

GROVELAND ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan

I, Mrs. Kimberly Sneed 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)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

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: Groveland Elementary School believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and FPEP. More than 50 percent of the members of the SAC are parent (non-employee) representatives. In addition, parents will be given the opportunity to review the plan and budget and offer their input prior to approval. Their input will be documented in the minutes of the meetings and samples uploaded to the monitoring tool. For the FPEP, we seek parent input through PTO, Family Resource Center and/or SAC. We advertise opportunities available to participate as volunteers at the school, or join PTO or SAC. Through the use of surveys and discussions, parents are involved in the decisions regarding how funds for parental involvement will be used.

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	VPK	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific goals of the program. Teachers will provide examples on how parents can help their child at home by keeping them aware of the learning goals in the classroom.
2	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP. Students who qualify for IDEA services are also eligible for services through Title 1.
3	Title <u>IX</u>	Groveland Elementary collaborates with the District's Homeless Liaison in the Student Services Department to ensure parents of homeless students have the opportunity to participate in <u>family engagement</u> programs and activities. These include specific curriculum based activities in reading, math, writing, and science. Homeless families receive free breakfast and lunch, and tutoring is available for students identified as migrant or homeless.
4	Title 1, Part A	Our Math/Science Coach, funded through Title 1, will provide demonstrations and hands-on math and science activities for parents and students.
5	Title 1, Part A	Our Title 1 funded Family School Liaison allows parents the opportunity, through Family reading Nights, to read with their child, check out books, visit the <u>FRC</u> , and take AR tests. FSL also provides tips and resources to help parents at home. Teachers will model strategies parents can use to help with their child achieve in reading, math, science and writing.
6	Title 1, Part C	Students identified as Migrant are provided tutoring, free breakfast and lunch. We offer opportunities through morning and evening meetings for parents to be involved in their children's learning. In these meetings, teachers provide strategies for parents to use to assist their children in math and reading at home.
7	Title III	Parents of students designated as ELL are provided extra help as needed or requested. <u>A translator is provided during and after school for meetings to assist parents in helping their students to achieve academic success, also Rosetta Stone is available for parents to check out from the family resource center.</u> Groveland Elementary collaborates with the Title III Program Specialist to ensure parents of ELL students have the opportunity to participate in <u>family engagement</u> programs and activities.

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), Adequately 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
1	Develop agenda, handouts, presentation	Leadership Team, FSL	1st 9 weeks	Minutes from the meeting, copies of agendas, sign-in sheets and flyers
2	Develop and disseminate invitations	FSL, CRT	1st 9 weeks	Every student will receive a flyer to assure attendance, sign in sheets
3	Advertise/publicize event	FSL, CRT	1st 9 weeks	Sign in Sheets to reflect number of parents in attendance, sign in sheets
4	Maintain Documentation	CRT, FSL	1st 9 weeks	Minutes will be taken at the Title 1 Annual meetings where parents give suggestions and/ or input.

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: The leadership and staff of Groveland Elementary School have a strong belief in the importance of family and parent engagement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents of participating children will be offered two times during the 1st 9 weeks of school at flexible times that are convenient to parents. We offer flexible parent/teacher conference nights two times per year during evening hours to accommodate parents who work. Conferences can also be scheduled before and after school or during teacher's planning time. SAC and PTO meetings are held in the early evenings.

The Family Resource Center will be open on a flexible schedule to include morning and evening times for parents to pick up materials and/or meet with the FSL. The Title 1 Coordinator will work with the FSL to create a flexible schedule to ensure that the center is open at times convenient for parents. The family liaison will maintain records of parent participation. The schedule may be modified as needed based on parents' participation.

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
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1	Meet the Teacher	Classroom Teacher	Building relationships to <u>increase positive communication.</u>	August	Increased communication. <u>Flyer with date of event, handouts.</u>
2	Open House	All stakeholders	<u>Increasing family participation and increase communication between home and school.</u>	1st Semester	Increased communication between home and school. <u>Flyer with date of event, handouts.</u>
3	Parent/Teacher conferences	Parents and Teachers	Improved grades. <u>Teacher will discuss each child's assessment results, expectations and goals for the school year. Increase academic achievement.</u>	August-June	Increased academic achievement. <u>Conference logs, sign-in-sheets.</u>
4	Home School Connection, Monthly Newsletter	Principal/Instructional Dean	Building capacity to assist students at home,	August-June	Increased student achievement. <u>Copies of the monthly newsletter.</u>
5	Family Reading Night	FSL, Instructional	Increased motivation and interest in reading and improved reading levels <u>by guiding the parents on how to choose the appropriate level book.</u>	August-June	Growth in reading assessments. Copies of event flyer, sign-in-sheets-
6	Math and Science Nights	Math/Science Coach	Increased knowledge in math and science.	August-June	Parents provided with tools and resources to assist their child at home. <u>Copies of flyer, sign-in-sheets.</u>
7	Florida Standards Assessment Night	Grade Chairs 1-5	Increase proficiency levels. <u>Parents will receive information on FSA content and expectations.</u>	1st Semester and 2nd Semester	Parents provided with tools and resources to assist their child at home. <u>Copies of flyer, sign-in-sheets.</u>
8	<u>Family Resource Center</u>	FSL	<u>Families have the opportunity to check out educational materials. Rosetta Stone is available. Student achievement will increase as a result of family engagement.</u>	August-June	Increase academic performance of students. <u>Copies of sign-in-sheets.</u>
9	Annual Title 1 Meeting	FSL/CRT	By providing parents with information, tools and <u>educational</u> resources to assist their child to help increase student achievement.	1st 9 Weeks	Increased parent involvement as indicated by sign in sheets, PRC use, parent conferences.
10	<u>Report Card Night</u>	Classroom Teachers	<u>Parents can discuss their child's progress with teachers.</u>	October & March	<u>Invitations, sign-in-sheets</u>

