

Endeavour Elementary School 2018-2019 Parent and Family Engagement Plan (PFEP)

I, **Chris Reed**, 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 and ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). 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.

Mission Statement:

Endeavour Elementary's mission is "Excellence in Our Destination" and our vision is "Excellence is Our Only Option". We work throughout the year to create a cohesive school and community environment. We are able to accomplish this by creating a community partnership that is positive for all families. We believe parent and family engagement is critical to student success. It is a shared responsibility between school and families. We are dedicated to providing high quality parent and family engagement activities that will equip families with skills that can be used successfully at home.

Assurances:

- Families of children served in Title I, Part A are involved in decisions about how Title I, Part A funds are spent.
- Families are provided with a description of how the school will carry out the programs, activities, and procedures intended to provide them with educational engagement opportunities in accordance with the definitions in Section 8101 of ESEA.
- Families are involved in planning, reviewing and improving the school-wide program plan throughout the year.
- The Parent and Family Engagement Plan (PFEP) was jointly developed/revised with families and made available to the local community.
- Findings from surveys and collected feedback from families are used to identify and design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- The school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.
- The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- The school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments. [ESSA Section 1116]

Involvement of Families:

- **List and describe** how the school will involve stakeholders (families, community members, school staff) in an organized, ongoing, and timely manner, in the planning, implementation, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used and the creation of school improvement plans (SIP) and comprehensive needs assessments (CNA). [ESSA Section 1116]
 - Describe how decision-making opportunities were designed to reach all families and local community members.
 - What strategies were used to increase family and community engagement in decision-making.

Endeavour Elementary works to keep parents informed and involved in an ongoing manner. They are involved in the planning and review of the School Improvement Plan (SIP) and the Parent and Family Engagement Plan (PFEP). Parents are also involved in making decisions about the use of Title I funds. This is done through our Title I Annual Meeting, School Advisory Council (SAC), and Parent/Teacher Organization (PTO) meetings. SAC meetings and PTO meetings are held monthly. Input from parents is documented in our School Advisory Council (SAC) minutes. Parents complete the district Parent Survey yearly. The results from the survey are used to plan the Title I program for the upcoming school year. Parents will have input in the development of our Home-School

Compact. Parent input is also collected from feedback forms that are completed for every event held at school. We have started using social media to reach more parents and keep them informed of the happenings at school. Local community members are included in our Community School meetings held monthly. School based issues, needs, and successes are shared with the community members at the meetings. Community members are also a part of the decision making process.

Coordination and Integration with Other Federal Programs:

- How will the school coordinate and integrate parent and family engagement programs and activities?
- How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? [ESSA Section 1116]

Program	Coordination
VE/PreK	Endeavour Elementary currently has 2 VE/PreK classes each with 1 highly qualified teacher and assistant currently serving 21 students. This program provides comprehensive child development services to predominately economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math readiness by enhancing the social, cognitive, and emotional development of preschool children through the provision of educational, health, nutritional, social and other services to enrolled children and families.
Voluntary PreKindergarten (VPK/Headstart)	Endeavour Elementary currently has 3 VPK/Headstart classes, each with 1 highly qualified teacher and assistant, servicing 53 students. . This program provides comprehensive child development services to predominately economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math readiness by enhancing the social, cognitive, and emotional development of preschool children through the provision of educational, health, nutritional, social and other services to enrolled children and families.
Individuals with Disabilities Education Act (IDEA)	Professional development opportunities are provided for staff, parents of students with disabilities, and families through district personnel/resource teachers from the Office of Exceptional Education, Florida Diagnostic and Learning Resource Systems (FDLRS), and Title I.
Title I Curriculum Nights	Endeavour Elementary offers curriculum nights focusing on various subjects and topics. We work collaboratively with our instructional coaches, teachers, and staff to promote parent involvement in the school and at home.
Title II, Part A (Improving Teacher Quality)	Title I staff and district resource teachers provide our staff with professional development in the area of parent involvement and working effectively together.
Title II, Part D (Enhancing Education Through Technology)	Endeavour Elementary collaborates with the Office of Educational Technology at the district. Technology resource teachers offer trainings to our teachers in various programs such as Edline. Edline promotes parent involvement by allowing parents to communicate, access grades, and get information through the classroom website.
Title III (Language Instruction for English Language Learners)	Endeavour Elementary has 2 ESOL teachers and 4 ESOL instructional assistants. They work collaboratively with our teachers and staff. We work hard to have written communication translated. We have translators at SAC and PTO meetings as well as different events at school. Blackboard messages are also in English and Spanish.
Title I X (Homeless Education)	Endeavour Elementary students that are identified as students in transition (homeless) receive services through Title X. these students are eligible for free tutoring, school supplies, school uniforms, and other services as needed. This is a collaborative effort between all employees and families of Endeavour Elementary.

