## MANATEE ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan

I, Scott LeMaster, 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 8108, 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 under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116)];
* 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 within the meaning of the term in 34 CFR Section 200.56 [Section 1116)]; 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 1116)].

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

**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)].

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| **Response:** Manatee Elementary will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title I program. The procedures for selecting this group will include the input of parents, staff members and the SAC committee. All parents will be invited through the school newsletter, invitations, parenlink, and personal phone calls to attend the SAC/Title I meetings. The plan will be created and reviewed during SAC/Title I quarterly meetings, as well during a scheduled SAC meeting, the committee will hold an open discussion and will decide, with input from parents, how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be documented in the SAC Meeting Minutes. Student planners will be used as daily communication with parents. The Parent Involvement Specialist as requested will provide transportation and childcare will be provided at all school Parent Involvement events. |

**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 | Title 1 | We offer quarterly literacy classes to provide parents with resources to use at home for reading and math skills. |
| 2 | Title II | Professional Development funding will be used to train teachers about the importance of Parent Involvement in school wide initiatives |
| 3 | Title III | ESOL funding will be used to support parent and student needs for ESOL students |

**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 1116)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I Meeting / Curriculum Night | Principal, teachers, SAC Chair, Parent Involvement Specialist | September | Agenda, Minutes, Sign-in Sheets, Flyers, Newsletters |
| 2 | Open House | Principal, Teachers | August | Post cards, Parentlink message, website information, sign in sheets |

**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:** Manatee Elementary will provide flexible dates and times for meetings and workshops when possible. We will conduct a survey of all parents to determine the dates, times and subject matter for parental programs. Spanish and English translator will be available during all parent and family engagement opportunities including parent workshop trainings, PTO meetings, SAC meeting and conferences.  |

**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 | Parenting Partners workshop | Parent involvement specialist, teachers | Provide tips and strategies based on research from gained information to help their children. | Once a quarter | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments  |
| 2 | Open House/ Academic Fair | Administration, teachers | Provide information about expectations on how parents can support their children. | August | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 3 | Parentlink workshop | Parent Involvement Specialist Technology Specialist | Parents will learn how to access Parentlink to increase communication with their children school. | August | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 4 | Annual Title I SAC Meeting | Administration, teachers | Provide information to parents about the Tittle I program about expectations on how parents can support their children at home. | September | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 5 | Book Fair | Media specialist | Teachers will provide strategies on how to get the most out of reading books, so parents can support their children at home.  | September | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 6 | Volunteer Orientation | Volunteer Coordinator, Parent Involvement Specialist, Principal, Assistant Principal | Explain the importance of having volunteers at our school to increase their children achievement. | September | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 7 | Curriculum Night/ Spaghetti Dinner | Teachers, administration | Teacher will explain the grade level and classroom expectations for their children showing samples of work will be done and give an overview of the year to come. | September | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 8 | Dad Day | Parent Involvement Specialist | Provide opportunities for parents to learn effective ways to communicate with their children by reading together. | September | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 9 | FSA & STAR Literacy Workshop | Teachers | Teachers will educate parents on how to support their children succeed on the FSA test as well as show them examples and how they can help their child at home.. | October | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 10 | Fall Festival  | Parent Involvement Specialist | Teach Literacy strategies, so parents can support their children at home.  | October | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |  |
| 11 | Steam Night | Science Teacher | Teach parents strategies that students have been taught, so that additional support can be given at home. | November | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 12 | Math Night | Math specialist, administration, teachers | Teach parents and children how math can be incorporated at home through easy activities | November | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 13 | Student Led Conferences with refreshments | Teachers | Educate parents on what the student are achieving academically as well as to inform parents of student academic needs. | January | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 14 | Florida Standards Assessments Workshop w/ family dinner | Teachers | Teachers will explain the FL standards to parents to prepare their children at home. | February | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 15 | Daddy Daughter Dance | Parent Involvement Specialist  | Engage parents to support their child in school activities | February | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |
| 16 | PBS Workshop | Parent Involvement Specialist | Support parents with easy activities for Pre-K thought 5th grade to help their children succeed in school. The learning Triangle-View-Read, Do- is the basis for workshop and provides specific examples and activities for families to do at home. | April | Flyer, agenda, handouts or meeting minutes, sign in sheets, workshop comments |

**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 | PD/Teacher Training in ParentLink- engage teachers using system to contact parents regarding child’s progress within the classroom. Hands-on technology training showing teachers how to use the system to send out notices and reminders. | Technology Specialist | Increase student achievement | On going | Parent link Reports |
| 2 | School newsletter for staff with research based articles on Parent Involvement. | Resource Teacher | Research based tips for increasing Parent Involvement  | 2018/2019 | Parent and Faculty Survey |
| 3 | Training for teachers on Student Led Conference | Administration/Resource Teacher | Providing teachers with the resource and tools to instruct students on leading a student led conference. | January | In Service Record |

**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:** The administrative team will continue to create a family friendly school by hosting activities for the school and community (i.e. English classes, Good News Club).Media Specialist will update the school website to create a source of information for our parents to refer to when necessary. The administration team will update Twitter to spotlight special events at school. Parent link will be used by teachers and administration to keep parents informed about their child’s progress, changes in transportation, school events, etc.  |

**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 1116) 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:** During the schools open house and Title I meetings (parents are notified through the newsletter,postcards,flyersr and Parent link), parents will be informed that Manatee Elementary is a Title I school followed by an explanation of why. During these meetings and at curriculum night, parents will be informed by classroom teachers how their students will be assessed in the classroom throughout the year as well as the necessary requirements needed to be successful on the FSA and STAR. These will be mentioned in the documents and/or flyers that teachers create to give to parents. Parents will also be informed as to how and when to contact teachers if they have any concerns. If parents have comments about the school's Title I plan, those comments will be given to the Title I office. Communications regarding all parental involvement events will have fliers sent home in the home language of the child/ children and Parent link phone calls, texts and emails will be sent out as well. If parents have questions about the Parent and Family Engagement Plan or find it unsatisfactory, they will be directed to the District Office's Title I Office. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116)].

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| **Response:** All parents at Manatee are important. In order to get all parents involved, whenever meetings are held the school will provide appropriate translators so that parents are informed of the information. Newsletters sent from school will also be handled in this manner. Any presentation given to parents will be available with a translator. In addition, Parent link is available and parents can choose an appropriate language to help them understand how their child is doing. The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs.Any presentation given to parents will be available with a translator. In addition, Parent link will be used in English and Spanish for event invitations as well as teacher and school communications regarding parent involvement opportunities, volunteer needs, fundraising opportunities and student achievement. The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs. Transportation will be provided for parents in need and relayed via our Parent Involvement Specialist. |

**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