

## **Columbia City Elementary, Title I, Part A Parent Family Engagement Plan**

I, \_\_\_\_\_, 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.

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**Signature of Principal or Designee**

**Date Signed**

## **Mission Statement**

Parental Involvement Mission Statement

### **Response:**

The Parent Involvement Program at Columbia City Elementary strives to create and maintain a family friendly atmosphere where open communication is established and information for academic success is shared with parents, students, teachers, and administrators. Furthermore, the staff of Columbia City Elementary, in collaboration with parents and the community, established high expectations for all students by providing a safe, nurturing environment where students have the opportunity to become productive, knowledgeable, and responsible citizens.

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## **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:**

Parent information and opportunities to become involved are given to all parents throughout the year. Columbia City Elementary will offer the following activities to all parents: Meet the Teacher Day, Open House, Family Data Night, Family Data Morning, two Title 1 Annual Meetings, School Wide Parent-Teacher Conferences held at least 2 times a year, Volunteer Orientation offered at least 2 times a year and on an as needed basis,, Parent Workshops, Open Media Center Nights, SAC Meetings, and PTO meetings. Information on times, dates, and activities will be available in newsletters, on the marquee, through take home flyers, on the school website, through automated school messenger call outs, and through Remind 101 messages.

Open enrollment for SAC will begin at Volunteer Orientation at the end of August, highlighted in the school newsletter, through take home flyers, on the school website, through automated school messenger call outs, and through Remind 101 messages. Members will be voted on during Family Data Night. Parents will be encouraged to join and have the opportunity to participate in the decision making process for Columbia City Elementary. SAC representatives who participate on the School Advisory Council are

our decision-making entity of the school. Parents are given a survey seeking input on activities, training, and materials they need to help their child. The SAC committee will review and discuss strategies and activities for the SIP and for the PFEP. The SAC committee will also be responsible for creating the School Improvement Plan and conducting a SIP midyear review. As part of SAC, the use of Parent involvement funds will be discussed at SAC meetings. Parental input and suggestions on allocation of funds will be discussed and taken into consideration. Funding will also be discussed at the Annual Title I meeting held no later than the first 6 weeks of school. Our documentation will be agendas and minutes of SAC monthly meetings, as well as participation logs, surveys and sign in sheets. The SAC committee will review and report on parent attendance and evaluations for all activities at the SAC meetings.

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### **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	Suwannee Valley 4 C's Head Start, Early Learning Coalition of FL. Gateway and community Daycares	Community preschool children and their parents will be invited to a school tour and kindergarten screenings. Agencies will be asked to post or disseminate flyers advertising this activity to community businesses, churches, daycares, Public Library, and the local TV station.
2	Public Library Literacy Programs	The school will provide information to parents and parent organizations on literacy and parenting programs scheduled by the local library through backpack flyers and community postings.
3	IDEA	Funding supports integration and coordination of parent involvement and activities that teach parents how to help their children at home.
4	TITLE II	Funding supports integration and coordination of parent involvement and activities that teach parents how to help their children at home.
5	TITLE X	Funding supports integration and coordination of parent involvement and activities that teach parents how to help their children at home.

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### **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	A flyer will be developed that addresses Title 1 requirements, Title II, Title XI, and TIF grants.	Curriculum Resource Teacher	September/October 2017	Copies of information will be kept in the Title 1 Notebook, flyers will be sent home via backpack, activities posted on the web site, marque and activities, activities will be posted in the school newsletter, and reminders will be sent through school messenger and Remind 101.
2	Opportunity for parents to receive hard copy of Title 1 information	Curriculum Resource Teacher	September/October 2017	A request form, located in the Title 1 Notebook, located in the from office, will be used for parents interested in receiving information on the Title 1 Plan and various grants.
3	Annual Meeting PowerPoint	Curriculum Resource Teacher	September/October 2017	Sign In Sheets, hard copy of Powerpoint

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### **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:**

Columbia City Elementary will offer parent workshops, data days, and conferences at various times during the day. Volunteer Orientation will be held in the morning and evening, on different days, to allow for parents to attend either time. Title 1 funds will be allocated for funding of the above when necessary. In planning for future events, the following barriers were identified:

Parents' work, childcare, transportation, language barriers, scheduling, and being able to help children with homework, especially math and reading strategies.

When applicable, Columbia City Elementary will provide childcare for students during parent workshops.

