**Timbercrest Elementary School Title I, Part A Parent & Family Engagement Plan previously known Parental Involvement Plan.**

I, Kimberley McKinney , 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 1116 (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 1116 (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 1116(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 1116(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 1116(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

**Response:**

**T** ogether we can achieve

**I** ntegrity

**G** oals

**E** xcellence

1. espect, responsibility and

1. uccess!

# 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 [Sections1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

**The School Advisory committee is comprised of parents, faculty, administration and members of the community. The members are appointed or elected. This group meets monthly to help plan, review and improve the school's programs, Title I budget, Parent Involvement Plan and the School Improvement Plan. Minutes are kept of each meeting and public input and parental involvement are encouraged. The Title 1 program overview is presented to parents during the school's Meet the Teacher and Open House. Input and feedback from parents is encouraged. Sign-in sheets are used to document attendance at all events.**

# 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 1116(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Title I, Part C | Parent support is offered through migrant services such as translation and food assistance programs. Academic assistance through credit accrual/recovery, tutoring, and summer school. |
| 2 | Title X, Homeless | Title X Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation.  |
| 3 | Title I, Part D | Head Start VPK works with our school staff to coordinate transition plans for students and ensure continuity of services. |
| 4 | Title I Part A | Supplemental Tutoring before or after school. Supplemental materials and supplies needed to close the achievement gap. Supplemental funds for on-going staff development as determined by the results of FSA data.  |
| 5 | Title II |  |
| 6 | Title III | Additional support and resources provided by the school will be discussed with parents during LEP committee meetings. The District ESOL Coordinator and staff provide ongoing support and professional development to teachers to ensure instructional best practices are utilized. Teacher consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation.  |

# 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 1116(c)(1)].

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| **count** |  **Activity/Tasks**  | **Person Responsible**  |  **Timeline**  | **Evidence of Effectiveness**  |
| 1  | Establish Open House/Title I Annual Meeting date and activities  | Principal and Leadership  | August 2017 | School Calendar  |
| 2  | Prepare agenda for Meet the Teacher and Open House/Title I Annual Meeting  | Principal  | September 2017 | Agenda  |
| 3  | Gather information from Title I, such as brochures for parents  | Principal, Parent Liaison  | August/September 2017 | Title I Surveys  |
| 4  | Train presenters for Title I annual Meeting  | Principal/Assistant Principal  | August 2017  | Copies of information presented  |
| 5  | Advertise Open House/Annual Title I Meeting  | Principal, Parent Liaison and Teachers  | August/September 2017 | Tiger Talk, website, Connect Ed, Flyer, Marquee, Sign in sheets  |

# 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 1116(c)(2)].

**Response: Public Input Sessions scheduled in September for input into the School Improvement Plan/Strategic Plan. Public input is an agenda item on every SAC meeting. Title I parent information meetings will be held in September. Family events/conferences are held at different times to meet the needs of parents’ work schedules. Teachers are flexible regarding scheduling of conferences; phone conferences are available if necessary. A review of data will be conducted periodically throughout the year to make 2017 decisions about Title I program needs. Parent trainings are held throughout the year.**

# 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 1116(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 1116(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116(e)(14)].

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| **count** | **Content and Type****of Activity**  | **Person Responsible**  | **Anticipated Impact on Student Achievement**  | **Timeline**  | **Evidence of Effectiveness**  |
| 1  | Classroom Websites for parents  | Select Teachers  | Building home school connections will have a positive impact on student achievement.  | On-going  | Parent Feedback  |
| 2  | Meet the Teacher Introductions of students and families to the faculty and staff.  | Administration, Faculty and Staff  | This will help build rapport between the families and school personnel.  | August  | Sign - Sheets, Climate Surveys  |
| 3  | Open House-Introduce the families to school and classroom policies and provide time for faculty and staff to share goals for the year.  | Administration, Faculty and Staff  | Supporting parents will have a positive impact on student achievement as parents will be better prepared to support their children at home.  | September | Sign-in Sheets,  Climate Surveys  |
| 4  | Family Nights (to include, but not limited to Math, Reading, Science and the Arts  | Administration, Faculty and Staff  | Supporting parents will have a positive impact on student achievement as parents will be better prepared to support their children at home | On-going  | Sign-in Sheets, Climate Surveys, Parent Feedback  |
| 5  | Winterfest  | Administration, Faculty, Staff and PTA  | This event will strengthen relations between home and school this creating a positive school environment for student achievement.  | December  | Sign-in Sheets, Parent Feedback  |
| 6  | Parents and Lunch  | Administration, Faculty and Staff  | This will help build rapport between the families and school personnel and provide time for families to interact with their child during the school day.  | On-going  | Sign-in Sheets, Parent Feedback  |
| 7  | 4H Club/School Beautification Project | Administration, Select Teachers and PTA/Parents and Community Members | This will help build rapport between the school, families, and community. | On-Going | Sign-in Sheets,  Parent Feedback  |
| 8  | ESOL Parenting Night  | Administration, ESOL teachers  | The activities provide opportunities for the parents to get involved with curriculum and available resources for support.  | On-Going  | Sign-in Sheets, Parent Feedback  |

