EASTSIDE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Mary LeDoux, 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)].

Mary Kay LeDoux — 9/20/17

Signature of Principal or Designee — Date Signed

Mission Statement

Parental Involvement Mission Statement

Response: Eastside Elementary School's Parent Involvement mission is to ensure that parents/families have the opportunity to be actively involved in their children's academic achievements and school activities by participating in regular meaningful communication in a welcoming, trusting, and engaging school environment.

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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: The Title I Committee, which establishes a membership that includes the School Title I Facilitator, administration, parents, community members, teachers, and staff, will be the main means EES will use to involve parents in the planning, review, revising, and improvement of the Title I programs in an organized, ongoing, and timely manner. A teacher representative from each grade level and special's team is required for membership. Parents and community members are selected for this committee through staff nominations and parent and community interest forms completed at Open House in August and September. This survey of parent's interests is also sent home with students of those families that did not attend Open House, and is collected by the Title I Facilitator. Eastside's school administrator will select representatives. The Eastside Title I Facilitator will contact and invite those parents and community members to become year long members of the Title I Committee and/or the Family Engagement Team. The FET members meet three times while the Title I Committee meets a minimum of nine times a year(September through May) to review and evaluate topics associated with Title I components. The topics for the Title I Committee Meetings include, but are not limited to the following areas: Florida School Grading requirements, School Improvement, Ten Elements of a Title I School wide program, Family Engagement Team (FET), Annual Meeting, Highly Qualified Staff, Staff Development, Parent Workshops, Extended Day Learning Programs, Monitoring, Data Analysis, Surveys:(Parent Involvement and Staff) and Budget. Review of these programs with parents and educators using data from parent surveys will focus on the planning, and improvement for the next school year. Procedures for membership will be as follows: 1. Parent survey volunteering for committees; 2. Teacher nominating a parent from classroom; 3. Phone call or DoJo text to parent confirming nomination; 4. Membership of all Title I funded positions at EES; and 5. Each department will select a team member to represent their team. Additional meetings, above the regularly scheduled meetings, are held for final checklist approval and technical assistance provided by the District Title I office. Input from parents and community members will be documented by sign-in sheets, agendas, and minutes to be maintained by the Title I Facilitator.

The 2016-2017 Title I Parent Needs Survey results (given to all EES parents in April 2017) will be used to address other support requested by parents. Additional information on ways parents can assist their children at home, check out materials, and opportunities for participating in parent involvement activities are available through the Title I Family Resource Center.

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	Boys and Girls Club of America and The Learning Tree VPK	Boys & Girls Club works closely with parents to show them how to extend readiness skills into the home for their children. VPK works closely with kindergarten to help preschoolers transition into kindergarten.
2	ESOL/Title III	The ESOL paraprofessional works closely with the teachers, office staff, administration, and the ESOL Lead Teacher at EES to assist in translating information to parents and students of limited English for conferences, meetings, phone messages, or letters, host a Feliz Navidad parent workshop in the month of December, and assure the parents are aware of all educational opportunities.

3	Parent Academy	Use of District Parent Liaisons to work closely with the Title I Facilitator, coaches, resource teachers, and classroom teachers to help with involvement of parents through home visits, parent on-site workshops, and community business relationships.
4	Head Start	The Title I Facilitator works closely with the Head Start Program by providing a tour of EES and materials for parents to prepare their child for Kindergarten.

