

***2024 – 2025***  
***Parent and Family Engagement Plan***

**Ruediger**

*School*

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:
March 7, 2024	March 7, 2024		



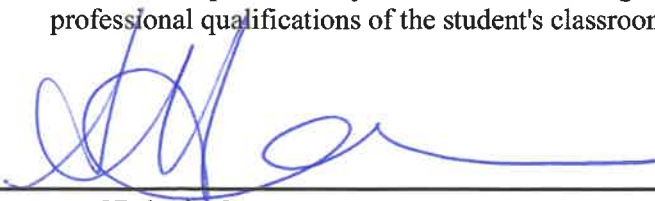
## 2024 – 2025 Parent and Family Engagement Plan

<b>School Name</b>	<b>Ruediger Elementary</b>
<b>LEA</b>	<b>Leon County Schools</b>

I, Shannon Haire, 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

Date Signed

## Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

### Response:

Each student will be a self-sufficient, life-long learner with a sense of purpose, responsibility, and appreciation of diversity. Parental involvement plays a vital role in the success of our school.

## 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, which includes parents that are chosen by the parents and appointed community members, will meet monthly to plan, review and provide input into the school's Parent Involvement Policy/Plan and activities and School Improvement Plan.

The School Advisory Council will approve the Parent Involvement budget along with the School Improvement budget.

The School Advisory Council will review the school grade, progress monitoring, and SPAR report.

The School Advisory Council will review the school grade, school adequate yearly progress information, and School Public Accountability Report.

## 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 hold parent workshops, produce monthly newsletters and train teachers.
2	Title II	Funds will be used for staff development.
3	21 <sup>st</sup> Century	District Title I Program
4	Head Start	Head Starts are invited each Spring to Kindergarten Orientation to help prepare them for the upcoming school year.

## 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
1	Determine date for Annual Title I Meeting	Administration	September	Copies of agendas, presentation, and handouts
2	Prepare presentation, handouts, and agenda	Administration	September	Copies of agendas, presentation, and handouts
3	Create flyer/invitation informing families of the meeting (include translated versions)	Administration	September	Copies of agendas, presentation, and handouts
4	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	Administration	September	Copies of sign-in sheets for meetings and individual classrooms
5	Send out meeting notifications at least two (2) weeks prior to the meeting date	Administration	September	*Flyer/invitations with date of dissemination and copy of posting on the school website  *Posting on school website, social media and school marquee
6	Send reminder notices via school robocalls; post to social media outlets; school marquee; Class Dojo; Remind, student agenda, etc.	Administration	September	*Flyer/invitations with date of dissemination and copy of posting on the school website  *Posting on school website, social media and school marquee
7	Conduct meeting and record minutes	Administration	September	Copies of agendas, presentation, and handouts & meeting minutes
8	Provide opportunities for feedback	Administration	September	Feedback surveys
9	Complete and upload required documentation for compliance to folder on SharePoint	Administration	September	Copies of agendas, presentation, handouts, surveys & meeting minutes will be uploaded to the Title One Compliance tool

## 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:

PTO, SAC and some parent workshops will be held in the evenings after most work hours are completed. However, for shift workers, we will also offer parent workshops in the morning hours using the model of "All Pro Dads" and "Muffins for Moms." This will allow flexibility for parent involvement. In addition, our Parent Resource Center is open during school hours for those that can attend throughout the day. The Parent Resource Center is equipped with a designated computer for parent usage. Additionally, the school will offer a flexible number of parent meetings at a variety of times. Parents provided input on flexible meetings and times during SAC & PTO. There will be a virtual/ hybrid SAC & PTO option for parents. The meetings for parents will include, but not be limited to, Orientation, Open House, Parent/Teacher Conferences, and Curriculum Nights. In addition, parents will also be invited to participate in advertised SAC Meetings and PTO Meetings. One way the school will offer flexible meeting times is during Parent/Teacher Conferences. Report Card Nights/ Parent Conference night will be scheduled 1 time per semester. To provide flexibility and ensure all parents are accommodated, conferences may also be scheduled before school, during teacher planning time and during the teacher lunch time as needed throughout the year. Parents can also request after-hour conferences anytime as needed and the school will support. Telephone conferences also provide flexible options. We will also offer virtual meetings when needed.

