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

I, Jasmine Hinson, 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:** Blue Lake Elementary is a Professional Learning Community that believes parental involvement is essential to student achievement and success. The Parent & Family Engagement Plan (PFEP) strengthens our commitment to educational excellence and through the involvement and support of parents, community members and collaborative partners our students will be taught the skills necessary to become better students and grow into productive members of society.

# 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)].

**Response:** Parents receive notification of activities and events through the school website, marquee, Connect5, twitter, facebook, remind101 phone app and flyers. They are invited to participate in all activities and are encouraged to serve as a classroom or school volunteer. Parents are invited to become members of the School Advisory Committee (SAC) which meets once a month and involves parents in an organized, ongoing and timely manner, in the planning, review, and improvement of Title 1 programs including involvement in the decisions regarding how funds for parental involvement will be used. The Blue Lake PTA meets on a regular basis and also provides input on school related activities. Both committees encourage and solicit parent input through surveys and parent comments are documented in the meeting minutes.

# 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, food assistance and connections to community resources. |
| 2 | Title X, Homeless | The Title X Coordinator provides services to families to ensure that students have school supplies, community resources and transportation. |
| 3 | Title I Part A | Supplemental tutoring is available with provided materials and supplies needed to close the achievement gap. |
| 4 | Title II | Professional development is provided for staff through trainings and PLC meetings to ensure student achievement success. |
| 5 | Title III | Staff support is provided by district ESOL coordinator and teachers to ensure parents receive additional support needed for interventions and enrichment. |

# 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 | Annual Title I Parent meeting | Principal and SAC | September 2017 | Dates set on school calendar |
| 2 | Annual Title I Meeting Agenda | Administration | September 2017 | Agenda Completed |
| 3 | Compile Annual Title I Information | Assistant Principal | September 2017 | Information prepared for distribution |
| 4 | Annual Title I Meeting plans | Administration | September 2017 | Staff meeting, minutes |
| 5 | Annual Title I Meeting | Administration, staff | September 2017 | Flyer, website, connect ed message, number of attendees and parent surveys |
| 6 | Prepare information on curriculum and expectations | Teachers | September 2017 | Parental feedback |

# 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)

Blue Lake will offer a flexible number of meetings, including parent conferences to be scheduled at different times to accommodate parents’ schedules and availability. Open House, Annual Title 1 meetings, SAC and PTA meetings are generally held in the evenings. Parents are encouraged to have input in the School Improvement Plan and Parent Involvement activities, and input times vary to allow parents opportunity provide input.

# 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 | | SAC Membership | | School Staff | Increase parent knowledge of academic expectations and foster parent/school partnerships. This will give parents and business partners knowledge of who to contact when a student is struggling in a particular area. | September 2017 | Date to be set on school calendar |
| 2 | Social Studies Project Prep Night | | Teachers | | Increase parent knowledge of requirements and state standards in social studies | Spring 2018 | Sign in sheets, Parent input forms |
| 3 | Science Project Prep Nigh | | Teachers | | Increase parent knowledge of requirements and state standards in science | Spring 2018 | Sign in sheets, parent input forms |
| 4 | Meet the Teacher | | Teachers, staff, PTA | | Provide parents with class expectations, giving parents the knowledge, help them to improve their students’ success | August 2017 | Sign in sheet, parent input form |
| 5 | Open House | | Teacher, school staff, administration | | Provide parents with knowledge of daily routines and what is expected from students and parents | September 2017 | Sign in sheets, parent input form |
| 6 | Math Bingo Night | | Teachers, school staff | | Provide opportunity for parents to learn and apply math strategies taught in the classroom | October 2017 | Sign in sheets, parent input forms |
| 7 | Publix Math Night | | Teachers, school staff | | Increase math knowledge in real world situations | November 2017 | Sign in sheets, parent input forms |
| 8 | Reading Night | | Teachers, school staff | | Provide parents with reading strategies to use at home to help students in achieving success in reading standards | January 2018 | Sign in sheets, parent input forms |
| 9 | FSA Strategies Night | | Teachers, school staff | | Provide tips and academic/test taking strategies to parents and families | February 2018 | Sign in sheets, parent input form |
| 10 | Wellness Fair | | Teachers, school staff | | Increase parent knowledge of healthy lifestyle options | March 2018 | Sign in sheets, input |

