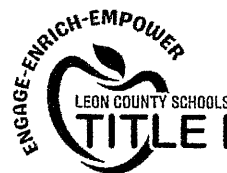
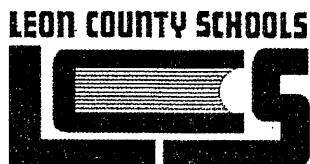


**2023 – 2024**  
***Parent and Family Engagement Plan***  
***Planning Guide***

Sealey Elementary  
*School*

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:
1/9/23	4/11/23		



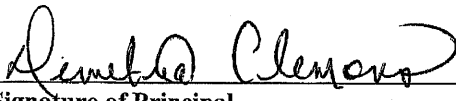
## Title I, Part A Parent and Family Engagement Plan 2023 – 2024

School Name

I, Demetria Clemons, 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:

The Sealey Elementary School staff and parents will work together to prepare students to be responsible, respectful, and independent learners who will grow in his/her intellectual, physical and resilient development in a way that increases academic performance and encourages student and school success.

## 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 will meet quarterly to plan, review, and provide input into the school's Parent Involvement Plan and the School Improvement Plan.

The School Advisory Council will approve the Parental Involvement Budget, along with the School Improvement Budget.

The School Advisory Council will review the school grade, progress monitoring data, and the SPAR (School Public Accountability Report).

Success will be measured by the Spring Title 1 Survey and the School Climate Survey, as well as feedback from SAC meetings, PTO meetings, and parent/teacher conferences. Feedback information will be used to develop next year's School Improvement Plan, Parental Involvement Plan, and Title 1 Plan.

## 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 VI [Section 1116].

Count	Program	Coordination
1	Title I	Monthly and/ or quarterly meetings are coordinated with the District Title I office to address the class size and needs of students. Also addresses ways for Parents to be actively involved in their child's education.

2	Title I, Part C	Our ESOL Program works closely with families to provide academic and social strategies that enhance self-esteem and improve the educational experiences for students
3	Title I, Part D	Sealey works with the District to support The Every Child Succeeds Act (ESSA) services are coordinated with drop out prevention
4	Title II	Funds will be used for staff development where staff members will discuss expectations and plan strategies to share with parents.
5	Title IV	Funds will be used for providing accelerated academic programs to identified students
6	Parent Nights	Teacher teams will plan science/math/reading nights to introduce parents to expectations and ways to assist at home.
7	Student Intervention Team	The study team identifies students to monitor based on attendance, behavior, and potential academic failure. Strategies are developed to provide support and to monitor improvement over time. Team conferences with parent provide data and support and decisions are made about services aimed at increasing student achievement.
8	VPK	Funds will be used for providing early childhood education

### 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].

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine date for Annual Title I Meeting	Administration	August 2023	Copies of flyers, agendas, handouts, surveys
B	Prepare presentation, handouts, sign-in sheets, and agenda	Administration and teachers	August/September 2023	Copies of presentations, agendas, handouts, and sign-in sheets
C	Create flyer/invitation informing families of the meeting (include translated versions) to publicize event	Administration and grade chairs	August/September 2023	Copies of flyers
D	Create sign-in sheet "Annual Title I Meeting" (include school name; date;	Administration	August/	Copies of sign-in sheets and evaluation

	location; time; parent/guardian's name; student name(s); phone number; email address; and role) and create evaluation		September 2023	
E	Send reminder notices via school robocalls; post to social media outlets; school marquee; Class Dojo; Remind, student agenda, etc.	Administration and grade chairs	August/ September 2023	Copies of reminder messages and posts
F	Conduct meeting and record minutes	Administration	August/ September 2023	Copies of presentations, agenda, handouts, and minutes
G	Provide opportunities for feedback	Administration and grade chairs	August/ September 2023	Copies of surveys and reviews
H	Complete and upload required documentation for compliance to folder on SharePoint	Administration	August/ September 2023	Copies of materials posted to SharePoint site

### 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 morning workshops each semester. Childcare is offered for PTO meetings, SAC meetings, and parent workshops, as needed. A parent resource center is located in the Media Center and will be open during school hours.

### 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].

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Title 1 information/ Right to Know	Principal	Parents will be aware of the opportunities available to assist their child(ren) at home and at school.	August 2023	Flyers, agendas, sign-in sheets and Documentation of Right to Know letters, and parent surveys
Curriculum/Florida Standards/Grade Level Expectations	Teachers	Parents will be familiar with what is required for students to be successful.	August 2023 and ongoing	Flyers, Open House presentations, sign-in sheets, Parent Conference