## 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].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	*Annual Title One Meeting  *Title I Information/Right to Know	Principal	Parents will be aware of the opportunities available to assist their child(ren) at home and at school  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	September	*Notification of meeting  *Agenda of Title I annual meeting and documentation of Right to Know letters going home  *School Level Parent Survey
2	Curriculum/State Assessment Information/ Grade Level Expectations	Teachers	Parents will be familiar with what is required for students to be successful and know what benchmarks are required  Parents will become familiar with state assessment requirements and other strategies to help	November & Ongoing	*Notification of meeting  *Open House Sign-in sheets  *Parent Conference documentation on report cards



			prepare their child to be successful for the assessments		*School Level Parent Survey
3	School-Wide Literacy Night	Teachers	Parents will gain knowledge and understanding in ways to support the child's literacy success in school.	January	*Notification of meeting *Agenda and sign in sheets *School Level Parent Survey
4	Report Card/ Conference Nights	Teachers	Parents will be familiar with what is required for students to be successful and know what benchmarks are required	November & March	*Notification of meeting *Agenda and sign in sheets *School Level Parent Survey
5	School-Wide STEM/ College Night	Teachers	Parents will gain knowledge and understanding in ways to support the child's academic success in school related to STEM	April	*Notification of meeting *Agenda and sign in sheets *School Level Parent Survey

## 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].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	* Annual Title I PFE Training  *Teacher Training on effective forms of communication - newsletters, parent conference skills, parent-friendly styles	Principal; Assistant Principal; Parent Liason	Teachers will be able to communicate better with parents to help them facilitate their child's academic success	Beginning of year	Parent Conference documentation on report cards and training agendas  Samples of parent communications (newsletters, notes from parents, conference forms)
2	Student Discipline - communicating behavior with parents	Principal; Assistant Principal	Teachers will be able to communicate about student behavior better with parents to help them facilitate their child's academic success	Planning Week	Agenda and Educator's Handbook

3	Teacher training on how to communicate academic needs to parents for the district curriculum	Principal; Assistant Principal	Teachers will be able to communicate to parents ways in which they can support their student(s) at home using resources provided by the school or online	Ongoing	Parent input/survey Informal meetings
4	Teacher training on how to provide step-by-step processes to help parents assist with homework	Teachers	Teachers will find ways to communicate and teach parents how to help their student problem solve	Fall	Parent input/survey
5	Professional Learning Communities (PLCs)	Administration. Instructional Coaches, Teachers	Teachers will utilize data from assessments to prioritize student groupings, to inform instruction, and to communicate more effectively with parents	Weekly	*Progress monitoring *Benchmark assessment results

### 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:

We currently have a parent resource center that allows parents to access web resources, including, but not limited to, listserv, school website, FLDOE's website. We send home a monthly newsletter that includes tips on dealing with academics and behavior. Parents are solicited from Orientation to be involved as volunteers and chaperones as well as being an active part of PTO. During, parent conferences: Teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home to help. Every parent is sent a conference form to sign up for a date and time to meet with their child's teacher.

Promotion brochures that contain academic requirements and grade level expectations will be available for parents on the Leon County School District Website. Hard copies of the brochures will also be available for parents at Open House in September.

A Parent Resource Center is available to parents during the school day, Monday-Friday. It is located in the front office.

We have an open-door policy which provides opportunities for parents to come to school and discuss with the principal issues that are pertinent to the success of our students.

Virtual options will be provided for parent/ teacher conferences and SAC/ PTO

### 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

Response: Parents will receive information about Title I programs at the Annual Title One Parent Meeting and through annual dissemination of Right to Know letters. Parent Compacts are sent home the first week of school. Information regarding reading and math curriculum (and instruction will be presented. Also, assessment information will be provided to parents. Students will be assessed using curriculum unit assessments as well as district/school progress monitoring instruments to assess student progress and grade-level mastery. This information (curriculum & assessments) is given at open house as well as through bi-weekly communication sent home from the teacher and through parent conferences. Parents are invited to participate in SAC and PTO and are given an opportunity to give input to the Parent Involvement Plan and School Improvement Plan through annual Climate Surveys and Title I Surveys. In addition, administration publishes a monthly newsletter that includes highlights and information on upcoming events from all grade levels. This document is also available on our website. Parents also have access to grade-level websites that notify parents of upcoming events, student course schedule, and review instructional videos/resources to reinforce math and reading lessons taught in class.

The following is a list of different ways we will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs:

Student Planners- daily basis

Newsletters- monthly basis

FOCUS Alerts (replacing ListServ)

Facebook

Use of School and District Website

Remind

Class Dojo

Student expectation brochures are provided by the district

Classroom Parents may be established to assist with planning classroom activities and notifying parents of class/school events

Virtual options will be provided for conference and SAC/PTO

Email

- 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 are invited to participate in SAC and PTO and are given an opportunity to give input to the Parent Involvement Plan and School Improvement Plan through annual Climate Surveys and Title I Surveys.

### **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:**

Ramps are provided for those with physical disabilities. FDLRS provides services as necessary to make school information understandable to parents. We review the Home Language Survey results to determine if communication in other languages is necessary and utilize translation software to make this possible when needed. Additionally, a variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents.