# 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 | Title I Program Overview | Administration | Faculty members learn about Title I programs, services, and Annual Title I Parent meeting. Understanding the Title I program will help teachers support our parents and increase student academic success | September 2017 | Sign in sheets, agenda, presentation materials, minutes |

# 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: Blue Lake Elementary has numerous family activities and parental involvement opportunities throughout the year and parents are encouraged to actively participate in these events. Parents are encouraged to join the Parent Teacher Association (PTA) and work with other parents and community partners in support of school related activities. The PTA always solicits parent input for ideas and activities to keep parents engaged in the school process. Parents are also encouraged to serve as volunteers in the classroom and around campus. PTA utilizes parents as volunteers to host its annual Winter Festival to raise school fund

# 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:** Title I information is provided to parents through use of the school marquee, Title I brochures and Annual Title I parent meetings. The Title I booklets are sent home with each student via backpack and are made available in English and Spanish.

School curriculum and assessment information is shared with parents at Open House, Title I Parent Meetings, during parent/teacher conferences.

The school Parent & Family Engagement Plan “short sheet” is available at the Title I meetings, Open House and in the front office.

Parents are encouraged to provide input to the school through parent input forms and parent teacher conferences. Parents are also invited to attend SAC and PTA meetings

Teachers will maintain sign in sheets and provide copies to the staff who will maintain documentation on the dissemination of information, distribution methods and timelines.

# 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:**

The Parent and Family Engagement Plan will be summarized into a brochure (English and Spanish) and provided to parents at the beginning of the year. Major components of the plan will be outlined in the brochure and hard copies will be available upon parent request in the front office.

Written communication to parents will be provided in English and Spanish and translation will be available in the office and for parent meetings. Results from the English Language Survey will help to identify if other language translations are needed.

All efforts will be made to ensure that parents with limited English proficiency, as well as parents with disabilities and parents of migratory children are provided opportunities to fully engage in all parent involvement activities. Blue Lake Elementary School is handicapped accessible.

# 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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Providing necessary literacy training for parents from Title I, Part A funds if the LEA has exhausted all other reasonably available resources of funding | Coordinate PTK workshops around the parents’ and teachers’ schedules. Workshops to be held at the school | Teachers, school staff | The increase in parental involvement will have a positive effect on student achievement scores. | Ongoing throughout the year. |
| 2 | 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 | Maximum opportunities for parental involvement in parent conferences and engagement activities | Teachers, staff | The increase in parental involvement will have a positive effect on student achievement scores. | Ongoing throughout the year. |

# 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 | Student Academic Achievement Standards & Title I programs info at Open House | 1 | 282 | Information is provided to parents on expectations and ways they can help their children |
| 2 | SAC Membership Training | 1 | 8 | Increase parent knowledge of academic expectations and foster parent/school partnerships. Parental knowledge is increased by voting where funds are used |
| 3 | Parent-Teacher Conference Night | 1 | 62 | Increase parent knowledge and provide strategies for student improvement. |
| 4 | Meet the Teacher | 1 | 300 | Provide parents with class expectations |

# 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 | Title I Annual Program Overview | 1 | 45 | Faculty members learn about Title I programs, services, and annual parent meeting |

# 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 1116(a)(E)].

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| --- | --- | --- |
| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Cultural for Hispanic Parents | Seek to hire more diverse staff |
| 2 | Parent Work Schedules | Vary times of activities when appropriate/possible |
| 3 | Money | Seek to provide opportunities for free |
| 4 | Transportation | Have family events at the apartment complex/neighborhood where many students live |

# 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.