## Title I, Part A 2018-2019

## Parental and Family Engagement Plan

## G WEAVER HIPPS ELEMENTARY SCHOOL

## I, \_\_G Weaver Hipps Elementary\_\_\_\_\_\_\_\_\_\_\_, 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 school wide 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**

The mission of G Weaver Hipps Elementary is to prepare all students to read and comprehend at high levels.  
  
**Parental Involvement Mission Statement (Optional)**

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| **Response: N/A** |

**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: G Weaver Hipps Elementary School** understands the importance of |

Parent involvement and because of this, the School Advisory Committee (SAC), composed of parents, teachers, administrators, and members of the community will meet to discuss the development and implementation of the School Improvement Plan, Parent Involvement Plan, as well as how Title 1 funds will be spent for the upcoming school year. All parents are invited and encouraged to attend and become members of SAC through the Marquee, SAC Questionnaire, Parent Link, and school newsletter, and personal invitation. Parents will have the opportunity to review, discuss, and provide input regarding Title I programs, plans, and funds.

During the April 2017 regularly scheduled PTO and SAC meeting, the parents will be informed of the 1% that is to be spent to increase parent involvement. They will brainstorm a list of possible ways to spend the money. Further research can be done on the cost of materials and activities suggested and a vote can be taken at the first annual Title I meeting to be held in August of 2018.

Agendas, sign-in sheets, flyers, handouts, workshop comment forms, and meeting minutes will be uploaded as documentation in the Title I Crate.

**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].

**Response:**

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| **Count** | **Program** |  |
|  | |  |  |  | | --- | --- | --- | | 2 | ESOL/ELL (Title III) | 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 (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 | Title1 Annual Meeting | Administrators, teachers, parent involvement specialist and support personnel | August 2018 | Agenda, Minutes, Sign in Sheets, Flyers, PPT-viewed in each classroom |

**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: G Weaver Hipps Elementary School**  To ensure the greatest amount of parental involvement possible, the staff at G. Weaver Hipps Elementary will schedule the PTO/SAC meetings in the afternoon and in the evening. We will provide translators and child-care if necessary.  In order to make our families truly a part of their children’s education, we will offer them the assistance necessary to ensure their child’s success. This includes workshops and training scheduled at multiple times during the day to accommodate parent schedules. Workshops will be advertised via newsletter, Parent Link, flyers sent home and distributed during parent pick up, and our staff will be available to assist parents when needed.  For example; During our Grade Level Curriculum Nights we provided a parent/student workshops on Compass Learning and hands-on activities for the parents and students. |

**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 | Administration,  Teachers and School Personnel | Provide academic information  to the parents and meet teachers and school personnel | August | Flyers, Agendas  handouts, sign-in sheets, workshop comments forms |
| 2 | Title 1 Annual Meeting | Administration/Teachers | During this event administration will explain through a PowerPoint what is Title 1 and the programs | August | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 3 | SAC/PTO Meetings | Administration/Teachers | Increase involvement of parents to become active in the decisions made at the school. | Monthly throughout the school year | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms and meeting minutes |
| 4 | Donuts with Dad | Principal/Parent Involvement staff | Provides opportunities for parents to learn effective ways to communicate with their children | Throughout the school year | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 5 | Grade Level Curriculum Nights | Teachers | Teachers explain the classroom expectations, show samples of work that will be done, and give an overview of the year to come. | September | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 6 | Parent Workshops | Administration /Parent involvement | Provide information to parents on how parents can help their children through research based strategies and tips. | August 2018-May 2019 | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 7 | Student Led Conferences | Teachers | Research based tips for increasing parent involvement and improving student achievement/ To educate parents on what the students are achieving academically, as well as to inform parents of student academic needs. | November & February | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 8 | Muffins with Mom | Principal/Parent Involvement staff | Provides opportunities for parents to learn effective ways to communicate with their children | September 2018 | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | School newsletter with research based articles on parent involvement | Peer Collaborative Teachers, Curriculum Specialists & Teachers | Research based tips for increasing parent involvement | School Year | Parent and Staff surveys |
| 2 | Ready Gen | Administration/Leadership Team | Reading program Providing teachers with the resources and tools to instruct students | August/September | In-Service Records |
| 3 | Standards Based Instruction | Administration/Peer Collaborative Teachers/Curriculum Specialists/Resource Teachers | Research based materials, academic plans, and resources to instruct students | School Year | In-Service Records |
| 4 | Leader in Me | All Staff | Research based program to develop the whole child “mind, body, and soul” | School Year | Parent and Staff Surveys |

