

# Lincoln Park Elementary Title I, Part A Parental and Family Engagement Plan

## Involvement of Parents

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, reviewing, and improvement of Title I programs including involvement in the decision-making of how funds for Title I will be used. (ESEA Sections 1116)

Parents are invited to attend the Annual Title I Meeting which will occur on Thursday, September 12th, prior to Open House/APTT. During the meeting, parents will be provided the opportunity to become involved in the planning, decision making, review, and improvement of Title I Programs including being made aware of how Title 1 funds are used to support student learning and parental involvement during the 2019-2020 school year. The Principal will explain what Title 1 is and answer related questions. Parents will also have an opportunity to review this school year's Parental and Family Engagement Plan. Parents will review the Parent-School Compact and are invited to suggest changes as needed. Parents are invited and encouraged to become an active participant on our School Advisory Council (SAC) where all current year's budget are reviewed. Parent will be made abreast of the multiple parent engagement events that will occur throughout the 2019-2020 school year In addition, parents will be invited to review next year's budget in the spring and offer input.

Focus Area	Evidence	X	Tentative dates/timelines
Explanation of Title 1 program and promotion of parent involvement. Planned Parental Involvement activities that promote academic growth and positive home-school partnerships.	Annual Title 1 Parent Meeting	X	Sept. 12, 2019
	School Advisory Council Meeting (SAC)	X	One meeting each quarter
	Quarterly Events that occur throughout the school year	x	One meeting each quarter for events

## Coordination and Integration with Other Federal Programs

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 {ESEA Section 1116}.

Program	Coordination	X
Head Start	LEA cofunds Head Start for 185 children. These services are provided in schools with our highest poverty. Family events provide guidance and modeling of emergent literacy development activities. Head Start classes are housed in portables on Lincoln Park classes.	X
Voluntary Pre-Kindergarten	Title I Part A co-funds VPK services, by extending full day services in schools with our highest poverty. Family events provide guidance and modeling of emergent literacy development activities.	X
Title I, Part C	Migrant families participate in a LEA Advisory Council for English Language Learners. Translators are available for teacher conferences as well as to assist with translation of documents to be provided for families. Family events provide guidance and modeling of emergent literacy development activities. Title 1 will provide translators.	X
Title I, Part D	Resources are provided for parents whose children are enrolled in Neglected & Delinquent programs.	
ESOL-Title III	Provides supplemental resources for English Language Learners (ELL) such as services and paraprofessionals.	
Title IV, Part A	Provides students with a well-rounded education, supports safe and healthy students, and supports the effective use of technology. Schools benefit through Capturing Kids' Hearts training and the services of the secondary schools guidance TSA.	
Carl Perkins Career and Technical Education Act	Provides funds to increase the quality of career and technical education.	
Title IX, Part A	Provides hygiene items, schools supplies, and tutors at area homeless shelters to support families. Assistance for housing, food, and other emergency support are available for families referred under Title IV. Counseling services and shelter based tutoring/parent training is available.	X
IDEA	Provides students with disabilities a Free Appropriate Public Education (FAPE) that is tailored to their individual needs including an Individualized Education Plan (IEP), placement in the Least Restrictive Environment (LRE), appropriate evaluation, parent and teacher participation, and procedural safeguards.	X

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families 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, and the rights of parents are covered at the annual meeting.

Activity/Tasks	Evidence of Effectiveness	X
Develop meeting materials	Announcement	X
	Agenda	X
	Sign in sheet	X
	Handouts	X
	Customized Title I powerpoint	X
	Other (specify)	
Advertise/publicize event	School Messenger	X
	School Calendar	X
	School Newsletter	X
	School Marquee	X
	Social Media	X
	Flyer	X
	Website	X
	Other (specify)	
Title I Parent Meeting/ Documentation	Sign In Sheet	X
	Agenda	X
	Powerpoint	X
	Minutes and Worksheet	X
	Photos	
	School Family Compact	X
	Evidence of Social Media	X
	Survey (for parent input)	
	PFEP Template	X
	Other (specify)	

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening. How will the school provide with Title I funds, transportation, child care, or home visits, as such services related to parental engagement {ESEA Section 1116}.