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 (school wide 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	Select a format and dates for the Eastside Title I Annual Meetings/ input from parents, teachers, community members, and administration	Title I Staff and school administration	April/May, 2017	Sign in sheets showing attendance at annual meeting, and event response forms.
2	Prepare materials for Title I Annual Meeting/Handouts/Invitations to inform parents of Title I	Title I Staff	Within the first 9 weeks of school prepare materials for Title I Annual Meeting/Handouts/ Invitations	Copies of agendas, invitations and handouts given to parents, sign in sheets, and event response forms
3	Meet with Title I Staff/Administration on ideas and themes for Annual Meeting Invitation	Title I Facilitator	Within the first nine weeks of school	Copy of invitation
4	Information on when, where, why, date, & time/publicize event	Title I Staff	Within the first nine weeks of school	Posting on school web-site, Facebook, class DoJo, flyers, stickers in planners, Marquee, and school Kiosk.
5	Develop sign-in sheets/print & distribute to teachers	Title I Staff	Within the first nine weeks	Sign-in sheets for every classroom teacher signed notes stating parents/families have received information
6	Collection of documentation data/maintain documentation of Title I Annual Meeting	Title I Facilitator	Within two weeks after Title I Annual Meeting	Documentation summary report will be sent to district coordinator and copies housed by Title I Parent Engagement Liaison and Title I Facilitator
7	Follow up on parent requests and comments	Title I Facilitator and School Staff	Within two weeks after Title I Annual Meeting	Records maintained of follow up correspondence and their results
8	Notification to parents that did not attend "Sorry we Missed You" Annual Meeting Handouts sent home in Tuesday Communicators	Title I Facilitator/Classroom Teachers	One Week after Title I Annual Meeting	Receipts of "Sorry We Missed You" letters will be sent to District Coordinator and copies housed by Title I Facilitator
9	Tuesday Communicators	Title I Facilitator/Classroom Teachers	One Week after Title I Annual Meeting	Receipts of "Sorry We Missed You"

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: A parent survey is sent to all parents requesting information on days and times that are convenient for meetings. The Title I Committee meetings will be held at various times to accommodate parents who want to be involved. After each meeting a vote is taken to note any time change that would be suitable for attending members. Title I Committee Meetings will meet at 7:45 am on the third Tuesday of each month. A calendar with the dates and time will be provided to all committee members and voted on at the first meeting. All parents and staff will be notified of any time changes and noted in minutes from meeting.

The Title I Annual Meeting will be held on Thursday, September 21, 2017 from 5:00 to 7:00 pm. Presentation of material will be presented at 5:15 pm and followed up with a question and answer session.

The Title I Parent/Teacher Conferences will be set up on an individual basis with the parent and teacher. Teachers will have a sign-up sheet at the Annual Meeting for parents to schedule individual conferences at the time most convenient for them.

Suggestions of time and topics from the Title I Parent Survey conducted at the end of the 2016-2017 provided focus on workshop needs for this school year. The Title I Family Engagement Team will meet 3 times a year in the morning and childcare is available for parents to attend and become involved.

The Family Center will be opened daily with exceptions for parents, community, teachers, and staff members.

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
1	Title I Annual Meeting	Title I Facilitator, Title I Staff, IP C , Administration, and Classroom Teachers	Provide information to Parents on expectations and how parents can help their children and all Title I requirements	September/ October	Data Analysis Report to show an increase of parent participation of all subgroups identified
2	Family Center Check-Out and Activities	Title I Facilitator	Provide Educational Materials to support learning at home	September-May	Family Center Report
3	Grade Level Assessment Nights	Title I Facilitator, Instructional Coaches & Classroom Teachers	Support Learning at home	September-March	Event Response Forms
4	ESOL Family Night-Feliz Navidad	ESOL Team & Title I Facilitator	Provide parents with support about reading and ESOL requirements	October-December	Event Response Forms
5	Grade Level Curriculum Nights	Title I Facilitator, Instructional Coaches, & Parent Academy	Provide support to parents and students at home and to improve relationships with the teachers & school	September-May	Event Response Forms
6	Science Workshops	Title I Staff, STEM Coach, Parent Academy, & teachers	Students and parents will learn about the required Science Fair Projects & Science Concepts	October-February	Event Response Forms
7	Reading Nights	Title I Facilitator, IPC Coaches, Media	Students and parents will improve their love for reading in a relaxed atmosphere, while	October-April	Event Response Forms

		Specialist, & Teachers	learning reading strategies and the joy of reading		
8	Parent Leadership: District Family Engagement Team(FET): Parent Leadership	Title I Facilitator	Provide parent leadership training in promoting parent involvement at school level, and provide ways to help their own children at home. Provide information to parents on federal, state, district, and school guidelines and programs.	Tri-monthly meetings throughout the school year	Event Response Forms
9	STEM Nights	Title I Facilitator, IPC Coaches, STEM Coach, Parent Academy, & Classroom Teachers	To improve parental involvement and student success to learn strategies to use at home.	September-March	Event Response Forms

