## LEHIGH ELEMENTARY SCHOOL Title I, Part A Parental and Family Engagement Plan 2018-2019

I, Sherri Wipf, 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 8101, ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116)];
* 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 1116
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1116)];
* If the plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116];
* 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 1116)];
* 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 [Section 1116)
* 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 1116)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** |

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1116, 1114(b)(2), and 1116].

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| **Response:** · SAC meetings will be held on a monthly basis and scheduled for the entire year on the school calendar to allow parents to plan attendance and participation.   · Meetings will be advertised through flyers home, the outdoor communication board, school newsletters, Parent Link email/voicemail communication system, and the school website.   · Teachers will be encouraged to invite parents to SAC meetings during parent/teacher conferences.  · During our SAC meetings, parents and staff will work collaboratively in planning and approving the school's parent involvement plan and Title I funds for effectiveness.   · Parents, staff, community members, and administration will discuss the effectiveness of the prior plan to aid in needed changes to the new plan. All discussions will be documented in the meeting minutes and will be maintained in the Title I Toolkit. |

**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116].

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| **count** | **Program** | **Coordination** |
| 1 | PreK Head Start | All Head Start parents are invited and encouraged to attend all parent training opportunities that the school offers. All Head Start teachers hold parent conferences 4 times per year. |
| 2 | ESOL/ELL | All programs and activities will be available to all parents. All invitations, flyers, and Parent Link messages are translated into Spanish. |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Lehigh Elementary will hold the Title I Annual Meeting. | Administration, School Staff Members, and Parent Involvement | August | Flyer to announce meeting, meeting date/time on outdoor marquis, school website, agenda, sign in sheet, and meeting minutes. |
| 2 | The Compact will be discussed with all participants at this meeting. | Administration, School Staff Members, and Parent Involvement | August |  |
| 3 | Parents openly give their feedback during this session. | Administration, School Staff Members, and Parent Involvement. | August |  |
| 4 | In addition, parents will receive information about the school’s Title I program. | Principal, Assistant Principal, SAC members, School Staff Members, and Parents | August |  |
| 5 | Parents will receive information about academic progress and rights of parents. | Principal, Assistant Principal, SAC members, School Staff Members, and Parents | August |  |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1116].

