

# ***2025 – 2026 Parent and Family Engagement Plan***

John G. Riley Elementary

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*School*

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:

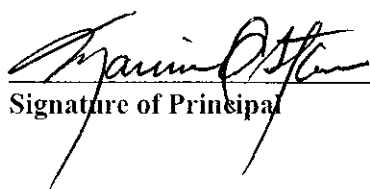
## 2025 – 2026 Parent and Family Engagement Plan

School Name	John G. Riley
LEA	Leon County Schools

I, Maurice Stokes, 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 8101, ESEA; as amended by ESSA.
- Involve parents/families 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.
- Jointly develop/revise with parents the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

  
Signature of Principal

4/24/25  
Date Signed

## Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

### Response:

John G. Riley Elementary School will work together and provide a safe and engaging learning environment to support student achievement. We will ensure all stakeholders are involved in a collaborative decision-making process.

## Engagement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used [Sections 1116].

### Response:

- The School Advisory Council (SAC) will meet quarterly to plan and provide feedback to the Parent and Family Engagement Plan and School Improvement Plan.
- Riley Elementary will encourage membership to the School Advisory Council and committee will review the grade data and progress monitoring data.
- The Title I Parent Survey and the school Climate Survey will be used to monitor progress and to show effectiveness.

## Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I- Part C, Title II, Title III, Title IV, and Title V [Section 1116].

Count	Program	Coordination
1	Title I	Funds will be used to assist with parent workshops.
2	Title II	Funds will be used for staff development.
3	Title IV, Part B 21 <sup>st</sup> Century	Funds will be used for students in the 21 <sup>st</sup> Century afterschool program. Students will receive additional academic learning experiences and enrichment activities.
4	Title IX	The district F.I.T. program provides services as needed to students and families.
5		

## 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 (school-wide or targeted assistance), Adequate 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 1116]. **\*Include translated version of all documents.\***

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine date for Annual Title I Meeting	Principal	August/ September 2025	
B	Prepare presentation, handouts, and agenda	Assistant Principal	August/ September 2025	Copy of: presentation, handout, agenda
C	Create notification informing families of the meeting (include translated versions)	Assistant Principal	August/ September 2025	Copy of: notification
D	Create sign-in sheet "Annual Title I Meeting" (include school name; date; location; time; parent/guardian's name; student name(s); phone number; email address; and role) and create evaluation	Assistant Principal, Admissions Liaison	August/ September 2025	Copy of: sign in sheets, survey results
E	Distribute initial meeting notifications at least three (3) weeks prior to the meeting date	Assistant Principal	At least three (3) weeks prior to the meeting	Copy of: notification, survey results
F	Distribute notices via various platform i.e. website; social media; marquee; Parent Portal; Remind, student agenda book	Assistant Principal	One (1) week prior to the meeting	Copy of: notification, survey results
G	Conduct meeting and record minutes	Assistant Principal	August/ September 2025	Copy of: sign in sheets, agenda, minutes, survey results
H	Provide opportunities for feedback	Assistant Principal	August/ September 2025	Copy of: Parent Feedback forms, survey results
I	Complete and upload required documentation for compliance to SharePoint folder	Admissions Liaison	By September 30, 2025	Copy of: notification, agenda, minutes, sign in sheets, presentation, handout, survey results

### Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].



**Response:**

Riley Elementary School will offer various platforms and opportunities to meeting with parents, which include Virtual Meetings (Microsoft Teams/Zoom), Phone Conference Calls, Orientation (Semester I), Open House, Parent/Teacher Conferences, and Curriculum Nights. In addition, parents will also be invited to participate in advertised School Advisory Council (SAC) and Parent Teacher Organization (PTO) Meetings.

To provide flexibility and to ensure all parents are accommodated, conferences may also be scheduled before or after school, as needed throughout the year.

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

<b>Family Capacity Building: Content and Type of Activity</b>	<b>Person(s) Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Annual Title I Program Presentation	Leadership Team	Parents will be oriented on the services and programs funded through Title I to support engagement in services to foster student achievement.	By September 30th	Attendance log Agenda Notification of Meeting Parent surveys
Grateful for Grands	Leadership Team	Grandparents will have the opportunity to learn information pertaining to Title I and how they can support their grandchild. Volunteer opportunities will be shared.	September 2025	Sign-In Sheets/Agenda Notification for workshop Parent surveys
Dads Take Your Child to School	Leadership Team	Fathers and father figures will have the opportunity to learn information pertaining to Title I, how to support their child, and volunteer opportunities.	October 2025	Sign-In Sheets/Agenda Notification for workshop Parent surveys
Thank A Veteran	Leadership Team	Veterans will have the opportunity to learn information pertaining to Title I, volunteer opportunities, and to be recognized for their military service.	November 2025	Sign-In Sheets/Agenda Notification for workshop Parent surveys

