP.

2	VPK	PCE and PCSB District VPK office will work together to coordinate transition programs for students entering the regular public-school program. Activities may include meetings with parents, VPK teachers, and the Kindergarten teachers to discuss the specific learning needs of students.
3	Kindergarten Open House	The school will provide families information important to help their children transition from PK to K.
4	ESOL Parent Meetings	ESOL Teacher Team will meet quarterly (virtual/face to face) with ESOL parents to review their child's report card and MAP scores. ESOL teachers will answer questions and give specific feedback to parents on how they can support their child's learning progress for grade level proficiency.
5	ESE Parent Meetings	ESE Teacher Team will meet quarterly with ESE parents to review their child's report card and MAP scores. ESE teachers will answer questions and give specific feedback to parents on how they can support their child's learning progress for grade level proficiency.

## 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 [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Maintain documentation	Abby Cannata Nicole Kav. (AP) Janet Wade Anne Coletti	September, 2022	Title I audit box housed in Principal's secretary office and documentation will be uploaded to electronic audit box
2	Annual Title I Parent Meeting	Anne Coletti Janet Wade Lisa Robertson	September, 2022	Agendas and sign-in sheets
3	Create sign-in sheets	Anne Coletti Janet Wade	August, 2022	Sign-in sheets for meeting and individual classrooms
4	Advertise/publicize event	Abby Cannata Nicole K. (AP) Lisa Robertson Kristen Gericke	August, 2022	School Messenger messages, school marquee, and posting on school website



5	Develop and disseminate invitations	Abby Cannata Nicole K. (AP) Janet Wade Kristen Gericke	August, 2022	Flyer with date of dissemination and posting on school website
6	Develop agenda, handouts, and/or presentation materials that address the required components	Abby Cannata Nicole K. (AP) Anne Coletti Lisa Robertson Janet Wade Kristen Gericke	August, 2022	Copies of agendas, PowerPoint presentation, and handouts

## Flexible Parent Meetings

Pinellas Central Elementary School seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. We offer evening events throughout the year. We will be flexible in offering multiple means of communication.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family activities, 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 1118(e)]. 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 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	New Families Orientation	Cannata Gipson Angeletti Pate	The Principal will provide a general overall of school learning community, procedures, expectations, and guidelines for success as families transition.	Summer 2022	Sign-in sheets, handouts, agendas, and presentation materials
2	Annual Title One Meeting	Cannata Kavaliauskas Coletti Robertson	Title 1 team will provide Title 1 specific information.	October 2022	Sign-in sheets, handouts, agendas, and presentation materials

3	Meet the Teacher and Open House (PK-5)	Cannata Kavaliauskas	Parents will be provided with content and grade level specific information. Parents will be informed how to help their students at home and ways to bridge the school to home communication.	August and September 2022	Sign-in sheets, handouts, agendas, and presentation materials
4	Transition to Kindergarten/Ready, Set, Kindergarten	Cannata Kavaliauskas K Team	Teachers will provide parents with information and strategies to better prepare their child for kindergarten.	January 2023	Sign-in sheets, handouts, agendas, and presentation materials
5	Parent Survey	Cannata	Parents will have the opportunity to relay input as a reflection on the school year. Information will be obtained regarding instructional practices, communication, availability, responsiveness, and school culture.	Spring-2023	Survey Results
6	SAC Meetings	Cannata Kavaliauskas	Parents will have the opportunity to review and discuss the SIP and to meet monthly to review and analyze SIP goals. Monthly meetings will be held to review school information and to obtain input from parents and community members.	On-going	Sign-in sheets and conference notes
7	Trunk or Treat	Cannata Kavaliauskas Coletti PTA	Parents are invited to participate in academic stations while creating take home activities during a Trunk or Treat event.	October 2022	Sign-in Survey
8	Stories and Sweets with Santa	Cannata Kavaliauskas Coletti PTA	Families will CHARGE through holiday, academic stations while learning how to support their student at home.	December 2022	Sign-in Survey