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	Title I School-Wide Program: Teachers will be trained on how to build partnerships with parents that effectively impact student achievement.	Title I Facilitator, Parent Academy, and Administrator	Increase parent involvement by providing strategies for communicating and help to increase student achievement.	August-September	District Electronic Registration Online (ERO) System-SAE sign-in sheets& Data Analysis
2	Title I School-Wide Program: Staff will be trained on how to conduct a successful parent-teacher conference and the signing of the Title I Compact effectively, so parents feel they are a partner in their child's education, and to effectively communicate with parents.	Title I Facilitator, School Social Worker, and Parent Academy	Increase parent/teacher communication and how a parent can effectively help their child at home.	August-September	District Electronic Registration Online (ERO) and sign-in sheets)

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: The Title I Family Resource Center is the hub for planning all Title I sponsored parent activities at Eastside. Two weeks before a Parent Involvement activity, parents of the targeted grade level, targeted subject area, or district/school level activity will be notified. Flyers in Tuesday Communicators, marquee, EES School Announcements and TV News, Flyers around school, school automated phone system, stickers in planners, Class DoJo, and other advertisement medium may be used to keep parents informed. Parents are welcome to come and visit the Family Center, ask questions about school related problems, or look for academic materials while their student is in school. The Family Resource Center is open one night a week, by appointment only, to accommodate working parents. Academic referral forms ((RX's) filled out by teachers to help with specific academic skills will be given to the parents to bring in to the family center. The Title I Facilitator will help the parent to find the appropriate materials to take home to address the identified skill. The Title I Facilitator also may offer a more private meeting place for parents who may want to discuss questions they have about the various aspects of Title I, FSA, School Grade, or Highly Qualified Teachers. At the teachers' request a home visit may be arranged to assist parent involvement in meeting the needs of the child. Effectiveness will be evaluated through the use of sign-in sheets and check-out logs documenting family learning materials going home and

visits from the Family Resource Center. Family events are also tracked through the use of event response forms and data analysis reports of family events.

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: Response: Eastside Elementary participates in a school wide Title I Program. The Title I Facilitator, Leadership Team, and Title I District Staff coordinate the Title I functions during the school year.

Timely information about the Title I programs are presented at the Title I Annual Meeting, which is scheduled for Thursday, September 12, 2017. All parents are invited to attend the meeting by flyers in student's Tuesday Communicators, stickers in agendas, Class DoJo, and automatic phone calls to the student's home. Additionally the meeting is put on the school marquee and website prior to the actual meeting date. Evidence of this meeting is through parent sign-in sheets and signed receipt of Title I information given to parents explaining EES programs. Communication is the key to keeping families informed about the Title I activities, to provide them opportunities to formulate suggestions, and to participate in decisions relating to the education of their child is disseminated in a variety of ways, such as: EES Title I Committee Meetings; Family Engagement Team (FET)meetings held trimonthly at district; monthly newsletters; Title I District Calendar; School and HCSB website; fliers in backpack and front office, sticker labels placed in student planners; signs posted around school; newspaper; SAC meetings; EES school TV news; and PTA meetings.

Parents who are unable to attend a Title I Annual Meeting are provided with the "Sorry We Missed You" packet so they too, are well-informed. We also provide new families with packets informing them of our Title I Programs and PIP Summary.

During the school year, various committees meet and the information placed in the school newsletter or in the local newspaper. Recordings by the Global Connect phone messaging system, Class DoJo, along with various invitations and flyers placed in student planners and Tuesday Communicators go home. The dates, times, and days are voted on at the first Title I Committee Meeting to accommodate all parents to meet at convenient times for all stakeholders. There are about 9 meetings throughout the school year with specific Title I components that are covered to ensure all parents understand and contribute to the Title I program. Eastside's Parent Involvement Plan (PIP) and Title I Compact is developed jointly with parents and grade levels through the Title I Committee in the months of March, April, and May. After review by all stakeholders (Title I Committee, EES Administrators, and LEA) it is sent to the District Title I Supervisor for approval. Parent/School Compacts are used to explain to the parents what the requirements are for their child at Eastside Elementary School.