We will, when applicable, incorporate "finger foods and/or incentives" for those attending, and present workshops/events at various times.

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### **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	Parent/Teacher Conferences-State and local assessments will be discussed during the individual or group conferences held at least 2 times a year.	CRT and Teachers	Increased student achievement and parent understanding of each child's progress.	September 2017-May 2018	100% of parents will attend at least 2 parent conferences
2	Kindergarten Orientation where parents are informed about the Kindergarten curriculum.	CRT, Teachers, and Principal	Provide information to parents on what is expected and what is tested in Kindergarten.	Spring 2018	Provide information to parents on what is expected and what is tested in Kindergarten.
3	Opportunities will be provided for parents to learn about grade level expectations, assessments, and strategies to use at home.	Grade Level Teams, Instructional Coach, CRT	Increased parental understanding of strategies to use with their child at home.	September 2017 - May 2018	Participation in Family Workshops focused on increasing parent understanding of grade level expectation will be met by at least 50% of the school population being represented by a parent or guardian.
4	SAC meetings will be conducted where an explanation of state and local assessment results are discussed, and input from parents is encouraged on issues such as funding and school programs.	Teachers and staff, Principal, Instructional Coach, and CRT	Improve the ability of parents and school staff to work effectively together.	Fall 2017 - Spring 2018	Flyers, minutes, and sign-in sheets will show an overall increase in attendance. Improved parent knowledge of state and local assessments will improve as noted in yearly Title I survey.
5	Volunteer Orientation-Parent Meeting	CRT	Provide information to parents on what they can do to assist the teacher in the classroom. Student achievement will be supported when additional support is available.	August 2017-May 2018	The number of volunteers in the classroom will be at least 75% of the school population being represented by a parent or guardian.
6	Annual Title I Meeting - Discussion of Title I requirements and school activities that support the home school connection	CRT	Parents will gain knowledge and increase understanding of ways in which they can support their student's achievement through Title I resources.	September and October 2017	The number of parents attending the Annual Title I meeting will be at least 50% of the school population being represented by a parent or guardian.
7	Open House - Parents have the opportunity to receive information on grade level expectations, state and local assessments, and ways to become involved in their child's school.	Teachers	Parent understanding of assessments will enhance student achievement.	September 2017	Samples of sign-in sheets and agendas.
8	Publish and distribute newsletters which will increase parents' knowledge of the curriculum, instruction, and assessments used at school, and the strategies	Assistant Principal and CRT	Enhanced student achievement as a results of providing specific strategies for parents such as homework strategies, reading/math strategies to use at home with their child.	September 2017 -May 2018	At least 50% of the newsletters will include information to parents on state and local assessments and strategies that parents can do at home with

	that parents can do at home.				their children in reading and math.
9	Notify parents about school functions via automated phone system and Remind101 (email/text-messaging application)	Teachers, and other school personnel	Increase communication with parents, and provide updates on school functions and reminders of upcoming events.	2017-18 School Year	Increase awareness of school functions as documented by log of calls from School Messenger callout system and communication log from Remind101
10	Reading/Homework/Accelerated Reader (AR) Afternoons and mornings Families can bring students to the media center for reading AR books and complete AR tests.	Media Specialist, Teachers, Instructional Coach, CRT	Improved reading scores on classroom AR assessments.	Fall 2017-Spring 2018	The number of students and parents attending Reading Afternoons will be at least 20% of the school population being represented.
11	Reading Strategies and Bingo for Books Night - Families and students will participate in a reading strategies presentation along with receiving free books Bingo-style.	CRT, Instructional Coach, Principal, and Teachers	An increase in student achievement on classroom assessments such as iReady and Performance Matters.	Fall 2017	The number of students and parents attending Reading Afternoons will be at least 50% of the school population being represented.
12	Science Night- families and students will participate in hands-on science activities.	CRT, Instructional Coach, Principal, and Teachers	Increased student achievement in Science	Fall 2017	The number of students and parents attending Science Night will be at least 50% of the school population being represented
13	Morning Tech Lab Time	CRT, Instructional Coach, and other School Personnel	Increased student achievement	2017-18 School Year	Increased student achievement as shown by student data on iReady, and state assessments.
14	Curriculum Resource Title I Teacher	CRT	Increased positive attitude and attendance by parents at school family events.	2017-18 School Year	Evidence of positive parent input will be noted on the yearly Title I survey along with the documentation of the number of parents attending school functions, check out support materials, and sign-in sheets.
15	Parent Portal - Means to access school and county information.	Media	More informed parents should support student achievement.	2017-18 School Year	Evidence of parent knowledge of available school resources will be noted in yearly survey.

