

FIVE POINTS ELEMENTARY SCHOOL Title I, Part A Parent Family Engagement Plan

I, Lisa Lee, 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.



Signature of Principal or Designee

11/3/17

Date Signed

Mission Statement

Parental Involvement Mission Statement

Response: The faculty, staff, administrator, and students from Five Points Elementary school will provide the opportunities and educational environment that will allow each student to achieve a feeling of pride and become a winner everyday while mastering the Florida Standards.

Our Parent and Family Engagement Program makes every effort to embrace our families through ongoing and open communication, soliciting and encouraging participation from everyone affiliated with our school, guiding and teaching our parents various activities and strategies for them to use with their children for further academic achievement and success, holding special events for our families at school and community locations throughout the year, and providing additional resources through our Parent Resource Room.

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: Title I information is provided for the parents of Five Points Elementary students throughout the year. This traditionally begins on Meet the Teacher Day, prior to the first day of school. We feel it is vital for parents to be continuously involved with the education of their children. Therefore, we offer an extended evening session for parents/families to attend Meet the Teacher Day.

Information regarding parent involvement opportunities and activities are publicized and discussed at Meet the Teacher Day, Open House, Title I Annual Meetings, Parent-Teacher Conferences, Volunteer Orientations, School Advisory Council (SAC) and Parent-Teacher Organization (PTO) meetings, and other times throughout the year. Advance notice of these opportunities, meetings, and other events include, but are not limited to newsletters, marquees, Messenger call-out system, flyers, planners and communication folders/binders.

Parents also receive pertinent ongoing information via classroom and school newsletters, our school marquees, automated calls from the school, and school and/or district websites.

Parents are an active part of our School Advisory Council and play a fundamental role in the decision making at Five Points Elementary.

Parents are provided opportunities to complete surveys involving: activities, trainings, and materials needed/requested to help their children.

The School Advisory Council assists with preparing, reviewing, and approving the Parent and Family Engagement Plan, the School Improvement Plan, and other duties as dictated by our Bylaws and the State of Florida.

Staff Development Trainings are provided to our faculty and staff in the development of the Parent and Family Engagement Plan and the School Improvement Plan.

The distribution of Parent and Family Engagement and School Improvement funds will be discussed at the School Advisory Council Meetings and the Title I Annual Meetings. Documentation will be recorded in the School Advisory Council Meeting agendas and minutes, surveys, and sign-in sheets.

The School Advisory Council reviews, discusses, and outlines the findings of parent surveys and activities at School Advisory Council meetings.

All stakeholders are represented on the School Advisory Council and participation is encouraged at all meetings and activities.

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	Public Library Literacy Programs	Throughout the year, the Parent and Family Engagement coordinator will disseminate fliers and encourage families to attend literacy programs.
2	Suwannee Valley 4Cs Head Start, Early Learning Coalition of Florida/Gateway and community daycares	Community preschool children and their parents will be invited to a school tour and kindergarten screenings. Fliers are provided to community businesses, churches, daycares, the Public Library, and the local TV station with information regarding what to expect, as well as how to assist children in preparing for school.
3	Early Learning Coalition	Age appropriate children and their parents will be encouraged to register for our VPK Program. Fliers with information regarding this program and registration requirements are provided to families, community businesses, churches, daycares, and via automated callouts.
4	Title II	Instructional Coach and Curriculum Resource Teacher will attend workshops and/or trainings to assist in increasing parental involvement.
5	Title II	Provides web-based software to involve parents with techniques, strategies, and assistance to help their children at home. Such software includes, but is not limited to, Renaissance and iReady.
6	Title X	This grant seeks to eliminate barriers that would prohibit any child from participating fully in the academic setting and be successful. Parents and families are invited to all Title I workshops and meetings.
7	Parent Resource Room and Curriculum Resource Teacher	The Curriculum Resource Teacher (CRT) will coordinate and disseminate information to parents regarding the availability and use of materials for home and school support. Teachers will be advised of these materials for check-out by the parents. A computer with a printer is located in the Parent Resource Room for parents to use.
8	District Parent Involvement Coordinator	The District Parent Coordinator is responsible for providing information, materials, and trainings for parents to assist with their child(ren) at home.