## Staff Training

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Ongoing PLC	Principal, Assistant Principals, Instructional Coaches, Assistant Principals	Improve the ability of staff to work effectively with parents.	August 2021-May 2022	PLC Notes
2	Ongoing Collaborative Planning	Principal, Assistant Principals, Team Leaders, teachers	Grade level teams will meet regularly to plan instruction reflective of student data in conjunction with state standards.	August 2021-May 2022	Lesson Plans
3	Grade Level Data Chats	Principal, AP	Work within grade level teams to reflect on student data in response to MAP assessment	October 2021 January 2022 April 2022	Agenda and sign in sheets
4	SIP Articulation Meetings	Principal, AP, SBLT	Understanding the gaps in content areas to create activities to help fill academics from a vertical content lens.	Quarterly	Sign-in sheets Notes

## Other Activities

Pinellas Central Elementary School will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. School staff will attend extracurricular events on the weekends to promote positive parent-student-teacher communication.

Pinellas Central Elementary School will maintain a Title 1 Parent Resource Corner, located in the school lobby area, to provide access to Title 1 resources. We will communicate important school information to parents using emails, calls, School Messenger, and newsletters.

The Connect-to-Success computer program will provide home computers to students who need grade-level standard acceleration and remediation.

## Communication

Pinellas Central Elementary School will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, Dojo, email and the school website. At the PCE Open House/Annual Title 1 Meeting, information about Title 1 programs, curriculum, and academic assessments will be shared in a



meeting. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Up to date information will also be kept at the Parent Station located in the front office for parent convenience.

## **Accessibility**

Pinellas Central Elementary will make the Parent and Family Engagement Plan (PFEP) available to parents in all languages represented at school site on the school's website. A hard copy of the PFEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request.

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## **Discretionary Activities**

School Level Parent and Family Engagement Plan Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

☒ Not Applicable

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## **Upload Evidence of Input from Parents (into the Audit Box KIA Folder)**

Upload evidence of parent input in the development of the plan

## **Upload Parent-School Compact (into the Audit Box KIA Folder)**

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 Section 1118(d)].

Upload an electronic version of the Parent-School Compact in all languages represented at school site.

## **Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)**

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 Section 1118(d)].

Upload evidence of parent input in the development of the compact.

## 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 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	CHARGE Through the Holidays	1		Families will drive-thru a decorated bus circle and will be given books and supplies to assist them in having access to tools during Winter Break
2	Annual Title One Meeting Virtual	1		Title 1 team will provide Title 1 specific information.
3	Meet the Teacher and Open House (PK-5) VIRTUAL	1		Parents will be provided with content and grade level specific information. Parents will be informed how to help their students at home and ways to bridge the school to home communication.
4	Transition to Kindergarten/Ready, Set, Kindergarten	1		Teachers will provide parents with information and strategies to better prepare their child for kindergarten.
5	Parent Survey	1		Parents will have the opportunity to relay input as a reflection on the school year. Information will be obtained regarding instructional practices, communication, availability, responsiveness, and school culture.

### Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

## 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 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
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1	Ongoing PLC	20 per grade level	35	Improve the ability of staff to work effectively with parents.
2	Ongoing Collaborative Planning	20 per grade level	35	Grade level teams will meet regularly to plan instruction reflective of student data in conjunction with state standards.
3	Grade Level Data Chats	4 per teacher	35	Work within grade level teams to reflect on student data in response to MAP assessment

## 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) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of parent involvement	Offer virtual options and alternate meeting platforms throughout the school year; early advertisement
2	Unable to contact parents/multiple calls from several teachers in one day	Structured cross content teams with time built in to work with parents through parent calls, emails and conferences
3	Parents unable to get information on what is happening in their child's classes (economically disadvantage)	Cross content team send home quarterly newsletters with information on class content, testing, field trips and other relevant information. Use the school messenger system to contact parents via the phone.