

# EUSTIS ELEMENTARY SCHOOL Title I, Part A Parental and Family Engagement Plan (2017-2018)

I, Corrie Voytko, 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve 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 parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- 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 [Section 1111(h)(6)(B)(i)];
- Provide each parent 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 highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; 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 [Section (h)(6)(A)].

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Signature of Principal or Designee

Date Signed

## Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Eustis Elementary School's Family Engagement\_Mission is to build collaborative partnership with parents and provide them with the knowledge, opportunity, and resources they need in order to actively participate and enhance their child's education. Families are involved in creating the school's Compact and providing input in child's learning.

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## Involvement 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 parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** The school advisory committee at Eustis Elementary School is responsible for developing, implementing and evaluating the various school level plans, including the School Improvement Plan and Family Engagement Plan/Budget. Families represent more than 50 percent of the SAC members. Members of the SAC are voted upon by their peers (parents vote for parents, staff votes for staff.)

Prior to the approval of the plans, families are given opportunities to review and offer their input during SAC meetings. SAC meetings are advertised in the school newsletter, on the school marquee, and website.

At the end of the school year, families are given surveys seeking their input on activities, training and materials needed to help their child. Suggestions are discussed during the SAC meeting and revisions are made to the plan. All revisions are documented in the SAC minutes.

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## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement 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 1118(e)(4)].

Count	Program	Coordination
1	Head Start	Provide opportunity for student from Head Start to tour school prior to entering Kindergarten. Parents come to this event as chaperones so that they can learn of the expectations of Kindergarten. Information is provided on what students are expected to know before entering kindergarten so that parents can work at home before students enter kindergarten.
2	Title III	ELL students are given access to Rosetta Stone based on need. Parents will receive flashcards and other instructional tools so that students and parents can then practice language skills at home.
3	Title I	With Title I funds, EEL will host one family engagement night each month which provides families with strategies and support that they can use to work with their student.

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## 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 (schoolwide 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 1118(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
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1	Annual Title I Parent Night. Information is published on the website and newsletters	FSL/CRT/LC	09/06/18	Sign-in-sheets, agenda, and minutes
2	Development of Sign-in sheets	FSL/LC	ongoing	Sign in sheets for meeting and individual classrooms.
3	Develop agenda, handouts, and/or presentation materials that address the required components.	CRT/LC	ongoing	Copies of agendas, power-point presentations and handouts
4	Maintenance of documentation	Literacy Coach (LC)	ongoing	Title I documentation uploaded in Title I's electronic filing system.

## 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, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

**Response:** Eustis Elementary will offer parent meetings once a month for parents. We will provide childcare if necessary for parents to be able to participate. We will also have the Parent Resource Center readily available for parents to come at a time that is convenient to them and receive any information they might have missed otherwise.

Meetings will be advertised on the school website, marquee and monthly newsletter.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. 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 [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher	Tushena Scott, Administrators and Teachers	Parents/Families will have the opportunity to meet their teacher and learn of the grade level expectations.	8/10/18; 11:00-1:00 p.m.	Invitation, sign in by parents, survey at the end of the afternoon
2	Curriculum Night/Title I Parent Meeting/School Compact	Tushena Scott & FSL	Parents will have the opportunity to learn more about our curriculum and how to help students at home. Parent input given for the School Compact.	9/6/18; 6:00-7:45 p.m.	Invitation, sign in by parents, survey at the end of the evening.
3	Dads With Donuts	Tushena Scott & FSL	Dads or family members will have donuts with students to promote parent and family engagement.	9/26/18; 8:00-8:45 a.m.	Invitation, agenda, survey of parents, RSVP
4	Family Picnic	Tushena Scott & FSL	Families come out and have a picnic lunch with children to promote parent and family engagement.	10/5/18; 10:30-12:30 p.m.	Invitation, RSVP agenda and survey of parents.
5	Science Fair	Leah Braswell, Tushena Scott & FSL	Parents will learn strategies and to support their students in Science.	11/15/18; 6:00-7:30 p.m.	Invitation, agenda, RSVP and survey of parents.