9	Family Night(s) - Title I	Grade levels will coordinate Reading and Mathematics workshops to education parents with strategies and materials to assist their child(ren) at home.
10	Open House	Two Open House nights will be held (one for first through fifth grade and one for Kindergarten). Teachers will provide parents with grade level standards and expectations.
11	Parent Conference Nights	Two conference nights will be planned, one in the fall and one in the spring, for all grade levels. Teachers will share student data including academic grades, progress monitoring assessment scores, and suggestion for improvement or 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 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Plan Title I Annual Meetings Set dates and times Develop agenda and handouts Notify Parents	Curriculum Resource Teacher and Principal	August and September 2017	Curriculum Resource Teacher will maintain copies of flyer, agenda, sign-in sheets, and handouts
2	Hold Title I Annual Meetings to explain Title I, Title II and Parents Right to Know	Curriculum Resource Teacher and Principal	September 2017	At least 20% of parents will attend one of the Title I Annual Meeting.
3	Documentation of notification/attendance of Title I Annual Meetings addressing Title I requirements	Curriculum Resource Teacher and Principals	September 2017	Curriculum Resource Teacher will maintain copies of flyers, handouts, newsletters, schoolmessenger, copy of agenda, and sign-in sheets
4	Title I Brochure	Curriculum Resource Teacher	Fall 2017	Increased awareness of the Title I program based on the program survey

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: Meet the Teacher is scheduled for an extended time during the evening to better accommodate our parents.

Open House -- There are two Open House nights schedule based on grade levels. The first will be scheduled in two sessions for first through fifth grade (first through second grades and third through fifth grades). The second will be scheduled of Kindergarten only.

Five Points holds two Title I Annual Meetings within the first quarter of the school year. Each meeting will be held prior to the two Open House nights.

Volunteer Orientation is held on multiple days with flexible times to accommodate adults wanting to volunteer in the classroom. In addition, a one-on-one Volunteer Orientation will be held for adult not able to attend schedule days/times.

The Parent Resource Room is open daily from 8:00am - 2:00am. After school hours can be scheduled by parents unable to come in during the day.

The Curriculum Resource Teacher will collect information to determine better dates and times for meeting, and if a light snack and/or child care services would make a difference in attendance.

The Curriculum Resource Teacher will collect data which will show the time of the meeting, day of the week it was held, number of people in attendance, type of workshop and/or event, and if snacks and/or incentives were included.

Teachers will offer parent conferences before and after school to accommodate the schedules of parents, within reason.

The following steps will be taken to address barriers:

Continue to offer Parent and Family Engagement activities at multiple times, when feasible.

Offer Parent and Family Engagement activities at locations other than the school, when possible.

Incorporate light snacks and/or incentives for those attending activities, when applicable.

Workshop evaluations will be completed by those in attendance to assist with ways to increase and better serve parent and family engagement.

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	Open House to explain and distribute information regarding Florida Standards, grade level expectations, and state/local assessments	Principal, Curriculum Resource Teacher, and Classroom Teachers	By providing this information, student academic achievement levels will increase	September 2017	10% increase in Baseline and End-of-Year i-Ready Math and Reading Assessments
2	Title I Annual Meetings to explain and distribute information regarding Title I	Curriculum Resource Teacher	Information provided will increase student success in all academic areas	September 2017	Title I Annual Meeting Sign-in Sheets
3	Family Reading Nights	Principal, Media Specialist, Curriculum Resource Teacher, Instructional Coach	Student achievement will increase in Reading as a result of parent and family engagement	2017-2018 School Year	i-Ready Reading assessments will increase by 10%

4	Conference Nights to discuss compacts, student assessments and class grades	Principal, Teachers, and Curriculum Resource Teacher	Increase in student achievement in all academic areas	2-3 times during the School Year	Signed Compacts, increase in student achievement, and Parent Surveys
5	School Advisory Council (SAC) Meetings with discussions related to state and district assessments	SAC Chairperson, Principal	Supports all academic area	4 times during the School Year	Ongoing reporting of student assessment scores to SAC Members
6	Kindergarten Orientation/ Round-up	Kindergarten Teachers, Principal, and Curriculum Resource Teacher	Parent information relating to grade level expectations, Kindergarten readiness, and other pertinent information	May 2018	Sign-in sheets and positive parent comments on parent surveys at the end of the year
7	Monthly School Newsletter containing information to increase knowledge	Principal, Curriculum Resource Teacher	Improvement in academic success as a result of dissemination of information regarding curriculum, assessments, helpful tips, and upcoming events	August 2017 - May 2018	Parent Survey
8	Parent Resource Room	Curriculum Resource Teacher	Material for Reading, Writing, Math, and Science to be used at home will increase strong parental support, resulting in an improved student academic achievement	August 2017 - May 2018	Increase parental visits by 10%
9	Data Chats to discuss strengths and weaknesses of each student with Leadership Team to determine student needs prior to parent conferencing	Principal, Leadership Team, Teachers	Teachers will discuss individual student data with parents during conferences. This will provide information parents need to assist their child(ren) with academic improvements	August 2017 - May 2018	Increase in assessment scores and grades
10	Volunteer Orientation	Curriculum Resource Teacher	Student success and achievement will increase due to increased volunteers in the school	August 2017 - May 2018	Volunteer Orientation Sign-in Sheets and Volunteer Hour Log
11	Various family workshops to provide strategies and knowledge for parents to assist their child(ren)	Principal, Teachers, Instructional Coach, Curriculum Resource Teacher	As a result of these workshops, student academic achievement will improve	August 2017 - May 2018	Positive comments on evaluation at the end of workshop(s)
12	Parent-Teacher Organization (PTO)	Principal Teachers	Student achievement will show an increase due to parent interaction and information provided by teachers	2017-2018 School Year	Sign-in sheets, agendas, and minutes will indicate an increase of participation and understanding of the program