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| **Response:** - All parent notices/flyers will be sent to parents in both English and Spanish.   - Lehigh Elementary will hold the Title I Annual Meeting in August for parents.   - The times of SAC meetings will be flexible and held on days/times agreed upon from the results of the SAC meeting survey.   - Parent Involvement Workshops will be held after normal working hours. All workshop materials will be available in both English and Spanish, and translators will be available.  - Parent teacher conferences will be held before and after school as well as during teacher planning based on parent need.  - Transportation can be made available using Title I vans.  - Home visits or child care may be available if needed. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1116].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Open House/Curriculum Night/Annual Title I Meeting | Administration, Teaching Staff and Parent Involvement | Parents will meet their child’s teacher and learn about their child’s curriculum and how they can support their child’s academic achievement at home. | August | Sign in sheets, Workshop evaluations, Flyers, Newsletters, Agenda, Handouts |
| 2 | STEAM Tour | Administration, STEM Team and Parent Involvement | Parents will be exposed to high interest science concepts and they will be able to support their child’s understanding of the world around them. | September | Sign in sheets, Workshop evaluations, Flyers, Newsletters, Agenda, Handouts |
| 3 | Volunteer Orientation Meeting | Administration, Parent Involvement | Parents will about opportunities to assist in the classrooms and other areas of the school. This process improves school home relations and student achievement. | August | Flyers, Applications, Power Point |
| 4 | WATCH Dogs Night | Administration, Guidance, Counselor, Parent Involvement | Fathers will learn about the importance of their role in the student’s education and how they can come to school and contribute to the learning environment of all children. | September | Sign in sheets, Workshop evaluations, Flyers, Newsletters, Agenda, Handouts |
| 5 | Student Led Conferences | Administration, and Classroom Teachers, Parent Involvement | Parents will view student data binders and see student progress. Home to School connections will increase and improve academic progress. | December | Advertisement, Agenda, Sign in sheets, Handouts |
| 6 | Literacy Classes | Administration; Community Volunteers/Literacy Council | Parents will learn English increasing their ability to help their children | Throughout the year; weekly | Sign in sheets, Flyers, Newsletters |
| 7 | SAC Meetings | Administration, Guidance, Counselor, Parent Involvement Specialist | Parents participate in school decision making for increased student achievement. | Monthly | Advertisement, Agenda, Sign in sheets, Minutes, Handouts |
| 8 | Donuts with DOGS | Administration and the Lighthouse Team | Home School Connections will strengthen and increase academic achievement | January | Newsletter, Flyer and sign-in sheets, Workshop evaluations, Handouts |
| 9 | Dancing Classrooms Culminating Event; Curriculum connections will be explained to parents | Administration; Fifth Grade Team | Home School Connections will strengthen and increase academic achievement | November | Flyer/ Invitations/ Marquee/ Website/ sign-in sheets/ Parentlink |
| 10 | Reading Night | Administration, Teachers, Parent Involvement | Home School Connections will strengthen and increase academic achievement. Parents will learn about games and activities they can do with students at home to improve reading skills. | March | Newsletter, Flyer and sign-in sheets, Event Plan, Workshop Evaluations, Handouts |
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**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Link Training | Administration | Improved communication with parents will improve student achievement | August | Training agenda 3-2-1-exit card |
| 2 | PLC Student Led conference training | Administration | Teaching students how to communicate about their progress will increase student achievement | November | Training agenda 3-2-1- exit card |
| 3 | PLC: Communicate expectations for parent communication, conferences, class newsletters websites, emails | Administration | Improve ability of staff to work effectively with parents | September | Training agenda, phone logs, conference logs |
| 4 | Castle Training | Administration | Improved documentation and record sharing of parent communication logs | August | Training agenda, Castle records |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1116].

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| **Response:** Expand and enhance the parent information centers - expand the resources available for parents.  Person responsible: Parent Involvement Specialist  Each student will receive a planner for the year in which he will record his homework assignments. Parents will be asked to sign the planner nightly and it will be used for written communication between parents and the teacher.   Person responsible: Administrators, teachers  Maintain our Family Friendly School  Person responsible- Administrators, Teachers, paraprofessional, custodians, secretaries  Ongoing  Evidence:  Evaluations  Parent sign in sheets   Parentlink automated phone/email system.  End of year survey  Planners |

**Communication**

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

* Timely information about the Title I programs [Section 1116];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1116];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1116]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1116].

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| **Response:** A Title I Annual Meeting will be held in the beginning of the school year where information on Title I programs will be presented and discussed with parents. Parents are told how to contact the school for teacher conferences and receive the Parent Handbook. Parents' rights and need to be involved will also be discussed at this Annual meeting. Parents will visit their child's classroom during this evening. Teachers will provide information on curriculum in all subject areas and suggestions on how to support classroom instruction at home. Teachers will discuss the tools they will use to monitor their child's progress through specific assessments throughout the school year. Sign in sheets will be kept. During this meeting parents are asked for their input on the school Compact. Teachers will forward all discussions and suggestions for changes to the Compact to SAC. Changes will be voted on in SAC. A description and explanation of the curriculum at the school will be reviewed with parents at the Title I Annual Meeting/Curriculum Night. If requested by parents the school offers meetings with teachers as needed. If parents request special training to be able to help their child, the school will make arrangements to provide the requested training. If parent concerns are received regarding the school wide Parent and Family Engagement Plan, they will be submitted to the district Title I Office to be resolved. |

**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)].

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| **Response:** The school will provide information on all opportunities for participation through the following:  SAC and other meeting minutes will be published in both English and Spanish. All other school written information will be translated into English and Spanish. Translators will be available for workshops and conferences. School will provide information and all school reports in a parent friendly format in a language that parents can understand. The school will ensure that parents with disabilities have access to parental involvement activities and/or services using school's transportation vehicle. Appropriate interpreters/facilitators will be provided if needed for parents with disabilities. All school communication will also be distributed via ParentLink email/phone communication system in both English and Spanish. When new students enter school throughout the year, parents and students are provided with a packet of information explaining all school policies and procedures which includes the Right to Know Letter as well as information stating that we are a Title I 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:

X Not Applicable

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.

