

# **Title I, Part A 2020-2021 Parent and Family Engagement Plan for**

## **Dr. Carrie D. Robinson Littleton Elementary School**

I, Monica Broughton, 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**

#### **Parent Consultations**

The school shall conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

#### **Certifications**

The school will inform/notify parents (in a timely manner) of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals qualifications.

The school will notify parents when a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified but teaching out-of-field by providing a written notification to each parent in a timely manner. This notification should be timely and in letter form on school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

#### **School Parent and Family Engagement Policy**

The school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

## Policy Involvement

The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement.

The school will 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

The school will provide parents of participating children with:

- a timely information about programs under this part;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and
- 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, and respond to any such suggestions as soon as practicably possible.

If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, the parents may submit any parent comments on the plan when the school makes the plan available to the LEA.

## Shared Responsibilities for High Student Academic Achievement

The school will jointly develop with parents for all children served under this part a **school-parent compact** that outlines how parents, the entire school 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 Florida's challenging academic standards. Such compact shall

(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time;

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum

- **parent-teacher conferences in elementary schools, at least annually**, during which the compact shall be discussed as it relates to the individual child's achievement;
- frequent reports to parents on their children's progress;
- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;
- ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

### **Accessibility**

The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

*Monica Broughton*

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Signature of Principal or Designee

*09-29-2020*

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Date Signed

# Parent and Family Engagement Plan

In support of strengthening student academic achievement, **Dr. Carrie D. Robinson Littleton Elementary**, receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Dr. Carrie D. Robinson Littleton Elementary** agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
  - Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
    - (A) families play an integral role in assisting their child's learning;
    - (B) families are encouraged to be actively involved in their child's education at school;
    - (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
    - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

## JOINTLY DEVELOPED/INVOLVEMENT OF PARENTS

**Dr. Carrie D. Robinson Littleton Elementary** will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Describe/list how families will be involved in the development of the school parent and family engagement policy and how families will be involved in the planning, review, and improvement of parent and family engagement programs including decisions on how funds for parental involvement will be used. (A Parent Involvement Plan Input form will be provided to you)

**Response: Robinson Littleton Elementary will involve parents by having a quarterly Title I Parent Involvement/School Advisory Council (SAC) composed of parents, teachers, business representation, community representation, and other school staff members. SAC meetings will include a diverse group of parents representing a variety of ethnic groups and all socioeconomic levels. All parents and community members are welcome and voting members are elected by the group. The meetings will take place at the school and at times that are convenient for parents to attend. We will work with parents to develop a written plan that describes how the parent involvement funds will be used. An open discussion regarding the use of Title I funds, reserved for parent involvement at the school level, will take place and decisions regarding how the funds will be spent will be recommended. The plan will be provided to parents in a format and language that parents can easily understand. The plan will be reviewed and updated as needed, but not less than annually. Robinson Littleton Elementary School recognizes that parents can be provided with knowledge and insight that will assist in the planning of parent involvement activities. Robinson Littleton Elementary values Parent Involvement as we believe that it contributes to the academic and behavioral success of children. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be uploaded to the Title I Crate.**

## ANNUAL TITLE I MEETING

**Dr. Carrie D. Robinson Littleton Elementary** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement plan, the schoolwide plan (SIP).

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, budget, curriculum used at each grade level, assessment used at each grade level, school grade, 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 (comment form provided) [Section 1116].

**Response: The Title I Annual Meeting will take place within the first 4 weeks of the FY21 school year where we will review the purpose of Title I to include funding received, how funds are expended, what's included in the Parental & Family Engagement Plan, purpose of the School Compact, and explain parents' right to request qualifications of teachers and paras. The meeting date and time will be communicated to parents by the following means: school newsletter, website, marquee, School Messenger, and student planner. Parents will be required to sign in and meeting minutes will be recorded.**

Your annual Title I Meeting **MUST** be separate from any other event including SAC, Open House, Curriculum Night, etc.... A suggestion would be to hold on the same night but at different times. For example: SAC 5:30-6:00 and Annual Title I Meeting 6:00-7:00. Separate documentation for announcements, agendas, meeting minutes and sign in sheets titled "Annual Title I Meeting" must be submitted for compliance.

## COMMUNICATIONS

**Dr. Carrie D. Robinson Littleton Elementary** will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

Describe/List how the parent and family engagement policy will be distributed to families and how the school is going to communicate with families including information about how the school will provide information related to school and family programs, meetings, and other activities to families in a format, to the extent practicable, and in a language that families can understand (multiple languages).