## 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	The importance of parent involvement.	CRT	Increased student achievement and attendance at school	First Semester	Increased communication between parent and

					teachers indicated by sign-in sheets and parent conferences
2	Building ties between home and school	CRT	Increase student achievement and behavior improvement at school.	2017-18 School Year	Increased favorable responses to surveys indicating communication takes place.
3	Volunteering	CRT	Increased student achievement	2017-18 School Year	Increase in volunteer hours as indicated by sign-in sheets.
4	Communicating and working with parents	CRT	Increased student achievement and improvement in behavior.	2017-18 School Year	Increase in communication between parents and teachers indicated by parent comments in weekly communications and on surveys.

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### 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:

Parent Resource Room will be open where parents may check out materials to be used at home in support of reading, math, science, and writing. Student packets will be available upon request for additional practice in math and reading.

A computer will be provided through the Parent Resource Room and available in the front office for parent use.

Literacy Week will support reading. Volunteers will be scheduled to come into the school to read to the students.

Newsletter- monthly publications will be sent home to enhance communication between school and home, and include tips for parents to use at home to help their children with reading and math.

School Website will be updated regularly for parents to access school events and important dates and to keep them informed on current reading, writing, math, and science standards.

Remind 101 messages and school messenger calls will go out regularly to remind parents of upcoming school events and important dates and to keep them informed on current reading, writing, math, and science standards.

Ongoing workshops/meetings will be held to address and discuss parent concerns, support reading and math, and answer any parent questions. These workshops will be based on parent input gathered from surveys given in the spring.

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## **Communication and Accessibility**

Describe how the school will provide full opportunities for participation in parental and family engagement 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:**

#### **Communication**

Information on Title 1 programs will be made available to parents at Open House and Annual Title 1 meetings which occur in September and October. The Annual Meeting will be held at 2 varying times so that all parents have an increased opportunity to attend. Information will be available throughout the year in monthly newsletters, through take home flyers, on the school website, through automated school messenger call outs, and through Remind 101 messages. A description of the curriculum, forms of state and local assessments which are used to measure student progress and proficiency levels will be made available in the district Pupil Progression Plan. Student and school assessment results will be shared at conferences held at least 2 times a year or at Family Data meetings. Specific grade level compacts have been created by teachers and modified based on parent feedback. Compacts will be signed and used as a means to aid and increase student achievement and parent teacher conferences. Compacts discussion will include comparison graphs which will help parents understand their child's progress and proficiency in reading and math. Progress reports will be sent home each nine weeks and mid nine weeks reports will be sent home to all students. Reports following local assessments will be sent home to all students, as well as weekly reports on student progress via agendas and student folders. SAC meetings will be held in which parents may participate in the decisions relating to the education of their children. Newsletters will contain tear off slips as a way for parents to pass on timely concerns, questions, or request. Parents will have the opportunity to submit comments on the school's progress via a school survey in the spring. A Title 1 Notebook will be available in the school office. It will contain information on the state standards, testing schedules, Title 1 requirements, Parents' Right to Know, The Complaint Process, Principal Attestation, and information on Title VI, Title II and the TIF Grants. Information handouts on the above will be available at the Annual Title 1 Meeting and Open House in September. Request for further information can be made via a parent request form contained in the Title 1 Notebook which will be located in the front office.

#### **Accessibility**

All mailings, Title 1 information and school documents, will be made available to parents in English. Other languages are available upon request. Parent conferences and meetings will be translated as needed. Family workshops will be translated as needed. If needed, American Sign language and Braille translations can be provided for those families who would benefit from the services. The PFEP will be posted on the school's website.

Columbia City Elementary will provide opportunities both during and after school to encourage parent involvement. Activities will be advertised on the school marquee, school newsletter, and through notes and flyers sent home with students. The automated school messenger phone call system and Remind 101 will be used to promote family involvement activities. A monthly newsletter is distributed to all parents. Parents are also encouraged to utilize the school website where activities and parental resources are available electronically. We also use school agendas and take home folders in grade K-5 for announcements and parent communication.