Curriculum/Florida Standards Assessments/Grade Level Expectations	Grade Level Teachers	Parents will become familiar with State Assessment requirements and other strategies to help prepare their children to succeed on the assessments.	January 2026	Sign-In Sheets/Agenda Notification for workshop Parent surveys Climate survey
March Madness Family Literacy Night	Leadership Team	Parents will have an opportunity to engage with their children in various activities focused on building reading and comprehension skills.	March 2026	Sign-In Sheets/Agenda Notification for workshop Parent survey
STEAM Night	Grade Level Teachers	Parents will have an opportunity to engage in various science, technology, engineering, art and math focused activities with their children.	March 2026	Sign-In Sheets/Agenda Notification for workshop

### Staff Training

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

<b>Staff Capacity Building: Content and Type of Activity</b>	<b>Person(s) Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Annual Title I PFE Training	Administration, Parent Liaison	Staff will be equipped with strategies designed to foster, strengthen, and improve communication with families.	By September 30, 2025	Parent survey results
Faculty Training/PD Understanding Student Data and Family Needs	Leadership Team	Increased student achievement	Quarterly	Parent Feedback Surveys Student Data Trends Agendas & Sign-In Sheets
Ongoing Training for Parent Liaison	School and District Leadership Team	Increase student achievement	Quarterly	Increased Parent Involvement and Attendance Agendas & Sign-In Sheets Survey

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [ESEA Section 1116].

### Response:

Parents have access to informative materials regarding parenting and free community resources. Parents are invited to participate in family togetherness event, Literacy Night, and STEAM Night. School administration also works closely with school level Parent and Family Engagement Liaison to support parents and identify their needs. ARTS. Inc. will contribute to and help with parent meetings, home visits, and recruitment.

## Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

### Response:

Parents will receive notice in multiple ways to include parent portal, weekly Friday folders, flyers, school webpage, social media (flyers, videos), FOCUS communication system, Remind, and letters/brochures to parents. Current curriculums being used for reading and math are Savaas and Go Math, respectively. Curriculum assessment and district progress monitoring will be utilized to assess student progress at grade-level mastery.

## Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

### Response:

- ESOL – alternative formats for printed materials will be available for parents and translation via the Language Line
- Parents with disabilities – all parents and stakeholders are encouraged to be involved in school activities. If support is needed to accommodate a disability the school will provide accommodations, with adequate notification appropriate arrangements will be made.
- Sign Language Interpreters will be available for parents with hearing impairments upon formal request or informally through our bi-lingual staff members.
- Parent/Teacher Communication, Parent Letters and Academic Family Workshops



### Discretionary Activities (Optional)

The Parent and Family Engagement Plan includes the following discretionary activities that the District, in consultation with parents, chose to undertake to build parents' and families' capacity for engagement in the school and school system to support their children's academic achievement.

Count	Content/Type of Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
1	Home Visits	Attendance/Behavior/Academic Achievement	School Navigator Administration	Increase Student Achievement	August 2025 – May 2026
2					
3					
4					

### Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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 1116].

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Parents' work schedule may conflict with school activities and events	Share information in a variety of ways, to include notes home, newsletters, telephone calls, school marquee, email, FOCUS, and social media.	Guidance Counselor and District ESOL Department	On-going
Parents' accessibility to transportation or readily available transportation does not align with scheduled school activities and events.	Share information in a variety of ways, to include notes home, newsletters, telephone calls, school marquee, email, FOCUS, and social media.	Administrators, Tech Cons, Teachers	On-going



**Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].**

**Response:**

Riley Elementary School will provide communication through various platforms, which will include Parent Portal, Microsoft Teams, school webpage, hybrid meetings, face to face meetings, schoolwide parent events, and social media. In collaboration with parents, the school will schedule meetings before, during, and after school to minimize schedule conflicts for parents. The school will utilize the Language Line Interpreter when communicating with parents with limited English proficiency. Informational materials, such as newsletters and letters, will be translated into other languages as needed for parents. Riley will also collaborate with the 21<sup>st</sup> century program to connect with families beyond the school day.

**Evaluation of the Previous School Year's Parent and Family Engagement Plan**

**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 1116]. **Include participation data on the Title I annual meeting.**

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Open House Meeting	1	6	Increase Student Achievement
2	PTO Meeting	2	26	Increase Student Achievement
3	Orientation	1	150	Increase Student Achievement
4	Title I Parent Night	9	85	Increase Student Achievement and Parent Engagement with School
5	Annual Title I Meeting	1	37	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, and ways to support academic 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 1116 (e)(3)].

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Data Chats with Teachers: How to inform and engage parents and students to support successful academic and behavioral outcomes	10	43	Increase Student Achievement
2				
3				
4				
5				

### **Evidence of Input from Parents/family members**

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other documents with parent input).

Submit Parent and Family Engagement Plan with principal signature.

### **Parent-School Compact**

Note: As a component of the school-level parent and family engagement policy/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 1116(d)].

**Submit Parent-School Compact with principal signature.**

### **Evidence of Parents/family members in development of Parent-School Compact**

Note: As a component of the school-level parent and family engagement policy/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 1116(d)].

**Evidence of parent input in the development of the compact.**