## 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	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Parents will be invited to participate in "Pastries for Parents" and/ or "All Pro Dads" to meet and talk with teachers.  (once it is safe to resume in person/ on campus gatherings)	Principal & Assistant Principal	Parents will have various times to meet with teachers to discuss student achievement.	Ongoing
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Partner with local organizations and business to provide parent involvement activities  (once it is safe to resume in person/ on campus gatherings)	Partner Coordinator	Utilize community resources to enhance student achievement	Ongoing

## 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].

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome	Persons Responsible	Timeline
1	Parents have jobs that prevent them from attending meeting in the afternoons or evenings (shift workers)	Ruediger will implement parent breakfasts for mothers and fathers and/or guardians to be held once per month, AM conferences, report card pickup night/ parent conference night, day events (Rally& PK Fall Festival). Some events may be offered virtually.	Administration	Ongoing

2	ELL Parents are inhibited to attend functions due to lack of English skills.	Ruediger will attempt to provide more information in the native language of our ELL students through the use of translation programs. Staff and/ or Language Line will utilized to translate ELL parent meeting.	Administration	Ongoing
3	Lack of means for communication	Share information in a variety of ways- notes home, newsletters, telephone calls, school marquee, list-serv, email, Remind	Administration	Ongoing

**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:**

Ramps are provided for those with physical disabilities. FDLRS provides services as necessary to make school information understandable to parents. We review the Home Language Survey results to determine if communication in other languages is necessary and utilize translation software to make this possible when needed. Additionally, a variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents.

**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 Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	STEAM Night	1	200 (projected)	Parents participated in STEAM activities with their student(s) and learned what they need to know in order to assist their child at home with STEAM activities.
2	Title I Annual Meeting	1	350	Parents learned what programs are offered to their student(s) to enhance their learning in the classroom.
3	Literacy Night	1	275	Parents participated in literacy activities with their student(s) and learned what they need to know in order to assist with/ support reading at home.
4	FAST/ Curriculum Night	1	115	Parents will become familiar state assessments requirements and other strategies to help prepare their child to be successful for the assessments

**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 Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Teacher training on effective forms of communication-newsletters, parent conferences skills, parent	1	45	Teachers will be able to communicate more effectively with parents to help them facilitate their child's academic success.
2	Student discipline-communicating behavior with parents	1	45	Teachers will be able to communicate concerning student behavior with parents to help them facilitate their child's academic success.
3	Pre-planning Week for Teachers	1	45	Improve academic achievement and social skills of students
4	<p><b>Session 1: Wednesday, January 10, 2024 ~ 3:30 PM-5:00 PM</b></p> <p><b>Part 1: Why You're Worth It (chapters 1-4)</b></p> <ol style="list-style-type: none"> <li>1. The Value of Teaching</li> <li>2. Ten Days Out of Ten</li> <li>3. We Are All Teachers</li> <li>4. It's Not Time--It's Energy</li> </ol> <p><i>*Two (2) in-service credits will be issued upon completion of training and follow-up activity.</i></p> <p><b>Session 2: Wednesday, January 17, 2024 ~ 3:30 PM-5:00 PM</b></p> <p><b>Part II: Taking Care of Yourself (chapters 5-8)</b></p> <ol style="list-style-type: none"> <li>5. Viewing the Cup</li> <li>6. Attaboy/Attagirl</li> <li>7. Could I Have a Refill Please? Opportunities for Renewal</li> <li>8. Celebrating Yourself--You ARE a Professional</li> </ol> <p><i>*Two (2) in-service credits will be issued upon completion of training and follow-up activity.</i></p> <p><b>Session 3: Wednesday, January 24, 2024 ~ 3:30 PM-5:00 PM</b></p>	4	17	<p>Teachers will:</p> <ul style="list-style-type: none"> <li>• Recharge their batteries and rekindle excitement about teaching</li> <li>• Receive practical advice on working with colleagues for inspiration</li> <li>• Learn strategies when using social media to connect to other professionals</li> <li>• Read learn about ideas/ strategies to support adding fresh new appeal to lessons</li> <li>• Practical ideas and inspirational examples to help keep the passion for education alive and thriving in classrooms</li> <li>• Get use-now tips on everything from creating a positive atmosphere in the classroom to dealing with difficult peers</li> <li>• Read about/ share motivational resources for all educators</li> </ul>

	<p><b>Part III: Raise the Praise--Minimize the Criticize (chapters 9-12)</b></p> <p>9. The Value of Praise  10. Making School Work for You  11. Unexpected Happiness  12. Your Home Away from Home  <i>*Two (2) in-service credits will be issued upon completion of training and follow-up activity.</i></p> <p><b>Session 4: Wednesday, January 31, 2024 ~ 3:30 PM-5:00 PM</b></p> <p><b>Part IV: Peers and Cheers (chapters 13-17)</b></p> <p>13. Peer Power  14. The Teaching World is a Twitter  15. Working with Negative People  16. Make Your Teaching SPARKLE  17. Students--The Most Precious Commodity  <i>*Two (2) in-service credits will be issued upon completion of training and follow-up activity.</i></p> <ul style="list-style-type: none"> <li>• Ongoing implementation progress and impact on learning will be monitored during weekly grade level PLC meetings &amp; monthly faculty meetings with administration.</li> </ul>			
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### Evidence of Input from Parents/family members

Evidence of parent input in the development of the plan. (3/7/24 -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.**