**Response: Title I Annual Meeting – Information on Title I programs will be presented and discussed with parents. They will be informed as to the procedure for requesting a parent conference. The administration will talk about parents' right to be involved and the curriculum while providing flexible meeting dates and times throughout the school year. There will be a time for discussion and/or questions during the meeting. Also, during this meeting, parents will be asked for their input on the school compact. The administration will forward all discussions and suggestions for changes to the compact to SAC. Parents will be required to sign-in and it will be uploaded to the Title I Crate.**

**A description and explanation of the curriculum at the school will be reviewed with parents at each Curriculum Night. If requested by parents, we offer meetings with teachers as needed. If parent concerns/complaints are received regarding the school-wide Parental & Family Engagement Plan, they will be submitted to the district Title I Department to be resolved. If parents indicate interest in a specific training topic, Littleton will work diligently to provide suggested training. Parents will be notified of the training through newsletters, School messenger, school website, and school marquee.**

## SCHOOL-PARENT COMPACT

**Dr. Carrie D. Robinson Littleton Elementary** will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

Describe/List the process the schools will follow to jointly develop with families a School-Parent Compact and how the Compact will be disseminated.

**Response:** Robinson Littleton Elementary will involve parents by having an Annual Title I meeting within the first four weeks of the school year. The Title I meeting is composed of parents, teachers, business representation, community representation, and other school staff to review the school-parent compact and make any necessary changes to the document prior to the upcoming school year. The school-parent compact will outline how the administration, teacher, and parent will share responsibility to support student achievement throughout the school year. The student-parent compact will be disseminated after each stakeholder agrees to his/her responsibility, and the teacher will send the document home to be signed in agreement with sharing the responsibility for each stakeholder.



## RESERVATION OF FUNDS

**Dr. Carrie D. Robinson Littleton Elementary** will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

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 1116)].

**Response:** Robinson Littleton Elementary will involve parents by sending a school messenger informing them a survey will be given out in April 2020 asking them how they would like to spend the 1 percent Title I, part A funds for the FY21 school year. Next, within the first four weeks of the FY21 school year, a Title I Parent Involvement meeting will be composed of parents, teachers, and other school staff members. Our SAC meetings will meet quarterly or as needed to include parents, teachers, staff, community and business leaders with a diverse group of members representing a variety of ethnic groups and all socioeconomic levels. All parents and community members are welcome and voting members are elected by the group. The meetings will take place at the school and at times that are convenient for parents to attend. We will work with parents to develop a written plan that describes how the parent involvement funds will be used. An open discussion regarding the use of Title I funds, reserved for parent involvement at the school level, will take place and decisions regarding how the funds will be spent will be recommended. The plan will be provided to parents in a format and language that parents can easily understand. The plan will be reviewed and updated as needed, but not less than annually. Robinson Littleton Elementary School recognizes that parents can be provided with knowledge and insight that will assist in the planning of parent involvement activities. Robinson Littleton Elementary values Parent Involvement as we believe that it contributes to the academic and behavioral success of children. Documentation for all parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be uploaded to the Title I Crate.

## COORDINATION OF SERVICES

**Dr. Carrie D. Robinson Littleton Elementary** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

Describe/list how the school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.

**Response: Before the school year begins, Robinson Littleton Elementary invites students and families to “Meet Your Teacher” to receive information about their teacher, school, organizations, and local businesses. The business and organizations provide information to families that support Littleton Elementary. For instance, Winn Dixie will support our Math family night by having students come one evening with their families to practice real life shopping experiences using Math computation, rounding, and recognizing different shapes. Kiwanis will provide information about their organization and later in the year support our BUGS program which rewards students academically during the school year. Our Girls/Boy Scouts will meet throughout the school year on our campus to provide activities for students in the community. Once a month, the Harry Chapin food pantry will come after school to provide Littleton families and those in the surrounding communities food and distribute information. Our Blessings in a Back Pack program will distribute food to students in need every Friday throughout the school year. The school social worker, paraprofessional, and school volunteers will prepare back packs every Thursday for almost 100 students to take home for the weekend.**

## Evaluation of the 2019-2020 Parental Involvement Activities

### 2019-2020 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 1116)]. Include participation data on the Title I annual meeting.

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Title 1 Annual Meeting	1	11 Attended	Provide information to parents about the Title1 program, about expectations, and how they can support their children at home.
2	Meet Your Teacher	1	Parents 374 Students 378	Provide opportunities for parents to meet their child's teacher, open lines of communication, and share curriculum plans for the year.
3	Grade level Curriculum Nights	5	Parents 77 Students 81	Teachers explain the grade level expectations, how to interpret their child's data, and how they can support their child to be successful.
4	SAC Meetings	3	32 Attended	Provide opportunities for all stakeholders to be a part of the decision-making process throughout the year.
4	Family Reading Night	1	Parents 74 Students 90	To teach families reading strategies that students have been taught throughout the year so that additional support can be given at home.
5	Family Math Night	1	Parents 39 Students 49	To teach families math strategies that students have been taught throughout the year, so that additional support can be given at home.
6	Career Day	1	26	Professionals from the community, including parents, provide opportunities for students to make the connection between academic pursuits and potential professional endeavors in the future.
7	Volunteer Orientation	1	22	Provide information to parents and community members centered on strengthening reading and math skills within the classroom; also as to how to support the classroom teacher.
8	Family Science Night	1	Parents 60 Students 88	To provide families with information on Science expectations by grade level through hands on activities and demonstrations.
9	Kindergarten Orientation	1	Not held due to school closure (Covid-19)	Incoming kindergarten families are provided information on what to expect and research-based strategies on preparing their students for a success beginning to their school career.