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	Increase the communication between teachers and parents	Curriculum Resource Teacher	Enable teachers to be better communicators with parents	October 2017	
2	Volunteer Training	Curriculum Resource Teacher, District Volunteer Coordinator	Provide opportunities for teachers to share way to utilize volunteers in the classroom in order to improve student academic achievement	On Going 2017-2018 School Year	Increase number of parent volunteer hours by 5% from previous year
3	Title I Training of Staff	Curriculum Resource Teacher	Provide information to help children at home	On Going 2017-2018 School Year	Positive responses of Title I Teacher Survey
4	Building Positive relationships between parents and schools through newsletters, school website and parent computer area	Curriculum Resource Teacher	Provide opportunities and information for parents to help their child(ren) academically	On Going 2017 - 2018 School Year	Positive comments on Parent Survey
5	Provide Teachers with Professional Development regarding Teacher-Parent Conference Forms and Teacher/Parent//Student Compacts	Curriculum Resource Teacher	Using these forms with parents will further communicate to the parents that they are an equal partner and contributor to our school.	On Going 2017 - 2018 School Year	Parent Survey

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: Five Points Elementary will provide the following to encourage, support, and engage parents to more fully participate in the education of their children:

Kindergarten Orientation/Roundup occurs every school-year in the month of April for incoming Kindergarten students. During this event, parents are supplied with information and materials regarding skills the students should be practicing at home to better prepare them for Kindergarten.

Family Reading Nights are held to provide parents the opportunity to read with their children and for children to take Accelerated Reader Tests.

Grade Levels will host Family Nights to educate parents with specific academic strategies to assist their children.

The Parent Resource Room is open to provide resources for parents to help their children in the areas of Reading, Writing, Mathematics, and Science. Parents and/or teachers can check-out educational games and activities as well as request worksheets to support these academic areas.

A monthly School Newsletter is sent home providing information regarding upcoming campus events, testing dates, and other valuable information. Each newsletter will contain helpful tips for parents.

The faculty and staff will reach out to parents by providing academic assistance, training, and workshop at the school and/or a community site off campus.

The Media Center will host at least one Book Fair for students, parents, and teachers to attend. One day during the event(s) the fair will be open after school hours to allow for parents to attend with their child(ren).

The School Messenger (an automated call-out system) is used to notify parents of upcoming events along with encouraging and supporting them to more fully participate in the education of the child(ren).

Our communication folders/binders (PreKindergarten - 2nd grade) and planners (3rd grade - 5th grade) provides daily information to parents including, but not limited to, upcoming activities, school assignments, and testing.

Parent Conferences and Teacher/Parent/Student Compacts encourage parental support in the education of their child(ren).

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 111f(f)].

Response: At the beginning of each school year, parents are invited to attend “Meet the Teacher”. This is a time for parents and children to have the opportunity to come and meet the child’s teacher and other families at school. We have found this to be a positive experience and wonderful bonding time for all. During this event, parents are given information and materials regarding the Student Handbook, which includes information about the school-wide program, parent conferences, schedules, items needed for the year, volunteer opportunities, the Parent and Family Engagement Plan, and opportunities for them to participate in decisions relating to the education of their child(ren).

Open House is held several weeks after school starts. Teachers are able to further discuss in detail and provide literature regarding grade level expectations, types of assessments, and progress reports, schedules, volunteer opportunities, Parent and Family Engagement Plan, School Improvement Plan, Teacher/Parent/Student Compacts, Title I Programs, and opportunities to participate in decisions related to the education of their child(ren). Parents also have an opportunity to schedule parent conferences to further discuss their child’s progress. Assessments discussed at the Open House include: i-Ready, Performance Matters, classroom assessments, and other pertinent information the teacher feels is grade level appropriate.

The Title I Annual Meeting provides information to the parents regarding Title I and all other Federal Programs, school grade, proficiency targets, curriculum, and academic assessments. Sign-in sheets for the meeting will be housed in the Curriculum Resource Teacher's office.

