



2021-2022

Title I, Part A Parent & Family Engagement Plan (PFEP)

I, Carrie Devmy, 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:
- Engage the parents 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 & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
- Engage parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- 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 when the school submits the plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Carrie Devmy

Signature of Principal or Designee

Date Signed

****Please use the data from the school's survey(s) to complete this Parent & Family Engagement Plan!**

(Each section with a table should have multiple entries, please add rows as needed).

Mission Statement (optional)

Parent & Family Engagement Mission Statement

Response:

Spirit Elementary is committed to ensuring that each student has the opportunity to acquire the skills necessary to become a responsible, productive citizen able to cope with changing social and economic conditions. The staff of Spirit Elementary strives to meet the individual needs of each student, taking into consideration their unique attributes and capabilities. High academic achievement by students is of the utmost concern to the school's primary stakeholders, which includes parents, teachers and administrators. Therefore, parental involvement is a key component to the success of our school.

Engagement of Parents & Families

Describe how the school will engage 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.

Response:

The Title 1 Committee works in conjunction with the School Advisory Council to review, plan and improve school programs, including the parental involvement plan. The Principal, SAC Chair and Title 1 contact provide agendas of meetings and reminders for meeting to encourage participation. At the beginning of the school year, meetings are designed to educate parents on the purpose and requirements of being a Title 1 school. The parent involvement budget is explained to parents. Parents, teachers and staff are asked to offer suggestions for utilizing these funds. The Title 1 contact provides suggestion forms for participants to offer suggestions in writing. Parents are encouraged to submit suggestions to the Title 1 contact via email through the school website or in writing. Title 1 is also a separate section on the district website. A copy of the Title 1 Plan, including the Parent Involvement Plan, is available on the website. Parent volunteers also provide email address and consent to use email as a line of communication. Update to school website with timely information (link to Title 1 school contact).

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.

count	Program	Coordination
1	Public Preschool	Our public preschool is run by a certified teacher and two paraprofessionals that instruct and care for our preschoolers.
2	Pre-Kindergarten and VPK	The Title I office and the VPK office work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teacher, and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc. Pre-screenings are offered the summer before the students enter into Kindergarten.
3	Title I, Part C - Migrant	The District Migrant Education Program Coordinator, Migrant Advocates and Migrant Recruiters work together to provide services and support, such as translations & food assistance programs to the migrant students and their parents. The MEP Coordinator works with Title 1 and other programs to ensure students needs are met.
4	Title II	The district and school-based personnel provides ongoing professional development in the core subject areas to ensure quality instruction and student success; and how to integrate technology into the classroom and strategies to involve parents in the education of their children.

5	Title III	Our school-based ESOL staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation. In addition, Spirit ESOL specialists meet twice a year with ESOL families who have students who attend Spirit and our neighboring schools to receive training from the district to support their students academically at home. Monthly parent workshops for Spirit families to allow parents to provide input, address parent concerns, and assist families with any barriers on how they can assist their child at home. Our ESOL specialist also offer conversational English classes in the evening to assist our parents in reducing the barriers to support their child's education.
6	Title IX – Homeless	Spirit's administration team and registrar works closely with _____, Title X coordinator, to ensure that homeless students have the materials and resources they need to be successful.
7	Nutrition Programs	Spirit Elementary offers a variety of nutrition programs including a Free and Reduced Meal Plan, Wellness Policy School Plan, as well as Health and Personal Fitness Lessons during Special Area 150 minutes a week.
8	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the students IEP
9	Not-So-Scary Story and Craft Night for Parents	Spirit Elementary will offer a night for parents and students to come together and enjoy the Media Center. Students and parents will listen to stories and create a craft. In the cafeteria there will be Bingo and music. *In the event that we would not be able to have parents attend on campus this event would be held virtually
10	Homework Help	Teachers utilize Class Dojo to provide resources to refer to about current things being sent home for homework. Students are able to check out devices to bring home to work on assigned I-Ready lessons and Moby Max and Reflex math fact fluency programs.
11	Curriculum Nights	Spirit Elementary will offer an ELA, Math, and Science Night for parents to see what their student will be learning and has learned for this school year. *In the event that we would not be able to have parents attend on campus this event would be held virtually.

