



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2021-2022

Pasco Elementary

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed on by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

It is the mission of our school to empower each and every child to realize his or her fullest potential, to become a responsible, productive citizen, and a lifelong learner.

Pasco Elementary School gives parent/guardians reasonable access to staff as well as opportunities to volunteer, participate and observe in their child's class. Families are encouraged to become active volunteers through our Parent Teacher Organization (PTO), School Advisory Council (SAC), newsletters, and parent/teacher connections.

What is Required:

Assurances: We will:

- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- Involve parents in the planning, review, and improvement of the Title I program.
- Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- Coordinate with other federal and state programs, including preschool programs.
- Provide information in a format and language parents can understand, and offer information in other languages as feasible.

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Principal: Donna College

Date: 4/13/2021

EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:

- 1. Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.**

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| Describe the method in which parents were involved | A link to the parent survey was included in the monthly schoolwide newsletter and sent out multiple times on ClassDojo. Parents and family members also had the opportunity to respond to the Cognia Parent Survey as part of the Comprehensive Needs Assessment planning. We also held School Advisory Council where parents could talk and give input. |
| Date of meeting to gather parent input for Comprehensive Needs Assessment | February 16, 2021 |
| Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan | Friday, April 9, 2021 from 7:35-8:30 a.m. with our School Advisory Council. |

**Evidence of the input gathered and how it was/will be used should be uploaded to Title I Crate.*

- 2. Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.**

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| How were parents invited to develop or revise the compact? | The Home and School Compact was revisited with our School Advisory Council during one of our regularly scheduled meetings. It was not revised as the SAC Committee expressed that it addressed everything well. |
| Date of parent meeting to develop or revise the compact | The School Advisory Council (SAC) met to read and discuss the Home and School Compact on Friday, April 9, 2021 from 7:35-8:30 a.m. |
| What communication methods will be used between teachers & parents as well as school & parents? | Pasco Elementary is implementing a monthly school-wide newsletter where parents can access important schoolwide information and student celebrations can be shared. The newsletters are emailed out and posted on social media via Smores. Parents can translate the newsletter into any language. Class Dojo is used schoolwide and has been an effective strategy to get information to families and to provide communication between staff members and families. Translation services are available within this app. |

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| | In addition, announcements are posted on the school marquee, School Messenger, our Pasco Elementary website, social media accounts (Facebook and Twitter) and flyers. |
| Elementary schools are required to hold at least one face to face conference with parents. Explain your process? | Teachers will schedule conferences with parents during the 1 st Quarter of the school year. They will have parents sign the Home and School Compact as well as the Family Involvement Plan during or before this conference. All conferences are recorded on a Conference Form and maintained in the student's file for the school year. |

**A parent signed copy of the compact should be uploaded to Title I Crate as evidence of implementation.*

**Evidence of the input should be uploaded to Title I Crate.*

3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

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| What information is provided at the meeting? How are parents notified of the meeting? | Our Annual Title 1 meeting was held on October 15, 2020 from 5:30 – 7 p.m. We shared a PowerPoint presentation with our families that highlighted what Pasco Elementary School has to offer our students and what it means to be a Title 1 school. The presentation included our mission, focus on College & Career readiness, new staff members, school grade calculations and areas of success and areas of growth. We also shared about our use of Title 1 Funds, the Home and School Compact, Highly Qualified Teachers, Parent Involvement plans, SAC, and PTO meeting dates. We also shared opportunities for parents to help support their child's academic success and shared some virtual read alouds recorded by our staff members. Families were notified of the meeting through Class Dojo, flyers, School Messenger emails, and the school marquee. |
| Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting | The Annual Title 1 Meeting will be scheduled for Open House next school year, which is tentatively scheduled for Thursday, September 9, 2021. The School-Based Leadership team and Administration will work with the School Advisory Council (SAC) members to discuss the Annual Title 1 meeting and what it should include. |
| How do parents who are not able to attend receive information from the meeting? | We will share any of the paperwork at the meeting and then send home to all students so their families can view the information shared during the meeting. Teachers will share the information from the Annual Title I meeting to the families as they attend their first face to face parent conference during the 1st quarter. |
| How are parents informed of their rights? | Parents will be informed of their rights during the Title 1 Parent Meeting and they will receive written notice. |

4. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

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| Title III-ESOL | ESOL Coach (2.5 days), full time ESOL Resource teacher, and full time ESOL Instructional Assistant. |
| Title IX-Homeless | School Social Worker |
| Preschool Programs | Our school has two PreK Headstart Classrooms that host monthly family involvement events. We have also partnered with the Early Learning Coalition to host family and community events on our campus. |

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| IDEA/ ESE | We will have 3 Varying Exceptionality teacher, a Guidance Counselor, and a Behavior Interventionist. Our School Intervention Team also works to communicate with families and make sure they understand their rights. |
| Migrant | One Migrant Instructional Assistant for 2.5 days per week. |
| Other | We also have a Drop Out Prevention Teacher that works to support the families of at-risk students. |

5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

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| Allocation | \$16,500 (Parent Involvement Coordinator) and approximately \$3,000 additional funds |
| Explain how these funds will be used this school year | These funds will be used to purchase a Parent Involvement Coordinator for half days and to cover the expenses of materials, supplies, and activities for Parent/Family Nights and Family Involvement events, These funds will also help fund provide parent information books to our ELL families and Summer Learning Books for our ELL and at-risk students. |
| How are parents involved in deciding this? | All parents were invited to the School Advisory Council (SAC) meeting held on April 9, 2021, where we discussed and voted on spending of SAC Lottery Funds. Family engagement fund plans were also discussed. A short survey was also sent home to all families in March 2021, in which parents and families were invited to give feedback on strengths of Pasco Elementary School and areas of growth. They also shared about what types of communication work best, which school events they enjoy, and which types of events they would like to see for the upcoming year. |
| How did you document parent input? | All responses were put into a Mach form, which created an Excel sheet of results. This Excel sheet shared percentages of family responses as well as individual parent responses. |

6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.

- **Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.**
- **Think of Family Engagement as a strategy to reach the goal of student achievement**
- **Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.**

| <u>Building Capacity of Parents</u> | <u>How will this impact Student Achievement ?</u> | <u>Tentative Date/Time</u> Are they flexible? | <u>Check all that apply.</u> | | | | <u>How will this support learning at home?</u> | <u>SUP Goal (s) this Strategy supports</u> |
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| <u>Title and Description of Event</u> | | | <u>Transportation</u> | <u>Meal Refreshments</u> | <u>Childcare</u> | <u>Translation</u> | | |
| ELL Family Nights | By addressing the needs of our ELL families, we will help bolster student achievement. We want to help our families be more | 10/11/21 1/24/2022 3/28/2022 5/16/2022 | | X | X | X | If parents have the resources (technology and academic resource guides) and knowledge to help their students, students' academic achievement will improve. | Provide rigorous standards-based learning experiences within the multi-tiered systems of support and monitor for understanding. |