Annual Parent Meeting: Please address each assurance below in narrative format.

Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I program.

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Develop agendas, invitations, handouts, and presentation materials that advertise the Title I annual meeting	Title I Coordinator	August 10-17, 2018	Sign-in sheets, parent survey
Maintain Documentation	Title I Coordinator	Throughout the year	Sign-in sheets, handouts, power point presentation shown at meeting
Title I Annual Meeting	Administration and Title I Coordinator	August 21, 2018	Sign-in sheets, agenda, power point presentation, parent surveys

A description of the nature of the school-wide Title I program that is shared with parents.

Through the PowerPoint presentation parents are informed how our Title I resources are serving the students (math coach and interventionist providing support to teachers and students using the Eureka math program, reading interventionists supporting struggling students using Leveled Literacy Intervention, etc.). The Title I budget for the year is also reviewed with parents.

A description of how the meeting will cover the rights of parents

Through the Power Point parents are informed of their rights through the "Parents Right to Know" slide that is discussed during the meeting.

A description of how Florida School Grades are calculated and the 2017 School Grade achieved by the school. A useful tool to use for this purpose is the School Grade Overview : <http://schoolgrades.fldoe.org/pdf/1617/SchoolGradesOverview17.pdf>

Our school grade is also shared with parents during the Power Point presentation. An explanation is given to parents on exactly how our school grade was calculated. Learning gains in all subgroups were also shared by the principal along with a plan of action on how to improve the school's performance.

Flexible Parent Meetings: Please address each assurance below in narrative format.

- How will the school offer a flexible number of meetings, such as meetings in the morning, afternoon or evening?
- How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement? [ESSA Section 1116]

Endeavour Elementary believes that parent involvement in school functions and meetings is vital to our school culture and student achievement. We plan our events based on feedback from our school parent survey. We offer flexible meetings throughout the day during the school year. We have meetings scheduled for mornings, directly after school, and in the evenings. When parents are not able to attend, handouts will be sent home. Information is placed on our school website and/or school newsletter.

Building Capacity: Please address each assurance below in narrative format.

- How will the school implement activities that will build the capacity for meaningful parent/family involvement?
- How will the school implement activities that will build relationships with the community in order to improve student achievement?
- How the school will provide materials and trainings to assist parents/families to work with their child(ren)?
- How the school will provide other reasonable support for parent/family engagement activities? [ESSA Section 1116]
- What strategies were used to increase family and community engagement in decision-making?

Endeavour now provides parents with reading and math resources to check out and take home to use with their children. These resources are available for parents at every parent-training event. In addition, surveys are given to parents asking for input on Title I decisions (budget, needs of the students, improving achievement, etc.) at each event. We have also started using our Facebook page to encourage parents to be active participants in our School Advisory Council (SAC) and PTO.

Content and Type of Activity	Person/People Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Literacy Night	Literacy Coach	Parents will learn strategies to help their children with reading and writing	January 31, 2019	Sign-in sheets, parent feedback forms
Math & Science Night	Math & Science Coaches	Parents will learn how math and science are connected and how to implement strategies to help their children at home	October 4, 2018	Sign-in sheets, parent feedback forms
Communication/Edline/FOCUS	Classroom Teachers	Parents are informed of current classroom events and their students' academic progress	Ongoing	Parent surveys
School Newsletters	Administration	Parent are informed monthly about upcoming school events	Monthly	Parent feedback/surveys
Communication/Blackboard Connect	Administration/Title I coordinator/teachers/technology specialist	Parents will be kept informed about school and district information to assist them in promoting student academic achievement	Ongoing	Website hits/parent surveys
Parent Conference Night	Administration/teachers	Parents will have an opportunity to gain understanding about their child's academic performance	October 30, 2018 April 9, 2019	Sign-in sheets
School Website	Technology Specialist	Parents are provided information and resources to assist them in staying informed and helping their children increase academic achievement	Ongoing	Website has parental feedback
Boys to Men Night	Title I Coordinator/Administration/teachers	Fathers, grandfathers, uncles, stepfathers, and any significant male role models along with their male student will learn social skills and life skills needed to succeed.	November 18, 2018	Sign-in sheets, parent feedback forms
Girls to Women Night	Title I Coordinator/Administration and teachers	Mothers, grandmothers, aunts, stepmothers, and any significant female role models along with their female student will learn social skills and life skills needed to succeed.	March 7, 2018	Sign-in sheets, parent feedback forms
Open House	Administration/teachers	Parents are informed about curriculum, Florida Standards, the Florida Comprehensive Assessment (FSA), Positive Behavior Support (PBS), and classroom procedures.	August 21, 2018	Sign-in sheets, parent feedback forms