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| [Uploaded Document](file:///C:\Users\noralm\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\E6ZSCCN3\fileUploads\360301_2016-2017_uploadEvidenceParentInput.pdf) |

**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///C:\Users\noralm\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\E6ZSCCN3\fileUploads\360301_2016-2017_uploadCompact.pdf) |

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload evidence of parent input in the development of the compact.

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| [Uploaded Document](file:///C:\Users\noralm\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\E6ZSCCN3\fileUploads\360301_2016-2017_uploadCompactEvidence.pdf) |

## Evaluation of the previous year's Parental Involvement Plan 2017-2018

**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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Student Led Conferences | 3 | 220 | Students took ownership of their own learning and parents received specific information regarding their child's achievement. Parent attendance has strengthened home-school connections and improved academic achievement. |
| 2 | Title I Annual Meeting/Curriculum Night/Open House | 1 | 752 | Parents learned expectations of the Compact and agreed to fulfill their responsibilities as stated in the Compact. This helped to improve academic performance. Parents also learned strategies to help their children with homework, reading and curriculum specific details as they applied to each grade level. |
| 3 | "Seusstastic" Family Literacy Night | 1 | 145 | Parents learned strategies to help their children with reading and this improved academic performance. |
| 4 | Everglades Parent Meeting | 1 | 85 | Parents learned about the Everglades Trip curriculum and expectations. This strengthens home-school connections and scientific knowledge. |
| 5 | Family STEAM Night | 1 | 302 | Parent support improves academic achievement. |
| 6 | Dancing Classrooms Culminating Event | 1 | 170 | Parent attendance strengthens home-school connections and improves academic achievement |
| 7 | Muffins with Mom, Donuts with Dad and Pastries with Parents | 1 | 72 | These events are now Student Led Conferences. We did not offer food prior to visiting the classroom this year. The RSVP numbers were never indicative of the actual numbers in attendance. |
| 8 | SAC Meetings | 8 | 92 | SIP plan was shared, quarterly student data as provided to the committee, decisions were made regarding Title I funds |
| 9 | Literacy Classes | Weekly | No tutor available. | When a tutor was available Spanish speaking parents and community members were offered assistance in learning the English language. Improved ability of parents to assist students and communicate with teachers was seen. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | PLC- Student Led Conference Training | 1 | 92 | Faculty learned strategies to effectively communicate with parents to improve home-school support for students which increases academic achievement |
| 2 | PLC- Communicate expectations for parent communication, conferences, class newsletter, emails; phone | 1 | 92 | Improved faculty's vision for opportunities for parent involvement and improved their ability to effectively work with parents |
| 3 | MTSS Professional development | 15 | 92 | Teachers learned how to use the MTSS process to communicate with parents about their child's difficulties, the intervention plan in place to help them, and how their progress was going to be monitored. |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Many of our families have been affected by the problems in the economy and in lieu of full time jobs during the day; they are working multiple part time jobs and have irregular hours which affect evening participation in school activities. | Gather information about the best times and days for parents to attend functions. Provide ample notice of scheduled activities to allow parents to rearrange their work schedule if possible. Develop activities and functions during school hours. |
| 2 | Some families have a lack of transportation. Either they don’t have a car or they are not able to drive. | Maintain a qualified driver for the Title I Parent Involvement vans. When scheduling parent meetings make it known when presented with this barrier that this option is available. |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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