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| | comfortable accessing digital resources and using technology to communicate, as well as understanding ways to help their students at home. | | | | | | | |
| Student Work Gallery | This evening will invite families to celebrate their students' outstanding student work during the first quarter. It will also provide an opportunity for teachers to share with families important curriculum information. | Wednesday, October 20 th , 2021 (this date is flexible) | | X | | X | By giving clear examples of quality student work, it will help show parents the type of work expected of students. Teachers will also be able to share ways for parents to support the learning taking place in school. | Provide rigorous standards-based learning experiences within the multi-tiered systems of support and monitor for understanding. |
| <u>STEM Night</u> | Students and families will enjoy presentations from Busch Gardens & MOSI, as well as stations centered around science standards being taught in their classroom. This will deepen understanding of grade-level science standards. | Tuesday, November 9 th , 2021 (this date is flexible) | | X | | X | Families will take home materials and activities to strengthen student learning, specifically around math and science standards. It also will increase interest and engagement in scientific topics. | Provide rigorous standards-based learning experiences within the multi-tiered systems of support and monitor for understanding. |
| STEM Make It/Take It Night | This will provide the students and families with the opportunity to create their STEM Project backboards with the use of the resources at school. This develops student understanding of the scientific method. | Tuesday, November 30 th , 2020 | | X | | X | Students will be able to start and possibly complete their STEM Project backboard to ensure they have the materials necessary to complete it. | Provide rigorous standards-based learning experiences within the multi-tiered systems of support and monitor for understanding. |
| Various Grade Level Family Nights | Teams will invite families in to see student work and projects displayed. Families will also get to see the technology that students interact with and use on a regular basis. | These will be scheduled by the teams at the beginning of the school year. | | X | | X | These events will be critical in helping families support their students at home. During this time of school building closures and distance learning, we have realized how important building our families' technology skills is. | Provide rigorous standards-based learning experiences within the multi-tiered systems of support and monitor for understanding. |
| Parent Teacher Conferences | Through regular communication our families and staff will be more knowledgeable about progress that is being made and ways to support each other in home and school work. | Ongoing throughout the year | | X | | X | At least one required parent/teacher conference during the 1 st quarter of the school year. All additional conferences are to be scheduled as needed throughout the school year via | Provide rigorous standards-based learning experiences within the multi-tiered systems of support and monitor for understanding. |
| <u>Holiday Concert</u> | Families come to spend time with one another and support the school. This also helps to build school culture and promote positive relationships between staff, | Thursday, December 2 nd (This date is flexible) | | X | | X | Parent/Family Involvement and Fundraising. | PES will put an emphasis on Social Emotional Learning (SEL) for our staff and students in order to improve behaviors in the school, increase academic progress and increase daily attendance. |

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| | families, and community members. | | | | | | |
| <u>Carols and Cocoa</u> | Parents come to enjoy and see their child sing. This is an annual traditional that is important to the community, and families enjoy coming on campus for this event. | Friday, December 17 th , 2021 | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | Parent/ Family Involvement PES will put an emphasis on Social Emotional Learning (SEL) for our staff and students in order to improve behaviors in the school, increase academic progress and increase daily attendance. |
| Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments. | <p>Our focus for parent nights in the 2021-22 school year is to provide relevant and engaging theme nights (STEM night, Read Across America, etc.) where families can come to build relationships with school staff and receive information on academic standards. We also are going to incorporate technology information sessions, and work to get all of our families comfortable with accessing the Parent Portal, so that they are informed of their child’s achievement levels and academic progress.</p> <p>Report cards (end of each quarter) and progress reports (midway through each quarter) will be sent home every 9 weeks and 4.5 weeks. ESE/VE teacher s will also provide progress and report cards to share the status of the students and achieving their individual goals.</p> | | | | | | |
| How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events? | <p>We will evaluate the workshops by having an exit survey asking what the participants thought and next steps. We will also evaluate the attendance to see if we need to consider changing the meeting time or date and gain input in that matter. Our families have indicated that evening events work best. Most meetings will be scheduled for the evening, or right near the end of school so that parents can come to events and then pick their child up afterwards.</p> | | | | | | |
| Describe how the needs of parents/families who speak a language other than English will be met at workshops/events. | <p>We have an ELL/ESOL Resource teacher and ELL/ESOL Instructional Assistant at our school. These two people will be the first that will be asked to participate . If they are unavailable we have additional instructional as well as non- instructional staff who are always willing to lend a hand with communication and translation . If all members are off campus we will use the district translation service. All materials, invitations, and flyers will be translated prior to the events.</p> | | | | | | |
| What are the barriers for parents to attend workshops/events and how do you overcome these? | <p>We are working with our school and district wide ESOL staff members to help bridge the language barrier and comfort levels of our Spanish speaking families. Specific information nights will be held for our ELL community to address their specific needs.</p> <p>Our parents have also indicated that night time events work best, so we will try and schedule most events during that time frame.</p> | | | | | | |
| How are flexible dates and times for meetings, events and/or workshops offered? (Give examples) | <p>We are offering events during times that parents are bringing their children to school and provide times after work hours for our working parents. For example, our third grade family nights are always offered at two times. One at 9 a.m (right after students are dropped off in the morning), and one at 6 p.m. (for working parents). Next year, we will also try holding some events one hour before dismissal, to see if parents who normally pick their students up from school would attend at that time.</p> | | | | | | |
| How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events? | <p>Meetings are located in areas of the school where everyone is able to access. Spanish speaking staff will provide assistance in translating when necessary however, we always have it available . We also provide our families with a headset device so they can hear the person speaking in Spanish without the interruption of other noises or languages.</p> | | | | | | |