				documentation on report cards, and parent surveys
Grade Level Parent Nights	Teachers	Parents will gain knowledge and understanding of what is expected and what they can do to support their child's academic success.	August 2023	Flyers, Open House presentations, sign-in sheets, and parent surveys
Standardized Testing Information	Assistant Principal/ Teachers	Parents will become familiar with the FSA testing format and with strategies to help their child to be successful on the test.	Spring 2024	Flyers, presentation, agenda, sign-in sheet, and parent surveys
Parenting Skills	Principal	Parents will gain knowledge and understanding in ways to support their child's academic success.	Monthly or as needed	Social media posts, newsletters, and parent surveys
Literacy and/or Science and Math Night	Teachers	Parents will gain knowledge and understanding in ways to support their child's academic success.	Fall 2023/ Spring 2024	Flyers, agendas/ activities, social media posts, sign-in sheets, and parent surveys
Kindergarten orientation	Teachers	Parents will learn the expectations for their upcoming kindergarteners.	Spring 2024	Flyers, agendas, presentation, sign-in sheets, and parent surveys
PTO/SAC meetings	Principal/PTO and SAC presidents	Parents will learn information concerning the school and will participate in planning school wide activities for family involvement	Ongoing	Flyers, agendas, presentation, minutes, and sign-in sheets, and parent feedback forms
Fall Festival and Spring Family Night	Administration, PTO, Teachers	The functions will offer parents the opportunity to participate in motivational activities with staff and other families.	Fall 2023/ Spring 2024	Flyers, parent and community participation and attendance, amount of money raised, list of participating parent volunteers, and parent surveys

### 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>
Data Chats	Administration, Instructional Coaches, Teachers	Teachers will utilize data from assessments to prioritize student groupings, to inform instruction, and to communicate more effectively with parents	On-going	Standardized testing results, progress monitoring assessment results, benchmark assessment results
Positive Behavior Interventions and Support (PBIS)	Administration, PBIS Coordinator, Committee Members	Create a positive and supportive environment that enhance academic learning in class	On-going	Agendas, presentations, sign-in sheets, behavioral data, school climate survey
Teacher Training on effective forms of communication, on communicating discipline information with parents, and on sharing district requirements with parents.	Administration	Teachers will be able to communicate better with parents to help them facilitate their child's academic success	Monthly during Professional Learning Communities	Agendas/Parent Surveys/Documentation of Right to Know letters

### **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, and FLDOE's website. We send home a monthly newsletter that includes tips on dealing with academics and behavior. Parents are solicited from orientation to become involved as volunteers and chaperones, as well as to become active participants in 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

- 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 information about the Title 1 program at the school Open House and at grade level Parent Nights in August and September. The Right to Know letters and the Parent Compacts will be sent home during the first 2 weeks of school. Parents will learn about the curriculum, forms of assessment, and proficiency levels during the grade level meetings, individual parent conferences, and communication through the weekly folders from the teachers. Parents are invited to participate in PTO and SAC and are given the opportunity to give input to the Parent Involvement Plan and School Improvement Plan through annual Climate Surveys and Title 1 Surveys. Parents also receive information through a monthly newsletter, listserv announcements, and the school

**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:**

For those students who have limited English proficiency, we offer Spanish translation by school personnel or by translation software. For other languages, we can use the translation software or we contact the district ELL department to provide an interpreter. For those with physical disabilities, the school is accessible through ramps.

**Discretionary Activities (Optional)**

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Count	Content/Type of Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
1	Provide parent trainings using funds allocated for Parent and Family Engagement [Section 1116(e)(7)];	Literacy Night in the Media Center for parents to use as a resource and literacy parent workshop with Reading Coach	Administration, Media Specialist, Reading Coach	Improved reading	October 2023/ March 2024
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating	Parent meetings will be held in the evenings for parents who work during the day and will be held during the day each semester for those who cannot attend at night. An off-site parent training will be held in	Administration	By offering meetings during various times and places, parents will have more opportunities to discuss and to learn about student achievement.	On-going



	children, with parents who are unable to attend those conferences at school [Section 1116(e)(10)];	the community for parents, making it easier for them to attend.			
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1116(e)(13)].	A local church will work with Sealey and parents to provide needed food for the weekends throughout the school year. Sealey will also partner with a local housing development to provide meeting space for the parents in the community to attend off-site Sealey workshops.	Administration	The partnerships between the community-based organizations will help strengthen the parent/school connection which will lead to enhanced student achievement.	On-going

### 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
Language Barriers	Send home notes in translated version and secure translators as needed	Administration/ ESOL Program Coordinator	On-going
Inconsistent Method of parent contact as phones numbers change frequently	Use Class Dojo more often and ask constantly ask parents to update phone numbers	Administrators, Tech Cons, Teachers	On-going
Some parents work shift hours and are not always able to attend parent meetings/workshops	Provide more than one time frame for parents to attend parent meetings/workshops	Administration, Teachers	On-going

### Evaluation of the Previous School Year's Parent Involvement 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	1	375	Parents would be knowledgeable of academic expectations
2	Grade Level Parent Nights	5	220	Parents would be knowledgeable of grade level expectations
3	Literacy Night	1	200	Parents will ways to help their child become a strong reader through literacy activities
4	Math Night	1	27	Parents will ways to help their child's math skills through mathematical activities
5	Parent Resource Library	1	0	Parents are able to visit this corner to seek information on how to help your child

**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:** For those students who have limited English proficiency, we offer Spanish translation by school personnel or by translation software. For other languages, we can use the translation software or we contact the district ELL department to provide an interpreter. For those with physical disabilities, the school is accessible through ramps. The school will also work with district social workers to available resources for families in need.

## 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	Teachers participate in monthly PLC where they share ideas on how to improve parent involvement	6	38	Increased student achievement

**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 document 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.**