6	STEM Night	Leah Braswell, Tushena Scott & FSL	Parents will learn strategies to help students with Science and Math.	12/6/18; 6:00-8:00 p.m.	Invitation, RSVP, agenda, and survey of parents.
7	Celebrate Literacy/Family Reading Night;	Tushena Scott & FSL	Improve student reading by giving parents ideas on how to help students at home. Achievement should improve as parents are able to assist students with literacy.	1/24/19: 6:00-7:30	Invitation, agenda, sign in and survey at the end.
8	Family Picnic	Tushena Scott & FSL	Families come out and have a picnic lunch with children to promote parent and family engagement. Parents will be given information on literacy and have the opportunity to read with their child during the picnic.	2/15/19 10:30 am -12:30 pm	Invitation & sign in, survey of parents.
9	Family Night/(FSA) Testing Information	Leah Braswell & Tushena Scott	Parents will be given information about FSA practice tests that can be taken at home.	3/7/19 6:00-7:30 pm	Invitation & sign in, survey of parents.
10	Muffins for Moms	Leah Braswell and Tushena Scott	Moms or family members will have muffins with students to promote parent and family engagement.	5/8/19 8:00-8:30 am	Invitation, agenda & survey of parents.
11	<u>Report Card Conference</u>	EES Teachers, Tushena Scott, and FSL	Parents/Families will conference with teachers (individual conferences) to discuss progress of their child and any needed support. Families will be encouraged to visit the Family Engagement Center to check out educational items.	10/23/18; (3:30-7:00 pm)  10/24/18 (3:00-6:00 pm)	Invitation, survey of parents.

## Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, 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 programs, and build ties between parents and schools [Section 1118(e)(3)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Staff Development: Best practices for family engagement.	Corrie Voytko Tushena Scott, and FSL	To improve the ability of staff to work effectively with parents by providing examples of best practices for family engagement.	November 2018	Agenda, Sign in, materials from training.

## 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 [Section 1118 (e)(4)].

**Response:** Aside from our planned family engagement nights, Eustis Elementary School has a family resource center. This room will be open on days when school is in session, and will be open late on Wednesday evenings. The FSL will serve as the contact person for parents. There will be access to take home computers, games and other activities designed to help parents work with their child to improve academic achievement.

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## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- 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 [Section 1118(c)(4)(B)];
- 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[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:** Information will be provided to parents on the schools webpage, in a quarterly newsletter, through our parent call-out, mass text program, and during the monthly parent meetings. Materials will be provided in English and Spanish.

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## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement 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 [Section 1118(e)(5) and 1118(f)].

**Response:** Family Engagement information and invitations will be published in English and Spanish. Notices on the Eustis Elementary School webpage will be published in English and Spanish. Call outs to parents via School Messenger will be done in English and Spanish when possible. A person who is bilingual English/Spanish will be available at parent meetings for translation to help parents better understand how to help their children. We also have a sign-language interpreter for translation when needed. Parents in need of transportation will need to contact the FSL to arrange transportation to and from school functions.

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## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:  
☒ Not Applicable

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## Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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## **Upload Parent-School Compact**

Note: As a component of the school-level parental involvement 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 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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## **Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement 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 1118(d)].

Upload evidence of parent input in the development of the compact.

[Uploaded Document](#)

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## **Evaluation of the previous year's Parental 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 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

<b>Count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Curriculum Night	1	200	Families had the opportunity to learn more about curriculum and how to help with students.
2	Donuts with Dads/Volunteer Orientation	1	429	Dads or family members had donuts with students to promote parent and family engagement. Book baskets available to encourage reading at home.
3	Fall Family Picnic	1	742	Families came out and had a picnic lunch with children to promote parent and family engagement. Families were given books to encourage demonstrate the importance of reading.
4	Science Fair	1	188	Families and students learned the steps to the Science Method and viewed students' science fair boards.
5	STEM Night	1	93	Families and students worked together to complete STEM activities and build on problem solving skills.
6	Author Visit/Celebrate Literacy	1	52	Families learned the importance of literacy, literacy activities to use at home and enjoyed participating in an author led program.
7	Family Picnic	1	692	Families came out and had a picnic lunch with children to promote parent and family engagement. Families were given books to encourage demonstrate the importance of reading.
8	FSA Info Night	1	22	Families were given information on FSA.
9	Family Book Fair Night	1	121	Families had the opportunity to learn more about reading strategies to use with students at home.
10	Kindergarten Roundup	1	46	Families were given materials (books and supplies) to support students over the summer. Incoming Kindergartners were assessed by Kindergarten teachers.
11	Muffins with Mom	1	386	Moms or family members had donuts with students to promote parent and family engagement. Book baskets available to encourage reading at home.

### **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 1118 (e)(3)].

<b>Count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
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1	Staff Development: Building Relationships with families by promoting positive communication.	1	28	Teachers understood the importance of building a relationship with parents to promote family engagement.
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## 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 1118(a)(E)].

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Unable to make time	Survey parents for feedback for best times and offer different times monthly
2	Activities during dinner time	When able, instead of offering just a snack, offer some type of dinner such as pizza. (We will just have to get RSVPs)
3	Lack of Transportation	Encourage parents to carpool.
4	Unable to understand English	Have our ELL teacher attend events to translate.

## Best Practices (Optional)

Describe the parental involvement 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
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