**These events should be included on the Data Collection Sheet for School Events.*

7. Utilize strategies to ensure meaningful Communication

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| Describe the methods that will be used to ensure meaningful, ongoing communication between home and school | Pasco Elementary will communicate to all of our parents in a variety of ways. The school will use School Messenger, Remind via email or text, Face book, Twitter, our school website, newsletters, Parent/Committee/PTO meetings, and/or flyers |
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| | <p>and memos to communicate with their parents and teachers. Teachers are required to meet with all students in the first quarter of the school year.</p> <p>This school year we will create a school Class Dojo account. Parents will only have to sign up once and will be linked to all of their students' classes. This will help parents easily have all of the school's communication in one place.</p> <p>Monthly newsletters will be sent home to families and made available through all social media. These newsletters are created on Smore and allow for translation into any language.</p> |
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8. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

| <u>Topic/Title</u> | <u>How does this help staff build school/parent relationships?</u> | <u>Format for Implementation: workshop, book study, presenter, etc.</u> | <u>Who is the audience?</u> | <u>Tentative Date/Time</u> |
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| Conscious Discipline | <p>Staff members are working on building positive student relationships and understanding student actions and motivations during monthly Conscious Discipline trainings.</p> <p>This year, students will also be taught strategies to positively manage their own emotions and behaviors. These strategies will be shared monthly with families.</p> | Summer presenter; monthly Staff Professional Development workshops | Faculty/ Staff (Strategies learned will be implemented and shared with students and families) | Thursday, July 27 th , 2020 – 8:30 a.m – 3:30 p.m. *Monthly on the 2 nd Wednesday of every month |
| <u>ELL Family Nights</u> | Each quarter, Pasco Elementary School staff and district ELL staff will host family nights geared towards our ESOL families. Topics will include helping students with their school work, student rights, and testing information and allowable accommodations. | Workshop and presenters. | Families and staff members | |
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9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

| <u>Location of Resource Center/Area</u> | <u>Person responsible for monitoring and updating Resource Center/Area</u> | <u>List a sampling of materials made available in the Resource Center/Area</u> |
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| Front Office and Hall Bulletin Board | Our Parent Involvement Coordinator updates the resource center with flyers and information to stay engaged in their children’s education. They also share community resources that help support students and their families. Our PreK Resource teacher (provided through the District) also meets monthly with families, and shares information that supports our youngest students’ families. | Newsletters, upcoming events, information sent home through flyers/memos, and community resources/ activities. |
| Digital Resource Center | Our Parent Involvement Coordinator and RMA will make sure parent resources are available through the school website and Class Dojo. | Newsletters, upcoming events, information sent home through flyers/memos, and community resources/ activities. |

Principal: Donna College

Date: 4/13/2021

Drafts of PFEP’s are due to Title I Crate by April 28th, 2020.

**Copies should be placed on the school website as well as in the Title I Family and Community Binder in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

**A “Family Friendly” version of this plan should be distributed to families and uploaded to Title I Crate.*