Various strategies will be utilized during the 2019-2020 school year to increase parental involvement at Lincoln Park Elementary School. Meetings will be held before, during and after school. Parents will be invited to participate in our School Advisory Council (SAC) which provides them the opportunity to improve our school by sharing in the decision making and providing input. SAC meetings are held four times a year. Monthly Newsletters showcasing upcoming events and important information are provided by the principal. Flyers and School Messenger are other avenues utilized to communicate parental involvement activities with our families. Each nine weeks parents of Kindergarteners through fifth graders are invited to Report Card Day conferences. Throughout the entire school day and late afternoon, teachers scheduled individual 15 -20 minute conferences with each parent to discuss their child's academic and social progress. Additionally, parents are provided with strategies to work with their child while at home. Flexible schedule during teachers planning period allows parents to schedule their conferences around their work schedules. We have implemented APTT Academic Parent Teacher Teams (APTT) for the past two years. We will host one meeting this year as a finality of the program.. APTT strengthens the parent - teacher - child academic relationship. During the meeting, parents set learning goals by using provided academic data specific to their child, and fun learning activities to use at home. We host Quarterly Family STEM Nights where the entire Family is invited to attend. It is a parental involvement activity which is well attended. Quarterly, parents actively participate with their child(ren) to use the design process to meet a STEM challenge. The Principal uses both flyers and School Messenger to communicate parental involvement information and activities. The relaxed, family friendly environment allows parents to have fun with their child in a learning environment and opportunities to get to know other parents and families. Parents are encouraged to meet with teachers before, during and after school. The principal's "Open Door" policy provides parents/guardians with unscheduled access to her. Title I funds are used to support all parental involvement activities focused upon education. At times, the principal, teachers and school social worker will make home visits to provide information regarding school related concerns. Assistance with transportation needs are provided by guiding parents through the bus accommodations process.

Flexible Meetings	Description of Meetings/Activity	X
Morning meetings	Meetings will be offered before school	
Afternoon meetings	Meetings will be offered during/after school	
Evening meetings	Meetings will be offered before, during and after school	X
Transportation	Title I funds budgeted for transportation	
Child care	Title I funds budgeted for child care	
Home Visits	Title I funds budgeted for home visits	
Other		

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children {ESEA Section 1116}.

We have a room where Parent Report Card Conferences occur. We have books, games and activities that are available for parents and families to check out and/or permanent take home.

## Building Capacity of Parents

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement, and building relationships with the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents assist parents/families to work with their child. Include information on how the school will provide other reasonable support for parent/family engagement activities under {ESEA Section 1116}.

#	Topic - Title of Activity	Person Responsible	Materials/Training Provided to Parents/Families	Tentative Date/Time (is it flexible?)	Documentation Evidence (announcement, agenda, sign in sheet, evaluation, etc.)
1	Orientation	Principal	Parent Informational brochure will be distributed to parents and reviewed by the principal while students are with teachers.	Aug. 8, 2019	Participation Sign-in Sheet & Annual Parent Survey
2	Open House with an APTT Meeting	Teachers & Administration	Parents will have an opportunity to meet with teachers collectively to hear about what students will be learning during this school year. Additionally they will engage in APTT learning activities that are given to each family to use at home.	September 12, 2019	Agendas, Sign-in sheets, Parent Participation
3	Annual Title 1 Meeting	Principal and Staff Members	Parents are provided information about what Title 1 is, the Parent and Family Engagement Plan is reviewed and the School-Family compact is signed.	September 12, 2019	Participation Sign-in Sheets & Annual Parent Survey
4	Family STEM Night	Teachers	Parents will engage in STEM challenges with their child to design, test and rebuild their projects	Oct. & Dec. 2019/ Feb. & April 2020	Participation Sign-in Sheets & Annual Parent Survey
5	Pre-K Lapsits	Teachers	Parents participate in sing a longs, storytelling and educational activities with their child.	Quarterly 2019 - 2020	Participation Sign-in Sheets & Annual Parent Survey
6	School Advisory Council	Principal & Teachers	Training provided to parents include: purpose of SAC, budget, school achievement & school-based decisions	Quarterly 2019 - 2020	Participation Sign-in Sheets & Annual Parent Survey
7	Newsletters, flyers & School Messenger Call outs	Principal	These avenues are used to dispense school info. to parents	Monthly	Annual Parent Survey
8	Educational Software	Teachers	Reading and math online programs are accessible from home which allows parents to interact with their child's curriculum while monitoring their progress	Ongoing throughout the year	Annual Parent Survey & Student Grades/Scores

## Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff leaders and other staff with the assistance of parents/families and the school. How to value and utilize the contributions of parent/families. How to reach out to, communicate with and work with parents/families as equal partners. How to implement and coordinate parent/family programs, and build ties between parents/families and the school. {ESEA Section 1116}.

### Focus Areas for Staff Development

A	Value and utility of contributions of parents and families.
B	How to reach out to, communicate with and work with parents/families as equal partners.
C	Implementing and coordinating parent/family programs.
D	Building ties between parents/families and the school.

#	Topic - Title of Activity	Person Responsible	Anticipated Parent Engagement Focus Area (list the focus area/s)	Tentative Date	Documentation Evidence (agenda, sign in sheet, etc.)
1	<i>Powerful Partnership</i> Book Study	Principal	Family Engagement: Building Powerful Partnerships Partnerships between School and Home, Transforming Conferences and IEP Meetings, Maintaining Strong and Supportive Relationships	During 1st 9 weeks of school	Meeting Documentation, Agenda & Sign-in
2	DCF Training	Administrator on Special Assignment	Responding to the immediate needs of students and their families	Pre-school	Meeting Documentation, Agenda & Sign-in
3	MTSS/Rti	School Psychologist	Identifying students in need of support and providing interventions to be implemented	Pre-school	Meeting Documentation, Agenda & Sign-in
4	Weekly PLCs with a "Teachers Training" Teacher Model	All Teachers and Administration	When teachers strengthen their own teaching strategies, they have more information and training they can share with parents when suggesting strategies to use at home	Every week ongoing throughout the school year	Meeting Documentation, Agenda & Sign-in

# Communication

Describe how the school will provide parents 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 achievement levels students are expected to obtain;
- 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 children and
- If the school wide 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 {ESEA Section 1116}.

Communication Focus Areas	Type of Activity	X	Evidence of activity
How does the school communicate timely information about the Title I program?	Title I Annual Parent Meeting	X	Participation Sign-in
	SAC Meetings	X	Participation Sign-in
	Electronic Communication	X	Facebook Page comments
	Mail Out to Parents	X	Participation at Orientation
	Family Nights	X	Participation Sign-in
	School Website	X	Annual Parent Survey
	School Messenger Call Outs	X	Annual Parent Survey
	Flyers	X	Participation Sign-in at events
	Other		
How does the school communicate timely information about curriculum, assessment, and achievement?	Title I Annual Parent Meeting	X	Participation Sign-in
	Family STEM Nights	X	Participation Sign-in
	Newsletters & Flyers	X	Annual Parent Survey
	Open House	X	Participation Sign-in
	SAC	X	Participation Sign-in
	Website	X	School Website
	FOCUS	X	Annual Parent Survey
	RTI Parent Meetings	X	Participation Sign-in
	Conferences	X	Participation Sign-in
	School Messenger Call Outs	X	Participation Sign-n
How does the school offer opportunities for regular meetings for parent to participate in making decisions and give feedback?	Title 1 Meetings	X	Participation Sign-in
	SAC Meetings		Participation Sign-in
	Parent - Teacher Conferences	X	Meeting Notes
	Parent-Administraors Confernces	X	Meeting Notes





## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents. Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable, uniform format and in a language that parents/families can understand.