Parents are also provided regular reports of academic progress through report cards, progress reports and weekly progress on completed assignments. Invitations to school meetings and conferences also go home through backpacks and Remind 101. If needed a Progress Monitoring Plan is developed between the teacher and parent. Regular meeting are encouraged as follow up to the strategies outlined to check on progress. If an interpreter is required, assistance from the District will be requested.

The Guidance Counselor will facilitate any sessions deemed necessary to assist in providing opportunities for participation of all parents in school activities.

## Discretionary Activities

Discretionary School Level Parental and Family Engagement Policy Components

The school parent and family engagement policy may include additional discretionary activities that the school, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement [Section 116(e)].

List all activities the school plans to implement:

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title 1, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for training. [Section 118e(e)(7)]	Public Library Literacy Programs	Public Library Contact and Curriculum Resource/Title 1 contact	Increased literacy skills in parents attending sessions at the library evidenced by sign in sheets, check out from library.	Throughout the year
2	Maximizing parental involvement and participation in the children's education by arranging school meetings at a variety of times, or	Meetings/Workshops will be held at various times in the A.M. and/or P.M., bases in parent input.	Curriculum Resource Teacher	Parent/teacher meetings that are offered at various times will result in maximizing parent involvement as noted in yearly surveys?	Throughout the year



	conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend conferences at school. [Section 1118(e)(10)]				
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## Supply Evidence of Input from Parents

*Upload evidence of parent input in the development of the plan in the FA399 folder.*

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## Supply 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 in the FA399 folder.*

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## Supply 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 1118(d)].

*Upload evidence of parent input in the development of the compact in the FA399 folder.*

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## 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 1 Annual Meeting	2	381	Increase student achievement by building the capacity of parents to help their children through Title 1 programs and parental involvement.
2	Open House	1	335	Increase student achievement by building the capacity of parents to help their children.

	Meet the Teacher	1	534	Increase student achievement by building the capacity of parents to help their children.
3	Volunteer Orientations	5	132	Increase achievement by having parents volunteer in classrooms.
4	Science Night	1	474	Increase student achievement by providing parents with information on how to help their children at home with science.
5	Literacy Night	1	72	Increase student achievement by providing parents with information on how to help their children at home with literacy..
6	School Newsletter	16	10,875	Increase student achievement by building the capacity of parents to help their children.
7	SAC Meetings	4	60	Increase student achievement by building the capacity of parents to help their children through Title 1 programs and parental involvement.
8	Title 1 Brochure	1	615	Increase student achievement by building the capacity of parents to help their children through Title 1 programs and parental involvement.
9	Parent Resource Room VIsits	open daily	64	Increase student achievement by building the capacity of parents to help their children.
10	Parent Compact Feedback	3	146	Increase student achievement by building the capacity of parents to help their children while increasing awareness of student academic level.

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### 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	Remind 101 Communication Training	1	40	Increased parent communication will help increase student achievement.
2	Volunteer Training	1	40	Increased volunteer hours will help increase student achievement.
3	Identifying trauma and developing partnerships for strong Families	2	82	Identifying students and families dealing with trauma and developing partnerships with families will help increase student achievement.

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## 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	Childcare	Childcare will be provided at multiple events.
2	ELL and migrant families do not speak English.	School will provide a translator to support parents at events and communications will be sent home in spanish. Special events will also be provided for ELL and migrant parents.
3	Schedule interferes with training	School will provide workshops and training at multiple times during the day.

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## Best Practices

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective.

count	Content/Purpose	Description of the Activity
1	<b>Science Night:</b> Increase student achievement by providing parents with information on how to help their children at home with science.	<b>Families visit classrooms and participate in hands-on science activities. They also explore the state standards for each grade level creating a deeper understanding of expectations for parents.</b>
2	<b>Family Data Day/Night:</b> Increase student achievement by providing parents with data on how their child is performing on progress monitoring assessments and how he/she compares to other students.	<b>This event was provided multiple times, once at night and multiple mornings. Child care was provided and parents went to the classrooms. Teachers provided data and parents had the opportunity to see how their child was performing in comparison to other students. Teachers selected a standard that students had not yet demonstrated mastery. Teachers reviewed and explained the standard. Parents walked away with a game to play at home that would support instruction of the selected standard.</b>
3	<b>Summer Enrichment Packets:</b> Increase student achievement by providing students with instructional materials over the summer.	<b>This summer each student was given a summer enrichment packet. Students had 3 opportunities over the summer to bring their packet to school and have them checked. At the start of school, students returned the completed pack to school for a reward.</b>

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