**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:**  Documentation of parent hours spent at school will be filed in toolkit. The Parent Resource Center will be open to and provide resources to students and families in grades K-5. |

**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;
* 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
* If the school wide program plan 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:**  **G. Weaver Hipps Elementary** will review the ideas generated at the end of 2017-18 school year with SAC and PTO for the expenditure of Title I funds, school compact, and other ideas for the improvement of parental involvement. This will provide an additional opportunity for discussion and the inclusion of the kindergarten parents and any other families new to GWH. SAC and PTO meetings will be held monthly and advertised in the newsletter, website and the marquee. All parents will be provided with the opportunity to request additional meetings to discuss and make decisions regarding the education of their children. If this plan is not satisfactory to parents, they can submit their comments along with this plan to the Lee County School District. All teachers will communicate with all parents at least two times each quarter with a phone call or a note home that updates the parents of their child’s progress academically and/or behaviorally. End of the year awards ceremonies (student will receive certificates) will be held to allow students the opportunity to celebrate their accomplishments with their families, peers, and teachers. |

**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:**  **G. Weaver Hipps Elementary** will provide newsletters and notices in three languages (English, Spanish & Creole). Translators will be provided for all school-wide events and be available for all conferences and meetings or through the use of the Talk System. School events will be advertised with flyers, on school website, newsletter and marquee. Child care services will be provide for some events. The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs. Copies of all parent communication are uploaded to the Title I Crate. Two Spanish speaking ELL Paraprofessionals and One Creole Paraprofessional will be hired to facilitate home/school communication. |

**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 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 1116].

**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 1116)].

**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 1116)]. Include participation data on the Title I annual meeting.