Title I Parent Meetings

Describe the specific steps the school will take to conduct at least two Title I meetings designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish Title 1 annual meeting date and activities	Darlene Tufariello	Sept/April 2021	Date set on Year at a Glance and will be posted on social media
2	Develop agenda, handouts, and/or presentation materials	Darlene Tufariello	Sept/April 2021	Copies of agendas, PowerPoint presentation and handouts

	that address the required components			
3	Train teachers about plans/goals of Open House and Title 1 Annual Meeting	Carrie Devaney Jamie Robinson	August/Sept 2021	Faculty meeting minutes and comments
4	Faculty meeting minutes and comments	Teachers	September 2021	Title 1 Parent Survey
5	Develop & disseminate invitation by advertising on social media & School messenger phone messaging	Michelle Gaetjens Carrie Devaney Jamie Robinson	September 2021	Number of attendees, survey, flyer, marquee, school message and social media showing dissemination
6	Maintain documentation	Darlene Tufariello Carrie Devaney	September 2021	Title 1 Folder
7	Survey parents during each event about parent involvement activities	Darlene Tufariello	Various times throughout the school year	Title 1 Parent Input surveys available at events or sent home to parents and then to district Title 1 office.
8	Show Title 1 presentation created for meeting during Open House	Darlene Tufariello	Sept 2021	Comparison of number of participants to school enrollment

Flexible Parent Meetings

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

Response:

The leadership and staff of Spirit Elementary have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. To provide flexibility and ensure all parents are accommodated, parent/teacher conferences may be scheduled before or after school or during teacher planning time as needed throughout the year. Telephone/e-mail conferences also provide flexible options. Workshops and meetings will be scheduled at various times to accommodate parents' varying schedules and availability. Title 1 Parent involvement meetings will occur more than once during the school year to discuss and plan parent involvement activities as related to school events. A variety of day and evening parent involvement opportunities will be provided throughout the school year. Our SAC has after school hour meetings to accommodate parents. The school will maintain records of parent participation. The schedule may be modified as needed based on parents' participation.

Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective engagement of parents and families and to support a partnership among the school, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their

child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Trainings for using school social media communication platforms i.e. Class Dojo, Twitter & Facebook and parent portal	Michelle Gaetjens Darlene Tufariello	Increase parent contact and other ways for them to stay up on school events & Activities Increase parent use of parent portal	Oct 2021	Participation of Parents will prove The effectiveness of the program
2	Parent Involvement Family FACT Fair	School Staff/ District Staff	Increase parent's awareness of resources.	Throughout The school year	Participation of Parents will prove the effectiveness of the program
3	Cyber Safety Awareness	Volusia County Sheriff's Office	Increase parent's awareness of the dangers of social media.	Open House Sept 2021	Participation of Parents will prove the effectiveness of the program
4	Assessments and grades will be discussed during individual conferences	Teachers	Teachers will conduct individual conferences to discuss each child's assessment results and grades, expectations, and goals for the school year upon teacher or parent request	Through out the school year at least twice a year	title 1 compact form *parent/teacher conference forms with signatures
5	Heritage Day *Multicultural Day	Nitza Morales, Lisa Alvarado, Rut Davila	Provide parents an opportunity to build relationships with other parents and staff while sharing their culture.	Dec 2021	Participation of Parents will prove the effectiveness of the program
6	Provide Annual Title 1 Parent Meeting during open house and at ESOL parent meetings *may occur virtually	Darlene Tufariello	Knowledge of title 1 programs will assist parents in understanding the Title 1 programs offered at the school	Open House Sept 2021 April 2022	Event agenda sign in sheets & survey comments
7	Curriculum Nights	Teachers	Educating parents about what's being studied in the classrooms in all subjects.	Nov 2021	Participation of parents and surveys will prove the effectiveness of this program

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title 1 Program Overview and SIP	Carrie Devaney	Teachers will learn about Title 1 programs and services as well as what our school improvement goals are	August 2021	Sign-In Sheets, Agenda, presentation
2	VSET training	Carrie Devaney	Teachers will learn about the timeline for VSET observations and expectations	August 2021	Sign-In Sheets, Agenda, presentation
3	Safety Trainings including child abuse, sexual harassment etc	Jamie Robinson	School will learn safety tips including Active shooter, blood borne pathogens, child abuse and bullying, and sexual harassment	August and September 2021	Self-paced Canvas courses DOJ centegix presentation
4					

Spirit Elementary holds numerous family activities throughout the year to encourage families to take an active interest in their child's education. Meet the Teacher and Open House are held early in the school year. At these events, parents meet teachers and learn about curriculum and expectations for the year. Parents are encouraged to join and be involved in our PTO. Information on Title 1 programs are sharing during Open House, and the ESOL Parent Meeting using brochures and an informational video, this will also be available online for those not able to attend. We will also help parents throughout the year learn to use an internet program allowing them to view attendance, grades, behavior and various test scores. Parent Conferences – teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home. Every parent is sent a form to sign up for a date and time to meet with their child's teacher. When parents arrive, they sign in at the front office. These events will be held virtually until further notice

Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

Response:

Information about Title 1 programs will be provided through our website, booklets/brochures and an informational video shown during open house and ESOL Meeting during the Title 1 Annual Meeting portion. The Title 1 Parent Handbook is sent home with each student. PIRC information is on our website. Curriculum and assessment information is shared by teachers at Open House during parent teacher conferences, and through their classroom newsletters. FSA assessment information is sent home to parents via backpack and is also available on our website. Parents may provide input to the school via parent input forms, attending SAC meetings, school websites, FOCUS, Interim Reports, Class Dojo and student report cards. All documents will be translated.

2021-2022

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

Response:

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. To provide full access and opportunities for all English limited proficiency, school reports, and informational letters from the school and or district will be provided (District ESOL department, etc) in the child's home language according to federal/state guidelines. In addition, steps will be taken to ensure disabled parents have access to school events and or information. Staff members and or district support personnel will be available to assist parents who have disabilities (visual, physical, deaf).

Information regarding parent participation is provided to parents via school website, phone messages, marquee. Class Dojo, Twitter, Facebook, parent/teacher conferences, student backpacks, workshops and meetings. When requested, the district will provide a translator if school staff are not able to assist. Books and videos in Spanish are available in media, through e-books and in classrooms. ESOL Paraprofessionals translate information for parents over the phone and at conferences. There is a Parent Leadership Committee meeting for ELL students. Parents with special needs are accommodated. All areas of Spirit Elementary are handicapped accessible.

UPLOADS

Please have all uploads reviewed by the Title I Parent & Family Engagement Team Representative prior to uploading.

Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

Please upload reviewed evidence into SharePoint and keep copies for your records.

Upload School-Parent Compact

Note: As a component of the school-level PFEP, each school shall jointly develop, with parents for all children served under this part, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload reviewed compact into SharePoint and keep copies for your records.

Upload Evidence of parent and family input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload reviewed evidence for compact into SharePoint and keep copies for your records.

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (Building Capacity Summary)

Please make sure that the evaluation for last school year's activities is completed and turned in with this school year's PFEP. If an activity was proposed on last year's PFEP and did not take place do not evaluate or enter it. If an activity was not on last school year's proposed PFEP and took place, please evaluate it. The PFEP is a living document and changes with the school's needs.

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I Meetings.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Trainings for using school social media communication platforms i.e. Class Dojo, Twitter & Facebook and parent portal	All year Video how-to posted		Increase parent contact and other ways for them to stay up on school events & activities, and their child's gradebook
2	Parent Involvement Family FACT Fair	4	Did not take place due to Covid	
3	Assessments discussed During individual conferences	Minimum of 2 per student	500	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year upon teacher or parent request
4	Heritage Day *Multicultural Day	1	Did not take place due to Covid	
5	Provide Annual Title 1 Parent Meeting during open house night and at ESOL parent meetings *may occur virtually	2	Conducted Virtually 100	Knowledge of title 1 programs will assist parents in understanding the Title 1 programs offered at the school
6	Curriculum Nights	3	50 at each	Educating parents about what's being studied in the classrooms.

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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
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1	Title 1 Program Overview	1	Done virtually 60	Teachers will learn about Title 1 programs and services.
2	Depression and suicide prevention training	1	Done virtually 120	School staff will complete a mental health training during preplanning
3	Bullying and child abuse signs and prevention	1	Done virtually 120	School staff will learn warning signs for bullying and child abuse and how to report those signs.
4	Safety Trainings	1	Done virtually 120	School will learn safety tips including Active shooter, blood borne pathogens

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Limited English Proficiency	Information can be translated into Spanish at our school and into other languages through our district office
2	Low socioeconomic status	Provide assistance through administration. Information is disseminated to all parents about free/reduced breakfast and lunches. Every effort to include these students in free dental and eye care when available through our school.
3	Attendance	Calls and letters are sent home identifying absenteeism. Incentive program will be put in place.
4		

Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1		
2		
3		

4		
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Submission Procedures:

- 1. Please submit completed Parent & Family Engagement Plan (PFEP) to the Title I Parent & Family Engagement office.
- 2. Once the PFEP is approved the Title I Parent & Family Engagement office will return the PFEP for signature.
- 3. Email approved/signed PFEP to Title I Parent & Family Engagement office for uploading.

If you have any questions, contact Sheila Rees ext. 44740

Approval check by PFE