



District Parent and Family Engagement Plan

The Every Student Succeeds Act (ESSA) places a strong emphasis on the need for districts and schools to actively engage with parents and family members. A Title I, Part A provision requires Local Educational Agencies (LEAs) to actively engage parents and families of all students in the development of state and local education plans, school improvement plans, as well as Title I plans (ESSA Section 1116)

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Charlotte Title I, Part A Parent and Family Engagement Plan

I, **Mark Vianello**, do hereby certify that all facts, figures, and representations made in this Federal Parent and Family Engagement Plan 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 local, 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 LEA 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 ESEA Section 8101;
- Engage the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for family engagement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with the family that has custodianship of the student the school parent and family engagement policy and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1116(b)(1)];
- Engage parents and family, 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Use the findings of the parent and family engagement policy review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's parent and family engagement policy [Section 1116(a)(2)(C)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and families of participating children, the school will submit parent and family comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent and family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent and family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not certified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];

- Ensure regular two-way meaningful communication between family members and school staff and to the extent, practicable in a language that families can understand. [Section 1116(d)(2)(D); and
- Provide each parent and family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)(i)(I) and Section 1112(c)(1)(A)(ii)].



Mark Vianello

2/13/2024

Signature of Superintendent or Designee

Print Name

Date

Mission Statement

Parent and Family Engagement Mission Statement

Response: Charlotte County Public Schools will foster and support a partnership among the home, school, and community to increase student success.

Engagement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans.

- LEA-wide parent and family engagement plan (PFEP) [Section 1116(2)]
- LEA plan [Sections 112(b) and
- How the funds reserved for parent and family engagement will be spent [Section 1116(a)(3)]

Response: Charlotte County Public Schools has an established Parent and Family Engagement Planning Committee (PFEP), comprised of parents from Title I schools and representative of the school's demographics, school staff, Title I school administrators, and district staff in addition to the Federal Programs Team. PFEP is involved in the planning, review, evaluation, and improvement of Title I programs. The district provides Foundations of Family Engagement Training for school PFEP teams to discuss, review, and provide input for revisions of school-level PFEPs, including the use of funds, barriers to parent and family engagement, best practices, and professional learning opportunities regarding family engagement. Ongoing consultation to review the progress of the plan is held at individual schools and at the district level.

Parents are notified through school newsletters, school and district websites, letters sent home, and personal invitations of opportunities to participate in this and other planning committees.

The district offers professional learning opportunities for district and school staff at each Title I school on the importance of involving parents in all levels of partnership.

Title I Achievement and Family Associates (AFAs) and schools provide training throughout the year to parents regarding their important role as their child's first and most important teacher, their partnership with the school, SAC membership and responsibilities, the school plans, and understanding the use of data in plan development.

The LEA set-aside funds for parent and family engagement are used to support the district's initiative of extending the resources and availability of the Family Centers at each Title I school. The Family Resource Centers located at all Title I elementary and middle schools, are a strong focal point of the LEA's Parent and Family Engagement process. The centers are staffed by the Title I funded Achievement and Family Associate (AFA). The AFA makes recommendations for

appropriate leveled books for children and their parents to check out through the Family Reading Experience. Children also receive a 'keeper' book with each visit, to build home libraries. The AFA also maintains a database that records essential data on participation in the program and its impact on extending and enriching family reading in the school community. The AFAs are additionally trained to provide learning opportunities for parents at the centers and help parents access and understand their students' achievement data through the online student and parent information system. The AFAs support family learning in various family events hosted during the school year. AFAs can refer parents who need assistance with various issues to appropriate resources in the school and the community. The AFAs are the school specialists in cultivating the partnership between families and their schools.

Funds are also used to provide differentiated instructional activities for the Title I AFAs providing remediation for students and to purchase a variety of resources, including materials for literacy, math, and parent training, and supplies for parent communication. Funds are available for translators, child care and transportation on an as needed basis.

Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1116(a)(2)(b and c) and 1116(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PFEP to ensure compliance with all requirements of Section 1116 [34 CFR 200.21(c and d)]. Include information on how the LEA will provide other reasonable support for parental engagement activities under Section 1116 as parents may request [Section 1116(e)(14)].