Parent/Teacher conferences are used to allow the parents to ask specific questions of their child's teacher about the Title I programs, curriculum specifications for the grade level and any state or district testing.

Items for parents or guardians to read concerning Eastside Elementary School following DOE policy, both Federal and state, may be placed on the school's website and may also be printed and made available in the front office for parents to read or look over at their convenience. The district and the school Parent Involvement Plan, as well as the Title I School-Parent Compact, will be posted on Ed-line for parents to read. All unsatisfactory comments are reported to EES administrators; administration would then relay this information to the LEA.

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: Eastside Elementary School will provide parents opportunities to be involved by using the following communication to reach all parents: 1) monthly newsletter, 2) backpack fliers, 3) web site, 4) informational sticker labels in student planners, 5) automatic phone system, 6) Hernando Instructional TV, 7) Spanish translation of all information is available upon request, 8) site based school translator is available for phone calls & conferences, 9) Student Planners, 10) Tuesday Communicators, 11)School Marque,12) Class DoJo, and 13) EES School TV News Broadcast that runs continually in the Front Office.

Translators are available for general meetings, if requested, and standardized documents such as the District Parent Involvement Plan, the School Parent Involvement Plan, surveys, and Compact are made available in English and Spanish. Parents will be informed of meetings and opportunities for involvement in a timely manner.

Eastside Elementary School is fully compliant with provisions of the Americans with Disabilities Act in terms of physical accessibility to all areas of the campus. Parents requiring additional assistance may call the school at 797-7045 for arrangements to be made to accommodate any specific physical needs, or make arrangements for individual tours, volunteer, or to work with school staff when additional assistance is needed, so all may feel welcome at Eastside Elementary School.

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	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	District Family Engagement Team	Coordinator of Family Engagement for Title I & Title I School Staff	Provide parent leadership by promoting parent involvement at the school level, as well as providing information to parents to help their children academically at home.	Tri-Monthly
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, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Home visits, telephone calls, Class DoJo, and conferences are scheduled at a variety of times to accommodate parents	Title I Staff, administration, teachers, and support staff	Parent involvement correlates to student achievement	On-going 2017-2018

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 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	Title I Annual Information Night	1	122	To inform parents of Title I Requirements, Right to be involved, school performance, student achievement, & school wide plans
2	Kindergarten Coffee & Cry	1	5	Prepare parents for kindergarten
3	Kindergarten Round-Up	2	60	To prepare incoming Kindergartners& parents registration, state standards & requirements for kindergarten, and a tour from Headstart
4	Transition to Middle School	1		Prepare students for Middle School
5	Kindergarten Math & Language Arts & Science Night	1	51	To improve students math, writing & science skills
6	1st Grade Curriculum Night	1	106	To improve students math, reading, & writing skills
7	2nd Grade Curriculum Night	1	25	To improve students reading, math, science, & writing skills
8	3rd Grade Curriculum Night	1	33	To improve students math, reading, science, & writing skills
9	4th Grade Curriculum Night	1	21	To review FSA info, writing essays, reading comprehension strategies, math sprints, science, & how parents can help at home
10	5th Grade Curriculum Night	1	16	To review math fluency & homework expectations
11	Science Night for Parents & Students-K-5	2	50	To improve students science skills, review FSA standards, & Science Fair Expectations
12	Feliz Navidad-Reading Fair	1	54	To improve ESOL students reading skills & parent communication
13	Reading-Literacy event – Whose Reading?	1	118	To improve students reading skills
14	Pre-K Dr Seuss Birthday Party	1	44	Improve reading skills & engineering projects
15	McTeacher – McDonalds Family Fun Night	1	30	Teachers sharing information to parents within a relaxed and informal atmosphere to increase parental participation and family engagement.

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				