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| **Date** | **Name of Activity** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 8/4/17 | Open House | 384 | Provide parents with information, expectations and suggestions for a successful school year. |
| 8/10/17 | Kindergarten Parents BooHoo/WooHooo Breakfast | 30 | Provide parents with the strategies and resources to help their children start Kindergarten |
| 8/24/17 | Title 1 Annual Meeting/SAC/PTO | 25 | Provide parents with information regarding school, sharing school updates, student data and the progress we are making towards our school grade |
| 9/12/17 | Kindergarten Family Night | Hurricane Irma | Canceled |
| 9/13/17 | Volunteer Orientation | Hurricane Irma | Canceled |
| 9/22/17 | PTO Family Dance | Hurricane Irma | Canceled |
| 9/28/17 | SAC/PTO Meeting | 16 | Provide parents with information regarding school, sharing school updates, student data and the progress we are making towards our school grade |
| 10/01/17 | 2nd Grade Family Night | 29 | Provide information to parents on curriculum, homework expectations and suggestions for helping their children succeed |
| 10/16-10/20 | Book Fair | 40 | Provide an opportunity for parents to come in and purchase reading books/resources to help their child with their reading fluency and instill the love of reading |
| 10/18/17 | Donuts with Dad | 52 | Provide an opportunity for dads or father figures to come with their child (strengthening the family connection), while enjoying donuts and juice, allowing conversations with their child regarding their academic success in the classroom |
| 10/24/17 | Muffins with Mom | 72 | Provide an opportunity for moms or mother figures to come with their child (strengthening the family connection), while enjoying muffins and juice, allowing conversations with their child regarding their academic success in the classroom |
| 10/26/17 | SAC/PTO | 10 | Provide parents with information regarding school, sharing school updates, student data and the progress we are making towards our school grade |
| 11/3/17 | PTO Movie on the Lawn | 60 | Provide an opportunity for parents to come with their children, strengthening the family connection, in an afterschool setting to watch a movie on the lawn |
| 11/7/17 | 4th Grade Family Night | 15 | Provide information to parents on curriculum, homework expectations and suggestions for helping their children succeed |
| 11/10/17 | Veteran’s Day Ceremony | 849 | A presentation on honoring our Veterans. We provided information on World War 1 and had guest speakers speak and share experiences |
| 11/16/17 | SAC/PTO Meeting | 11 | Provide parents with information regarding school, sharing school updates, student data and the progress we are making towards our school grade |
| 12/1/17 | Vocabulary Parade | 942 | To provide students an opportunity to be creative with the study of words in an interactive, memorable, ongoing and fun way. |
| 12/7/17 | Holiday House | 50 | Provide an opportunity for parents to come in with their child, strengthening the family connection, in an afterschool setting and purchase gifts for their loved ones |
| 1/16/18 | 5th Grade Family Night | 8 | Provide information to parents on curriculum, homework expectations and suggestions for helping their children succeed |
| 1/25/18 | SAC/PTO Meeting | 13 | Provide parents with information regarding school, sharing school updates, student data and the progress we are making towards our school grade |
| 2/13/18 | 3rd Grade Family Night | 27 | Provide information to parents on curriculum, homework expectations and suggestions for helping their children succeed |
| 2/15/18 | Talent Show | 70 | Provide parents the opportunity to celebrate accomplishments with families. |
| 2/22/18 | SAC/PTO Meeting | 12 | Provide parents with information regarding school, sharing school updates, student data and the progress we are making towards our school grade |
| 3/2/18 | Read Across America | 60 | Provide parents and community members the opportunity to be examples on demonstrating love for reading. Guest readers come in and share their experiences with reading with the students |
| 3/9/18 | PTO Movie on the Lawn | 80 | Provide an opportunity for parents to come with their children, strengthening the family connection, in an afterschool setting to watch a movie on the lawn |
| 3/14/18 | Volunteer Appreciation Day | 12 | Provide a breakfast and thank the volunteers that worked with students who are struggling with reading and math skills and/or worked with teachers and office |
| 3/15/18 | SAC/PTO Meeting | 12 | Provide parents with information regarding school, sharing school updates, student data and the progress we are making towards our school grade |
| 4/10/18 | 1st Grade Family Night | 21 | Provide information to parents on curriculum, homework expectations and suggestions for helping their children succeed |
| 5/8/18 | NEHS Ceremony | TBD | Provide parents the opportunity to have their child inducted and celebrate their academic achievement |
| 5/18/18 | PTO End of Year Family Dance | TBD | Provide an opportunity for parents to come with their children, strengthening the family connection, in an afterschool setting for a family dance celebration! |
|  | **TOTAL** | 2,896 |  |

**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 1116)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Distribution of Monthly Newsletter  read by teachers | 10 | 100 | Research based tips for increasing parent involvement and improving student achievement. |
| 2 | Parent communication training (Parent link) | 1 | 100 | To provide teachers with the best strategies to effectively communicating with parents. |
| 3 | Behavior and Discipline | 1 | 70 | To provide teachers with the best strategies to effective behavior and help parents implement |
| 4 | Planning for Intervention | 1 | 70 | Providing teachers with research based tips to increase parent involvement and improve student achievement. |

**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 1116)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | No transportation/ gas money | Provide transportation with Parent Involvement Van |
| 2 | Work/Time | Flexibility in times when events are planned, provide parents with a monthly calendar on activities throughout the year |
| 3 | Language | Parent involvement specialist who is bi-lingual will translate. We will provide information in English and Spanish. |
| 4 | Lack of Child Care | Child care will be provided during the parent and family engagement event |

**Best Practices (Optional)**  
  
Describe the parental involvement activity/strategy the school implemented during the previous school 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** |