

**2024-2025 Title I Parent and Family Engagement Plan**

**School Name:**

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| **Please use the Comprehensive Needs Assessment Data and any other family engagement data to complete the following:**  School’s Mission Statement: The MK Rawlings Elementary School community creates a quality educational setting that promotes critical thinking skills for college and careers by providing a relevant and rigorous curriculum and building positive relationships.  Measurable Outcomes: . By May 2025, MK Rawlings will increase the number of family engagement participation by 20% measured by activity sign in sheets and parent surveys. |

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| **Building Capacity of Families** |
| 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, 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)]. |
| Based on the data from the Comprehensive Needs Assessment, please complete the [Family Engagement Planning Sheet](https://pinellascountyschools-my.sharepoint.com/:w:/g/personal/petitboism_pcsb_org/EayViAyOcnRAvBYlSTaKn4oBc8ncRLTK4oiqSL-jTNq91w?e=q5fs9g)  for an upcoming event that will be directly tied to the measurable outcome(s) above.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement**  What skill that reinforces learning at home will families gain during this event? | **Timeline** | **Evidence of Effectiveness** | | 1 | Curriculum/Back-2-School Night | Principal and Assistant Principal | Assist parents and students with school-wide and classroom expectations so that their child(ren) will be successful during and after school. | August 2024 | Sign-in sheets, handouts, agendas, and presentation materials | | 2 | Annual Title I Meeting | Principal, Assistant Principal, and Title I Liaison | Assist parents and students with school-wide and classroom expectations so that their child(ren) will be successful during and after school. | August 2024 | Sign-in sheets, handouts, agendas, and presentation materials | | 3 | Curriculum/Parent conferences | classroom teacher | Discussion of informal and formal assessments, PMP's and student progress | September 2024, January 2025, April 2025 | Sign-in sheets, handouts, agendas, and presentation materials | | 4 | Curriculum/Math Family Engagement Event | Math Goal Group | Share with parents geometry and measurement strategies to support their children in math. | November 2024 | Sign-in sheets, handouts, agendas, and presentation materials | | 5 | Curriculum/Reading Family Engagement Event | Reading Goal Group | Share with parents comprehension strategies to support their children in reading, as well as encourage the love of reading. | February 2025 | Sign-in sheets, handouts, agendas, and presentation materials | | 6 | Curriculum/Science Family Engagement Event | Science Goal Group | Provide parents with hands on science activities that use easy everyday home materials to reinforce and foster a love of science. | December 2024 | Sign-in sheets and handouts | |
| **Staff Professional Development related to Family Engagement** |
| 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)] |
| How will school leadership actively build teacher and staff capacity related ongoing family engagement connected to academic goals?  MK Rawlings professional development will include in all 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. Parent resources are showcased in our monthly newsletters, which are posted on our school website. The Title I Parent Resource Center is advertised in our school’s monthly newsletter, on our website and fliers are located at our Parent Station area.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement**  How will this help staff build school/family relationships? | **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 2024- May 2025 | Conference agenda and other appropriate documentation as required | | 2 | Parental Involvement and Communication PD | Title I Liaison | Strategies on communicating with students’ families, increasing parent communication and parent support | August 2024 and  January 2025 | Sign-in sheets, handouts | | 3 | SAC | Principal | Provide background knowledge on student population, collaborate on school wide routines and processes | September 2024 | Teacher/Parent/Administration observations and meeting | | 4 | Equity/Restorative refresher Training | RPIT | **Strategies for supporting staff to cultivate an Equity Mindset and understand how to use an equity thought process in their classrooms with all students** | August 2024-May 2025 | Sign-in sheets, handouts | | 5 | Social-Emotional Book Study | Principal, Assistant Principal | **Teachers and staff learn how to build relationships with all students and families while understanding how to support families living with diversity.** | August 2024-May 2025 | Sign-in sheets, handouts | |

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| **Title I Annual Parent Meeting Experience** |
| Each school will convene an annual meeting designed to inform parents of participating children about the schools Title I program, the nature of the Title I program (schoolwide or targeted assistance), school choice, supplemental educational services, and the rights of parents. [Section 1118(c)(1)]. |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** | | 1 | Maintain documentation | Principal and Assistant Principal | September, 2024 | Title I audit box housed in Principal's secretary office and documentation will be uploaded to electronic audit box | | 2 | Stand Alone Annual Title I Parent Meeting | Assistant Principal | September, 2024 | Agendas and sign-in sheets | | 3 | Create sign-in sheets | Assistant Principal | August, 2024 | Sign-in sheets for meeting and individual classrooms | | 4 | Advertise/publicize event | Principal and Assistant Principal | August, 2024 | School Messenger messages, school marquee, and posting on school website | | 5 | Develop and disseminate invitations | Principal, teachers, and Assistant Principal | August, 2024 | Flyer with date of dissemination and posting on school website | | 6 | Develop agenda, handouts, and/or presentation materials that address the required components | Principal and Assistant Principal | August, 2024 | Copies of agendas, PowerPoint presentation, and handouts |   How will you get recorded feedback from parents about the meeting? How will the recorded feedback be used to inform future events?   * We will use QR codes to survey parents and families. The survey will include questions regarding feedback from the Title I meeting and preference topics that will be used to plan content of family involvement activities throughout the year. * Post upcoming events and opportunities on Family Community link on school website, post flyers on Class Dojo, use school messenger   How will you address barriers to increase attendance and academic support at home?   * There will be various event times, days of the week, and venues * The school will also offer recordings and handouts digitally * multiple events throughout the school year * Post upcoming events and opportunities on Family Community link on school website, post flyers on Class Dojo, use school messenger * Provide translators and handouts in various languages   How will you get the information home to parents using various modalities who do not attend?   * offer recordings and handouts digitally. |

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| **Communication** |
| Describe how the school will provide parents of participating children the following [Section 1118(c)(4)] • Timely information about the Title I programs [Section 1118(c)(4)(A)]; • 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 [Section 1118(c)(4)(B)]; • 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[Section 1118(c)(4)(C)]; and • If the schoolwide program plan under Section 1114 (b)(2) 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 [Section 1118(c)(5)]. |
| MK Rawlings 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, email and the school website. At the Back-2-School Night and stand-alone Annual Title I Meeting, information about Title I programs, curriculum, and academic assessments will be shared in general meetings. 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. Parents will be provide a response form to complete to provide input or to ask questions. The principal will respond by email to all questions left. If a parent is unsatisfied with the school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the Principal who will then provide the comments to the Title I office. Up-to-date information, including copies of the School Improvement Plan, Parent Family Engagement Plan (PFEP), Title I 5 Year Plan and additional information regarding Portal access, SAC, and PTA will also be kept at the Parent Station located in the front office for parent convenience. |

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| **Flexible Parent Meeting** |
| 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 parental involvement [Section 1118(c)(2)]. |
| MKRawlings 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. Parental Involvement is key to the success of our students at Rawlings Elementary. We offer our events at flexible times and days during the week, due to many of our parents working multiple jobs on various days of the week. Events/Meetings/Parent Workshops are offered sometimes in the morning, during lunch, afterschool and in the evenings. All agendas, notes and handouts from events are also located on the school website for parents who were unable to attend. Here parents may print the information that was shared at our events. A Parent Station is located in the front office where parents can find information from meetings and additional parenting resources. |
| **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 [Section 1118(e)(5) and 1118(f)].  MKRawlings Elementary School will make the Parent and Family Engagement Plan (PFEP) available to parents in all languages represented at the 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. |