Multi-Cultural Night	ESOL Staff/teachers/administration	Parents are given an opportunity to celebrate their culture with their children in a school environment.	May 4, 2019	Sign-in sheets, parent feedback forms
Bullying Awareness Night	Teachers/Administration	Parents and students will be informed on how to identify bullying and what can be done to prevent or stop it from happening *requested by parents based on surveys from the 2017-18 school year	November 30, 2018	Sign-In Sheets, parent feedback forms

Staff Development: Please address each assurance below in narrative format.

- Provide a description of 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 parents/families, **in the value and utility of contributions of parents/families?**
- Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in how to reach out to, communicate with, and work with parents/families as equal partners?**
- Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in implementing and coordinating parent/family programs, and in building ties between parents/families and the school?** [ESSA Section 1116]

Content and Type of Activity	Person/People Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
How to Communicate with ESOL families	ESOL teachers/Title I Coordinator	Teachers and staff will learn strategies and Spanish terms/phrases so that they can communicate effectively with families with non-English speaking members	February 2019	Sign-in sheets, teacher feedback

Other Activities: Please address each assurance below in narrative format.

How other activities, such as a parent resource center, the school will conduct will encourage and support parents and families in more meaningful engagement in the education of their child(ren)? [ESSA Section 1116]

Parents are invited to use computers to check Edline/FOCUS, our school website, and other parent websites. Endeavour students and their families are strongly encouraged to take advantage of all the resources available to ensure academic achievement. Endeavour parents have access to a family library card to borrow books. Parents have access to reading and math games and activities to take home and use with their children. Title I personnel are available during the school day to

answer any correspondence from parents or to address any parent that comes into the school and to also assist with explaining any resources that are available to enhance their child's academic achievement.

Communication: Please address each assurance below in narrative format.

- How the school will provide timely information about the Title I programs?
- How the school will describe and explain the curriculum at each grade level, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?
- How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?
- How the school will submit parent/families comments if the school-wide plan is not satisfactory to them? [ESSA Section 1116]

How will the school ensure that PFEP, SIP, CNA and other documents are shared with community stakeholders?

At the Annual Title I Meeting Endeavour parents are informed about our school wide Title I program. They will also learn about county adopted curriculum, academic assessments, and Florida Standards. Parents are informed on how to participate in educational decisions for their children. Parents are encouraged to schedule a parent-teacher conference by either phone or an in person meeting with the teacher. Teachers are available before and after school to accommodate parents. Parents will be shown how to access the Parent and Family Engagement Plan (PFEP). Parents are invited to participate in curriculum nights that focus on different academic areas. They will gain strategies and information to help their students academically. Teachers will have sign-in sheets and logs from school events. This is to maintain documentation on the dissemination of information, conferences, and phone calls. Through our Community School we are afforded a Parent and Community Outreach Coordinator whose primary responsibility is to engage, encourage, and inspire parental involvement and engagement. She will also foster and facilitate positive communication between school and families. Endeavour's PFEP, SIP, CNA will be shared at all Community School meetings where community members are present.

Accessibility: Please address each assurance below in narrative format.

- A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?
- A description of how the school will 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?**

To every extent possible, Endeavour Elementary will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of homeless and migratory children. Information and school reports required under Section 111 of the ESEA will be provided in an understandable and uniform format and in a language parents can understand. Endeavour Elementary offers translation (English and Spanish) services during school events, conferences, documents, automated phone announcements (Blackboard Connect). A bilingual staff member is always available for translation (English and Spanish).

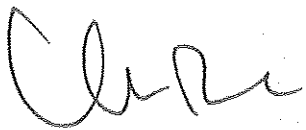
Discretionary Activities (optional): Please address each assurance below in narrative format.

- Any 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.)

Barriers: Please address each assurance below in narrative format.

- Describe identified barriers that hindered participation by parents during the previous school year?
- 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**)? [ESSA Section 1116]

Barrier (including specific subgroup)	Steps the School Will Take to Overcome
Parents' work schedules	Meetings will be held on days and times preferred by parents as stated on the parent survey.
Limited English Proficiency	We offer translation by multiple school employees. Upon request or when a need is visible translation services are available in the front office, teacher conferences, and at other school events.



Signature of Principal

12/6/18

Date signed