Response: The LEA will provide coordination, technical assistance and other support to assist Title I, Part A schools in planning and implementing effective parental engagement programs to improve student achievement and school performance in the following ways:

- The Federal Programs Team, will provide technical assistance to all Title I schools to review the Title I, Part A requirements for parent and family engagement as it relates to increasing student achievement, including best practices.
- The Federal Programs Team will provide each school with a shared drive containing the following files: School-level PFEP template, Title I requirements, sample letters to parents, Title I Annual Meeting presentation materials, parent engagement strategies to increase student achievement, and other resources.
- The Federal Programs team will meet annually with schools' PFEPT to discuss

expectations and monitoring protocols, discuss timelines for PFEP revision, distribution and evaluation, and year-long professional learning plans for AFAs.

- The Federal Programs Team will meet annually with AFAs to facilitate the creation, distribution and collection of the annual Title I Parent and Family Engagement Survey to evaluate Title I services.
- New AFAs will receive an AFA guide with technical assistance materials including timelines, forms, and strategies for engaging parents in their child's education.
- The Federal Programs Team will review each school's Parent and Family Engagement Plan to ensure compliance and to ensure all strategies enhance student achievement. Plans are due in October each year.
- The Federal Programs Team will host quarterly Title I meetings for principals and other relevant staff to provide ongoing support, and technical assistance to ensure compliance.
- The district's contracted Family and Community Engagement (FACE) Specialist will meet quarterly with AFAs from all Title I schools to share strategies, provide training, and review data on parent participation. The quarterly meetings will focus on strategies for increasing family.
- The FACE Specialist will provide technical assistance and resources to support the implementation of parent workshops, trainings and outreach efforts.
- Each Title I school submits an annual event calendar at the beginning of the school year so the Federal Programs Team can attend and provide support for Title I funded events involving parents and families.

Coordination and Integration

Describe how the LEA will coordinate and integrate parental engagement strategies from Part A of Title I with other federal programs (including but not limited to Head Start, Early Reading First, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), Voluntary Pre-Kindergarten, Title I, Part C and Part D, Title III, and Title IV, Part A) [Sections 1116 (a)(2)(D) and 1116(e)(4)].

Response:

Grant administrators from all federally funded grants will meet quarterly to discuss grant initiatives supporting the district's strategic plan, which includes parent and family engagement. In addition to that, a district level parent and family engagement team will also meet to coordinate the parent and family engagement efforts taking place across the district. This group will include representatives from all of the federal funding sources.

Title I schools coordinate with early head start, head start, and pre-k ESE to recruit parents for kindergarten round-up to ensure all students are registered, educate parents on kinder readiness, and recruit families for PTO, SAC, and other volunteer opportunities. The Title I program coordinates with Title III to provide translation services and community resources for ESOL and immigrant families. Title I also coordinates with Title IX to provide transportation and other basic needs to families experiencing homelessness. Title I coordinates with Title II to build capacity for staff to strengthen family and school partnerships.

Annual Evaluation

With the inclusion of parents, describe the actions the LEA will take to conduct an annual evaluation of the content and effectiveness of this parent and family engagement plan in improving the academic quality of the Title I, Part A schools [Section 1116(a)(2)(E)].

Response:

Charlotte County Public Schools has an established Parent and Family Engagement Planning Committee (PFEP), comprised of parents from Title I schools and representative of the school's demographics, school staff, Title I school administrators, and district staff in addition to the Federal Programs Team. PFEP is involved in the planning, review, evaluation, and improvement of Title I programs. The district provides Foundations of Family Engagement Training for school PFEP teams to discuss, review, and provide input for revisions of school-level PFEPs, including the use of funds, barriers to parent and family engagement, best practices, and professional learning opportunities regarding family engagement. Ongoing consultation to review the progress of the plan is held at individual schools and at the district level.

The Federal Programs team meets annually with schools' PFEPT to discuss expectations and monitoring protocols, discuss timelines for PFEP revision, distribution and evaluation, and year-long professional learning plans for AFAs.