<p>Describe the opportunities that families have to fully participate in their child's education.</p>	<p>Parents are invited to an Annual Title I meeting, Open House, Family STEM Nights, Academic Parent Teacher Team (APTT) Meeting, Parent Report Card Day Conferences and student performance activities. Classroom visits, Dads Take Your Child to School where fathers can spend the day at school, Mother's Day visit with reading activities and Father's Day visit with math activities.</p>
<p>Describe how the school will share information to families in an understandable, uniform format, and in different languages as needed.</p>	<p>Academic assessment information of student progress is provided to parents by the principal and teachers through newsletters, parent nights, and during quarterly face to face Parent Report Card Day conferences before, during and after school. During these conferences student grades, formal and informal assessments, and strategies for improvement are discussed. Phone calls home and home visits occasionally occur at all grade levels. Frequent communication occurs between the parents and the school. When parents are speakers of another language, the Title I office is contacted to secure interpreters for events and for document translation. Currently, we do not have speakers of other languages. School messenger and newsletters are used regularly to inform families of school activities and information. Our school website provides easy access to our Title 1 plan, Parent and Family Engagement Plan, our school grade, dates and times of events, faculty and staff names and other pertinent information regarding our school. The principal honors an Open Door policy with unscheduled appointments are made available to provide parents with the opportunity to enjoy easily accessible meetings.</p>

## Discretionary Activities (Optional)

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.)

#	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Conducting meetings before, during and after school maximizes parental involvement. Occasional home visits and meetings allows teachers and administrators to reach out to parents who are not able to come to the school.	Flexible parent/family meetings at different times (before, during and after school)	Principal & Teachers	Increased Parental Engagement, Student Engagement and Student Achievement	19.20
2	Implementation of multiple approaches to increase parental involvement opportunities	Staff Development, A Faculty Book Study designed to strengthen the parent-school partnership	Principal (Title 1 Funds are used to implement this project)	Increased teacher efficacy when working with parents on strategies to improve parent involvement and student progress resulting in increased student achievement	19.20
3	Developing partnerships with community-based organizations and businesses, including faith-based organizations in support of parental involvement activities.	Meetings with School Partners & Community Organizations	Principal and Volunteer Coordinator	Soliciting and building the school's mentorship program will ultimately strengthen relationships between the school, community and parents thereby fostering a positive home-school connection that builds student's sense of self and increased academic achievement	19.20

## Barriers

Describe the barriers that hinder 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 disabled, have limited English proficiency, and parents/families of migratory children) {ESEA Section 1116}.

During the previous school year, we noticed parental involvement being hindered by: lack of transportation, need for child care and restraints of their work schedules.

<b>Barrier(s): Including the Specific Subgroup</b>	<b>X</b>	<b>Plan of Action (Steps to overcome)</b>
Language		
Disabilities		
Transportation	X	Varying times of the day for activities so that parents can use public transportation or family support
Child Care	X	Administrator provides childcare during the Open House/APTT Meeting
Schedule	X	Flexible scheduling to support the needs of the parent
Homelessness	X	The school's Guidance Counselor works cooperatively with Title 1 and the Homeless Coalition to provide support to parents in need of permanent shelter
Communication	X	Multiple modes of communication occurs: Newsletters, Flyers, Phone Calls from Teachers & Staff, School Messenger Calls from Principal, Face-to-Face Conferences, Home Visits
No WiFi Availability	X	Information dispersed to parents from the school providing them with access to Cox Communication's Program that provides parents with wi-fi services at a very low cost.
Other		

## Assurances about the Parent and Family Engagement Plan

I, **Cassandra F. Smith**, 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 district, state and federal staff for a minimum of five (5) years. 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 outlined in ESEA Section 8101;

- 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 1116 (a)(3)(b);
- Plan was jointly developed/revised with parents and distributed to our families and the local community {Section 1116 (b)(1);
- Engage parents and families, 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 school wide program plan under Section 1116 (c)(3);
- Use the findings of the Parent and Family Engagement Plan review to design strategies for more effective parent and family engagement, and to review, if necessary, the school's Parent and Family Engagement Plan {Section 1116 (a)(E);
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family 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 an individual student report about the performance of their child on the state assessment {Section 1112 (e)(1)(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 does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned {Section 1112 (e)(1)(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 1112 (e)(1)(A).

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Signature of Principal or Designee  
Cassandra F/ Smith

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Date Signed (2019-2020)  
August 28, 2019

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(typed signature denotes approval of PFEP)