The district also provides various important information letters, which are sent home with students at the beginning of each school year. Parents are able to access this information on the school website.

The Teacher/Parent/Student Compact is discussed and signed by the teacher, parent, and student at the beginning of each school year. This compact is developed by the Columbia County School District and includes input from classroom teacher for grade level specifics. The compact is used throughout the school year during parent conferences for the purpose of documenting the conferences, academic achievement, assessments, and other pertinent information.

Student progress is relayed to parents by way of progress reports sent home at the midpoint of each nine weeks grading period, as well as a report card at the completion of the nine weeks grading period. The progress of each student is also discussed during parent conferences. Parents receive reports regarding their child's assessment results on i-Ready, Performance Matters, and district-wide assessments completed throughout the year.

The Curriculum Resource Teacher maintains documentation of activities and information which includes: date, time, number in attendance, workshop evaluation, and person(s) in charge of the event, when applicable.

Automated calls will be sent during the school year, as needed.

All Title I, II, and VI information and school documents will be made available to parents in English. If needed, Five Points Elementary will make every effort to offer them in other languages upon request. Parent conferences and meeting will be translated, if needed.

The Parent and Family Engagement Plan is located in a notebook in the front office, a notebook in the Parent Resource Room, and on the school website. The plan is updated yearly.

Five Points Elementary makes every effort possible to hold meetings for parents during and after school hours to encourage parental involvement.

Activities are advertised on the school marquee and the school and/or district website as well as in monthly newsletters, local newspaper, and through fliers. The School Messenger call-out system will also be utilized to relay information about school activities.

Five Points Elementary produces and distributes a school newsletter every month. The newsletter is sent home with the students and additional copies are located in the school's front office.

The use of student planners (grades 3 through 5) and communication folders/binders (Kindergarten through grade 2) have proven to be an excellent communication tool. The parents are requested to look at these on a daily basis and sign, which allows the teacher to know they have been viewed. At the beginning of each school day the teacher checks for parent signatures and/or notes, which allows for quick communication.

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: **Not Applicable**

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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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.

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.

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.

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	Meet the Teacher, Open Houses, Kindergarten Orientation	3	444	Increased student achievement due to information given to parents regarding grade level expectations, testing, strategies parents can use to help their child(ren) academically.
2	Volunteer Orientation (Group)	3	21	Increased volunteers throughout the school to improve academic achievement of students.
3	Academic Fairs - Book	1	26	Increased student achievement due to the parental involvement and increased time reading.

4	Fall Movie Night	1	33	Increased parental involvement and build relationships among parents, students, faculty and staff.
5	Award Ceremonies, Graduation, End-of-the-Year Programs	6	290	Parent and family engagement activities held to build and strengthen relationships with parents, students, faculty, and staff.
6	Inservice for Teachers and Non-Instructional	2	121	Activities to educate faculty members regarding parent
7	Parent/Teacher Conferences	2	205	These conferences provide opportunities for parents to learn strategies to assist their children with academic achievement and success.
8	PTO and SAC Meetings	7	51	Involvement of parents with activities such as PTO meetings aided children in academic achievement. Input and assistance from SAC members regarding SIP and PFEP increased student achievement and success.
9	Title I Annual Meeting & District Family and Community Involvement Council Meeting	5	18	Knowledge gained relating to school grade, Parent's Right to Know, Assessments, Title I Notebook, and contents.
10	PIP and Teacher/Parent/Student Compact (not including individual classroom)	1	8	Involvement of parents with activities such as these aide student academic achievement and success.
11	Family Reading Night	9	132	Increased student achievement due to parental involvement and increased time spent reading by students.
12	Parent Resource Center	On Going	26	Materials and supplies checked out to parents to work with their child at home will have a positive impact on the child's academic achievement and success.
13	School Newsletter	9	3,742	Inform parents of upcoming events along with helpful tips to work with their child to increase academic success.
14	Title I Parent Involvement Brochure	1	414	Inform parents about Title I and Parent Involvement at the school level.

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	Inservice for Teachers and Non-Instructional	2	121	Building Ties with Parents
2	Volunteer Orientation	3	21	Helping teachers with ways to better utilize volunteers in the

				classroom to improve 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	Lack of parent education to help with schoolwork.	Provide workshops for parents to assist in this area.
2	Work schedules conflict with activities at school.	Offer varying times, when feasible.
3	Do not think they have anything to offer.	Constantly encourage all parents to help and become involved.

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	Parent Conference Nights	These conferences provided the opportunity for parents to learn grade level expectations along with strategies to assist their child with academic achievement and success.
2	Family Reading Nights	These nights increased student achievement by providing the opportunity for students and parents to spend time together reading. As a result students' reading success increased.