Building Capacity

If the LEA plans to implement LEA-wide activities, describe the actions the LEA will take to build the schools' and parents' capacity. The plan should demonstrate a partnership among the school, the parents, and the community to improve student academic achievement [Sections 1116(a)(2)(C), 1116(1-14)]

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Foundations of Family Engagement Team Training	Scholastic FACE Specialist and Federal Programs Team	School PFEPTs receive training and work together to develop school and district PFEP based on goals to increase student achievement	Annually	Agenda, sign-in, power point, resources
Title I link on the district website to both "Parent and Family Engagement" and to "Title I Part A"	Federal programs Team	Provide information to parents on their rights and ways to become involved in increasing student achievement	On-going	Parent Surveys and District website
Family Resource Centers	Title I Achievement and Family Associate	Resource information /trainings provided to families to support learning at home and capacity building	August-May	Family Center Calendar, district and school websites, sign-in sheets, FRC data, Parent Survey Report
Monitoring Technical Assistance	Federal Programs Team	Technical assistance will be provided to schools to monitor compliance and documentation regarding Section 1118 with compliance with the laws and use of best practices	On-going	Electronic storage of documentation in compliance.
Title I Parent Survey	Federal Programs Team	Parent input is used to inform school and district plans	Annually	Input and approval of school and district plans

ELL Parent Meeting	Federal Programs Team and ELL Liaison	Build capacity for ELL families to increase student achievement	Annually	Agenda, sign-in, minutes
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Staff Training

Describe the professional development activities the LEA will provide, with the assistance of the schools and parents, 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)].

Content and Type of Activity	Person responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Series of 30-minute Virtual AFA Touchpoints	Federal Programs Team	Technical assistance will be provided to new and existing AFAs on workshop delivery, brainstorming ideas to engage parents and families, discussing techniques to increase capacity with families, and tips when working with school staff and administration for events.	On-going	Parent Survey Report
Series of Family Engagement Training for AFAs	Federal Programs Team and FACE Specialist	Increase student achievement through parental engagement. Parents will gain an understanding of and learn ways to access Florida Standards. Parents will learn ways to support their child’s success on assessments. Parents will understand how to interpret assessment results	Quarterly	Agenda, sign-in, Parent Survey

		and their implications.		
Individualized Coaching	FACE Specialist	Increase attendance and student achievement by addressing barriers and focusing on solidifying and prioritizing specialized needs for each Title I school.	On-going	Agenda, Sign-in sheets, Parent Survey Report
On-site Visits	Federal Programs Team	Increase student and family engagement by addressing areas for improvement and recommending strategies for optimal family engagement.	On-going	Parent Survey Report
Foundations of Family Engagement Team Training	Scholastic FACE Specialist and Federal Programs Team	School PFEPTs receive training and work together to develop school and district PFEP based on goals to increase student achievement	Annually	Agenda, sign-in, power point, resources

Communication and Accessibility

Describe how the LEA will provide full opportunities for participation in parental engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA 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 [Section 1116(e)(5) and 1116(f)].

Response:

- The LEA PFEP will be available to families on the District and school websites in multiple languages. Hard copies are available in each school's front office and in each Family Resource Center. Each family will have access to a one-page summary outlining the LEA PFEP in family friendly language.

- The LEA maintains a list of translators to call upon as needed for parent events and provides for translation of materials in Spanish and other languages through local translators and online translation programs.
- Each school's Family Resource Center has parent information and literacy materials in other languages which can also be accessed online.
- The District Focus Portal provides families with achievement, attendance, and discipline data which includes a translation feature
- Parent and family engagement activities are offered at varying dates and times.

Feedback

We would love to hear from you!

To provide feedback to Federal Programs on Family Engagement or the Parent and Family Engagement Plan, you may email us or complete our stakeholder survey.

stakeholderconsultations@yourcharlotteschools.net



CHARLOTTE COUNTY
PUBLIC SCHOOLS

To learn more about Title I and other federal grants, visit our [website](#).