		<b>Total: 16</b>	<b>Total: 1,401</b>	
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## 2019-2020 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 1116]].

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Teachers read parent involvement newsletter articles that are printed monthly	10	533	Research based articles on parent involvement and monthly school information/calendar of events for parents.
2	PBIS	1	46	Provide tools to enhance home to school communication
3	School Messenger Training for new teachers to Robinson Littleton	Ongoing	1 - 2	Home-school communication from teacher to parent to send weekly/monthly reminders about academic assignments that are due and parent involvement activities that are coming up throughout the school year.
		Total: 12+	Total: 581	

## 2019-2020 Barriers Summary

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 1116]].

#	Barrier (Including the specific subgroup)- Be specific	Steps you put in place to overcome barriers - Be specific
1	Limited time after work to attend workshops, trainings, and activities prohibited many families from attending.	Student incentives for attendance include free books, homework passes. Provide free meal for all members in attendance.
2	Language Barriers	Utilize translators at events to encourage equal participation of non-English speaking parents through talk system.
3	Lack of transportation to get to school	Multiple events in one evening to minimize transportation. Offer transportation using a District Title I van for parents.

## Evidence-Based Interventions/Strategies

Evidence-based interventions are practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. The kind of evidence described in ESSA has generally been produced through formal studies and research. Under ESSA, there are four tiers, or levels, of evidence:

- Tier 1 –Strong Evidence:** supported by one or more well-designed and well-implemented randomized control experimental studies.
- Tier 2 –Moderate Evidence:** supported by one or more well-designed and well-implemented quasi-experimental studies.
- Tier 3 –Promising Evidence:** supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
- Tier 4 –Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a SEA, LEA, or outside research organization to determine their effectiveness.

## NEW 2020-2021 Parental Involvement Activities

### 2020-2021 Building Capacity Activities

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 1116]]. 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 1116]]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116]].

**Parent-teacher conferences in elementary schools, at least annually**, during which the compact shall be discussed as it relates to the individual child's achievement;

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier (see previous page)	Cost Associated with Activity
1	Title 1 Annual Meeting	Admin	Provide parents information about the Title I Program and how the funds will be used to impact student achievement.	August 2020	Tier 4	\$0
2	Meet Your Teacher	Admin	Provide information to parents on expectations and how parents can support their children in learning throughout the school year.	August 2020	Tier 3	\$0
3	SAC Meetings	Admin	Provide opportunities for all stakeholders to be a part of the decision-making process throughout the year.	August 2020 – May 2021	Tier 2	\$0
4	Grade level Curriculum Nights	Admin and teachers	Provide and explanation of the grade level and classroom expectations, show samples of work that will be done, and give an overview of the year to come.	October 2020	Tier 3	\$30
5	Family Reading Night	Elissa Cauceglia	Provide families with reading strategies that have been taught at school to provide additional support and practice at home. This is done is a family fun atmosphere. A large number of center activities are set up	September 2020	Tier 3	\$460

			so parents and students can rotate to different stations.			
6	Family Math Night	Dharmistha Patel	Provide families with math strategies that have been taught to the students throughout the year, so that additional support can be given at home.	January 2021	Tier 3	\$460
7	Career Day	Melissa DiBiasio	Provide opportunities for community members to share information to help students learn about and make mature career choices.	November 2020	Tier 3	\$0
8	Volunteer Orientation	Melissa DiBiasio	Provide information to parents and community members centered on strengthening reading and math skills within the classroom.	September 2020	Tier 4	\$0
9	Family Science Night	Shelly Hassett	Provide information to parents on Science expectations by grade level through hands on activities and demonstrations.	March 2021	Tier 3	\$0
10	Kindergarten Orientation	Grade Level Chair	Provides information for incoming Kindergarten parents regarding the academic expectations for the next year.	May 2021	Tier 4	\$0

## 2020-2021 Staff Training Activities

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)].

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier
1	Teachers read parent involvement newsletter articles that are printed monthly	Monica Broughton	Remind and familiarize teachers of effective parent communication techniques and events taking place across campus that promote parent involvement.	August 2020 - June 2021	Tier 3
2	School Messenger training for new teachers to Robinson Littleton	Jeff Sanders	Home-school communication from teacher to parent to send weekly/monthly reminders about academic assignments that are due	August 2020	Tier 3

			and parent involvement activities that are coming up 8throughout the school year.		
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