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	<u>School Staff training about the importance of Family Engagement</u>	CRT and Family School Liaison	Improve the ability of staff to work effectively with parents and families by providing examples of best practices for family engagement	Fall 2017	Planned Family and Parent engagement activities. <u>Sign-in-sheets,</u> <u>Copies of presentation/hand-outs and agenda.</u>
2	Staff- Volunteer Training	CRT/volunteer Coordinator	Train teachers in the policies involving the use of our volunteers. In addition, provide examples on how the school can partner with our families and community to increase student achievement, using documents from the PTA Website.	Fall 2017	Number of active volunteers, <u>Sign-in-sheets,</u> <u>handouts</u>

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: Groveland Elementary School has a Family Resource Center that is open daily. The FSL is available to assist families with locating educational resources to help them and increase communication between teacher and home through the use of the Parent Teacher Rx pad. We continue to expand and enhance our family resource center based on teacher and family requests. The School Messenger Call-Out System is used to communicate information to families. In addition, we have newsletters published on the school's website, a marquee and our frequently updated website. We are now on Twitter as well. We also hold an Open House, parent conference nights and various curriculum nights. We have a full-time Family School Liaison. Translation services are available in Spanish.

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: At the family annual meeting in the Fall, Groveland Elementary School will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Families will learn about the school wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child through the monthly newsletter and our School Messenger Call Out System. This will also include general updates for upcoming events, activities, and celebrations. The curriculum nights will provide parents with strategies they can use to offer academic support to their children at home. In addition, families are provided opportunities for family engagement through PTO and SAC. The families provide feedback using the family surveys and PTO minutes. All necessary documents/information will be provided in a language and format that parents can understand.

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: The complete PFEF will be posted on the GES website. The GES Newsletter will contain a calendar with dates of activities.

Translators and child care will be provided upon request for family meetings to ensure that families are able to fully participate. We have several staff members who speak Spanish, our predominant second language. Our ESOL Team meets with each family to discuss their child's ELL plan. Parents with disabilities are provided accommodations on a case-by-case basis so they can participate. Parent and family events are held on a variety of dates and times intended to accommodate parents' schedules. Families of migrant students will be contacted by the Family School Liaison and School guidance counselor who will meet the needs of the students accordingly. For parents who do not have access to the internet, computer assistance is available for them in the Family Resource Center or Media Center.

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:

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing family and parental engagement, and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those	Flexible conferencing schedules. Rotating Award schedules at different times in the day	CRT, Assistant Principal and or FSL	Improve the ability of parents to participate in school environment.	Ongoing.

	conferences at school [Section 1118(e)(10)];				
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Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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](#)

Upload Evidence of Family Engagement 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](#)

Evaluation of the previous year's Parental 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.

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Family Reading Nights	10	121	Students will show growth in their reading achievement levels. <u>Parents were provided with tools and necessary resources to reinforce reading skills.</u>
2	Breakfast Meetings	2	400	<u>Increase in math achievement levels. Parents were invited to have breakfast with their students and to visit the FEC with the opportunity to check out educational items to help their child at home.</u>
3	FSA Information Night	1	4	<u>Increase in student achievement levels on FSA. Parents were provided with specific details about the FSA as well as ways to support their student at home.</u>
4	Science Fair	2	350	<u>Increase in knowledge and understanding of science concepts and student achievement on FSA Science. Students displayed their Science Fair projects. Students and parents participated in activities to increase their skills.</u>
5	Math and Science Night	3	200	<u>Increase in student achievement. Parents were provided with basic mathematical skills to increase math skills to help their student at home.</u>
6	Title I Annual Meeting	2	25	<u>Increase family engagement. The evening was designed to inform parents of their rights and responsibilities.</u>

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)].

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	<u>Family Engagement Workshop presented CRT and FSL</u>	2	78	<u>Increased student achievement. School staff will increase their knowledge and strategies to reach out to communicate with, and work with parents and families as equal partners.</u>

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	Time due to parents' work schedules.	Food is provided at many meetings and evening activities to encourage participation. <u>Events will be offered on varying days and at different times to accommodate their schedule. Child care and meals will also be provided as needed to accommodate parents.</u>
2	ELL Parents do not have adequate English skills.	We have several bilingual staff members available to translate. Several of our documents are in two languages. A Bilingual TA is available for parent teacher conferencing. Students are placed on Rosetta Stone. The PFEC has Rosetta Stone on a laptop available for parents to check out.
3	Limited Literacy	Increase variety in means of communication: information videos on the school's website, encourage participation in public library's Adult Education program, School Messenger Call-out System. <u>All necessary documents and information will be sent home in English and Spanish.</u>

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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