# 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 1116(e)(3)].

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| **count** | **Content and Type** **of Activity**  | **Person Responsible**  | **Anticipated Impact on Student**  **Achievement**  | **Timeline**  | **Evidence of Effectiveness**  |
| 1  | Collaborative Partnering Shared Decision Making Training  | SAC Chair  | The training will assist members when allocating funding for classroom request which impact student achievement.  | On-going  | Sign-in Sheet, Agenda  |
| 2  | Volunteer Training  | Volunteer Coordinator  | Using volunteers to enhance learning will have a positive impact on student achievement.  | October  | Sign-in Sheet, Agenda  |
| 3  | Business Partner Training  | Volunteer Coordinator  | Using volunteers to enhance learning will have a positive impact on student achievement.  | October  | Sign-in Sheet, Agenda  |
| 4  | Parent Involvement Training  | Neville Schouburgh  | The training will help our teachers understand the importance of involved parents and the impact on student achievement  | September | Sign-in Sheet,  Agenda  |

# 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 1116 (e)(4)].

**Response:** Timbercrest Elementary provides parents in need access to computers with internet access that families may use. Parents can check out books and educational materials to be used at home. Timbercrest Elementary holds numerous family activities throughout the year to encourage families to take an active interest in their child's education. "Meet the Teacher," "Title I Parent Meetings," and "Open House" are held early in the school year. At these events, parents meet teachers and learn about curriculum and expectations for the year. Parents are encouraged to volunteer and to join PTA and/or SAC. Information on Title 1 programs are shared before Open House, at the Annual Title I meetings using brochures and an informational video. Parent Conferences - teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home. Every parent is sent a form to sign up for a date and time to meet with their child's teacher. When parents arrive, they sign-in at the front office

# Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

* Timely information about the Title I programs [Section 1116(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 1116(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 1116(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 1116(c)(5)].

**Response:** Parents will be given timely information about Title I Programs using ConnectEd messages, newsletters, school website, marquee, parent/teacher conferences, interim reports and report cards. Information is disseminated weekly, monthly, or as needed. We also offer a variety of parent involvement programs throughout the school year. Each year we offer families the opportunity to meet and greet their teacher, learn about Title I school programs, gain information on academic focus while learning how they can have input into the School Improvement Plan and the Parent Involvement Plan. Timbercrest Elementary will monitor the effectiveness of communication through climate surveys and parent feedback. The Parent Involvement Plan will be posted on the school website and copies are available in the front office.

# 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 1116(e)(5) and 1116(f)].

**Response:** Timbercrest Elementary provides access to all parents wishing to take part in school activities. We provide information in both English and Spanish and have translators on site. Timbercrest is a handicapped accessible facility. Information is provided through the newsletter, website, and ConnectEd messages. The PIP and the Parent Compact are made available to parents through the website, Front Office, and SAC meetings.

# Discretionary Activities

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| **count** |  **Activity**  | **Description of** **Implementation** **Strategy**  | **Person Responsible**  | **Anticipated** **Impact on** **Student** **Achievement**  | **Timeline** |
| 1  | Maximizing parental involvement 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 conferences at school [Section 1118(e)(10)];  | Provide a variety of meetings to allow flexibility for parental meetings and activities.  | Administration, Teachers  | Increase all academic areas and parent participation.  | On-going  |
| 2  | Developing appropriate roles for community-based organizations and businesses in parental involvement activities [Section 1118(e)(13)].  | Volunteer and Business Partner Training - this training allows for all involved to know and understand the rules and procedures when working with volunteers and business partners.  | Administration, Volunteer/Business Partner Coordinator  | Increase all academic areas and parent participation  | October  |

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:

# Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the plan. Please upload into SharePoint and keep copies for your records.

# 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 1116(d)].

Please upload into SharePoint and keep copies for your records.

# 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 1116(d)].

Please upload into SharePoint and keep copies for your records.

## 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 1116 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type****of Activity**  | **Number of Activities**  | **Number of Participants**  | **Anticipated Impact on Student Achievement**  |
| 1  | Open House  | 1  | 512 | This will help build rapport between families and school.  |
| 2  | Ice Cream Social  | 1  | 280 | This will help to build rapport between families and school personnel.  |
| 3  | Family Media Night  | 1  | 8 | This activity provided an opportunity for families to get involved with the curriculum.  |
| 4  | STEAM Night  | 1  | 148 | This activity provided an opportunity for families to get involved with the curriculum.  |
| 5  | Winterfest  | 1  | 411 | This will help to build rapport between families and school personnel.  |
| 6  | Take Your Dad to School Day | 1  | 152 | This will help build rapport between families and school.  |
| 7  | Spring Fling Dance |  1  |  147 | This will help build rapport between families and school.  |

# 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 (e)(3)].

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity**  | **Number of Activities**  | **Number of Participants**  | **Anticipated Impact on Student Achievement**  |
| 1  | Collaborative Partner and Shared Decision-Making Training  | 1  | 76 | The training will assist members when allocating funding for classroom requests which positively impacts student achievement.  |
| 2  | Volunteer Training  | 1  | 64 | Using volunteers to enhance learning will have a positive impact on student achievement.  |
| 3  | Business Partner Training  | 1  | 2 | Using volunteers to enhance learning will have a positive impact on student achievement.  |

# Barriers

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| --- | --- | --- |
| **count** | **Barrier (Including the** **Specific Subgroup)**  | **Steps the School will Take to Overcome**  |
| 1  | Language [Hispanic families]  | Information is provided in English and Spanish for items of importance through our weekly newsletter, ConnectED messages and district letters home. We have translators on site.  |
| 2  | Physical Handicaps  | Timbercrest is a handicapped accessible facility.  |
| 3  | Parents who work.  | Timbercrest offers flexible meeting times and various activities during the day and evening.  |
| 4  | Parents who don't know who to contact.  |  This year we have a Parent Liaison who will be our Parent Point of Contact.  |

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(a)(E)].

# 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)

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| --- | --- | --- |
| **count** | **Content/Purpose** | **Description of the Activity** |

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.