

# M.K. Rawlings Elementary

2024 - 2025

## Title I, Part A Parent & Family Engagement Plan

### Parent & Family Engagement Mission Statement:

The Rawlings Elementary School community, comprising staff, students, and families, collaboratively fosters lifelong success through academic excellence, artistic exploration, and social-emotional development. Our mission includes actively involving families in all school activities, fostering a strong partnership for student growth and well-being, and creating an empowering environment where students exceed academic standards, reaching their fullest potential.

---

### Engagement of Families

The school will involve parents in the planning, review, and improvement of Title I programs, including parental involvement and in the decisions regarding how funds for parental involvement will be used by:

- Parents are invited to join the Parent Teacher Association (PTA) and School Advisory Council (S.A.C)
- Parents will be given the opportunity to provide input at the Title I Annual meeting.
- Parents will be invited to participate in the planning and organizing all Title I programs.
- Surveys, parent meetings, school correspondence, and other activities will be used to solicit input from parents regarding the implementation of the Title I program.

The school actively engages parents in the planning, review, and enhancement of Title I programs, ensuring their input shapes decisions on parental involvement and the allocation of related funds through Title I Annual meetings, program planning, and feedback via surveys, meetings, and school communications.

---

### Coordination and Integration

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parents how to help their children at home.

Count	Program	Coordination
1	University of Florida	UF plans to improve parent and family events through their New Worlds Reading initiative while integrating college exposure and access resources, digital media, and student volunteers

---

### Annual Parent Meeting

The school will 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), and the rights of parents through the following activities.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold the Annual Parent Meeting in July 2024	Principal, Title I Lead Teacher	July- August 2024	Parent feedback Evaluation forms, attendance records, meeting agendas, PowerPoint materials, and meeting

		Title 1 Team		minutes
2	Development of agenda for Annual Parent Meeting.	Principal, Title I Lead Teacher	July-August 2024	Copy Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for the Annual Parent Meeting.	Principal, Title I Lead Teacher	July-August 2024	Copies of the presentation and all handouts
4	Send notices in school letters to parents, send invitations via students, and alert parents of meetings.	Principal, Title I Lead Teacher	July-August 2024	Copy of letters and invitations Picture of School marquee Analytics from digital notices such as: Fone Home System, Peachjar, Class Dojo

## Flexible Parent Meetings

The school will offer flexible opportunities for parents and families to participate in organized and ongoing workshops and meetings by

- Flexible meeting times throughout the school year, including before and after school, during planning days, in the evenings after parents' work hours, and by appointment.
- Inform parents about workshops using a range of communication methods such as school newsletters, class letters, or the website.
- Extend invitations to parents and community members to join our School Advisory Council (SAC) and other school committees, fostering collaboration in the planning, review, and enhancement of our Title I programs.

## Building Capacity – Parent/Family Workshops

The school will implement the following activities as a means to build the capacity for strong parental and family engagement and to support a partnership among the school, families, and the community to improve student academic achievement.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Annual Meeting	School Administration, Title I Lead Teacher	Enhance parents' capacity to collaborate effectively with their child, leading to improved academic success.	July 2024	PowerPoint handout, Parent Survey Evaluation, Sign-in sheet, and Agenda
2	Home-School Communication: Introduce families to organizational systems that aid in developing organizational skills and facilitate parent communication.	School Administration, Title I Lead Teacher, Teachers	Boost involvement, foster positive behaviors, and improve communication between home and school.	July 2024	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations
3	Family Literacy Night: At the reading workshop, families	School Administration, Title I Lead Teacher,	Equip families with information, academic goals, and effective strategies that	September 2024	Agenda, Sign-in sheets, student assessment, increase learning

	gain insights into utilizing take-home reading materials, including interactive activities, practices, and strategies to maximize success in reading and writing.	Teachers	can be implemented at home to boost reading performance.		gains, parent evaluations
4	<a href="#">Family Math &amp; Data Night</a> : Grade-level presenters will improve parents' comprehension of their students' progress data and share strategies to enhance reading and math skills.	School Administration, Lead Teacher, Instructional Intervention Coach, Teachers & Staff	Offer families insights into academic expectations and effective strategies for boosting reading achievement at home.	February 2025	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations
5	STEAM Night: Families will engage in interactive STEAM activities aimed at enhancing student achievement in math and science while also fostering technology and engineering skills.	School Administration, Lead Teacher, Instructional Intervention Coach, Teachers & Staff	Equip families with information, academic goals, and effective strategies that can be implemented at home to enhance math and science achievement.	March 2025	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations
6	Summer Bridge: Families receive details about grade-level expectations for the upcoming school term, guidance on preventing summer learning loss, and information about additional academic programs.	School Administration, Lead Teacher, Instructional Intervention Coach, Teachers & Staff	Offer families insights into academic expectations, along with effective strategies that can be implemented at home to enhance academic achievement	May 2025	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations

## Staff Training

The school will provide the following professional development activities to educate the teachers and school staff in how to reach out to, communicate with, and work with parents and families as equal partners and in how to implement and coordinate family programs and build relationships between families and the school.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Review and Discuss Parent and Family Engagement Plan	Administration and Title I Lead Teacher	Improve the ability of staff to work effectively with parents by increasing parent involvement and student	August	Agenda, sign-in sheet, evaluations and minutes

			achievement.		
2	Review and Discuss Home-School Compact	Administration and Title I Lead Teacher	Improve the ability of staff to work effectively with parents by increasing parent involvement and student achievement.	August	Agenda, sign-in sheet, evaluations and minutes
3	Utilizing Student Planners as a Communication and Organizational Tool	Title I Lead Teacher Classroom Teachers	Utilizing Student Planners as a Communication and Organizational Tool	August	Agendas and sign-in sheets

---

## Other Activities

The school will conduct activities, make resources available to parents and families and provide encouragement and support to families so that they can more fully participate in the education of their children by:

- Maintaining a Parent & Family Resource Area consisting of information related to the school and Title I Program and academic resources available for home use.
  - Making the Parents Make a Difference newsletter available through the school website, The Parent & Family Resource Notebook, and is hard copy upon request.
  - Provide parents with surveys to identify areas where they need assistance, along with other materials needed to conduct training as necessary.
- 

## Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by;

- Conducting the Annual Meeting.
- Announcements of additional parent meeting opportunities through various forms of communication (emails, phone calls, school website, class dojo, etc.)

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through;

- Information shared at the Annual Meeting
- The School improvement plan
- Parent Conferences
- Data Chats with Families
- School Website

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

- School Advisory Council Meetings

A means to document parent comments/concerns regarding the school-wide program plan when it is not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns with the plan that will be made available to the local education agency by;

- Collect all written comments on the Parent Survey Evaluation sheets and submit them to the LEA.
  - Parents involvement survey
  - The school will assess all parent comments and concerns, using this information further to enhance parent and family engagement within the community.
- 

## **Accessibility**

The school will provide full opportunities for participation in parent & family engagement activities for all participants (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

- Utilizing quarterly Skyward reports as a means to identify families who may need accommodations in order to participate actively in school activities.
- Parents are notified through mailed correspondence, notifications sent home with students, and postings on the school website.
- ELL enrollments are checked monthly to ensure that information is provided in a language parents can understand.

I, Dr. Stella Arduser, 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 conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Student Succeeds Act (ESSA). Such programs, activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
- The school will be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101, and is expected to carry out programs, activities, and procedures in accordance with this definition.
- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).

---

**Signature of Principal or Designee**

Date Signed