The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

**Assurances**

The above named school agrees to the following assurances:

* Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
* Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
* Jointly develop/revise plan with parents and make available to the local community;
* Involve parents and families in planning, reviewing, and improving schoolwide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school’s parent and family engagement plan;
* Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals;
* Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
* Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

**Mission Statement**

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| **1. Does the mission statement include:**How the parent and family engagement plan is a shared responsibility?How the parent and family engagement plan will assist in providing high quality instruction for all learners? | Hiawassee Elementary School's mission is to lead our students to success with the support and involvement of families and the community. The Title I Committee will work jointly with the newly elected School Advisory Council (SAC) to review, develop and adopt the 2018-2019 Parent and Family Engagement Plan and evaluation of school programs. The members of the School Advisory Council will be selected on a volunteer basis and then voted upon by the body. The 2018-2019 Parent and Family Engagement Plan will assist in providing a guide to how funds and grade level standards based activities will be implemented during the school year to ensure that all learners are provided high quality instruction. |

**Involvement of Parents**

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| **2. Does the plan include:**How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]? | The Title I Committee will engage parents in discussion during School Advisory Council (SAC) and Parent Teacher Organization (PTO) on how to implement and utilize the budget allocated for parental involvement. Parents will be able to vote on decisions made regarding Title I funds during the SAC and PTO meetings. During these meetings planning and review of the program will take place and feedback will be asked as to how our Title I programs can be improved. Information in regards to Title I and other activities on our campus will be sent in the following methods: * Newsletter
* Flyer
* Labels
* Marque
* Lobby Kiosk
* Connect Orange (English/Creole)
* School website

Hiawassee will involve the parents and families in the planning, review and implementation of Title I programs, include involvement in the decision making of how funds for Title I will be used by: Attending* School Advisor Council (SAC) meetings
* Multilingual Parent Leadership Council (MPLC) meetings
* Title I Annual Meeting

Participating In* Parent and family engagement capacity-building activities

Reviewing* Academic data
* Previous school year Parent and Family Engagement Plan
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**Coordination and Integration with Other Federal Programs**

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| **3. Does the plan include:**How the school will coordinate and integrate parent and family engagement programs and activities?How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]? | Hiawassee will coordinate and integrate parent and family engagement programs and activities through the hiring of our Parent and Family Engagement Liaison and school staff.The Parent and Family Engagement Liaison will coordinate sessions and activities that will help to teach parents how to help their child(ren) at home. This plan outlines below the listed delineated program and coordination for each school-based programs that are available to our families.  |
| **Program** | **Coordination** |
| Pre-K VaryingExceptionalities ESE - IDEA | Hiawassee and the VPK program work together to assist with transition programs for parents and families as students are entering a public school program. Information is given to parents regarding parent involvement. |
| Title I | Funds from Title I will be used to provide professional development to staff and resources to students as it relates to parents’ involvement. |
| Title II | Funds from Title II are used to provide support and services to all students. Teachers are provided with four OCPS Professional Development Modules throughout the year to address Parent Involvement with the school staff. |
| Title III | Funds from Title III are used to provide support and services to immigrant and English Language Learner parents. |
| Title X | McKinney Vento Program (MVP) students are identified by the Student Residency Questionnaire at the beginning of the each school year. Parents are informed of the services and outlined by the MVP Department. MVP students receive district support through funding for school supplies, food, clothing, and field trips. Students in this program also may qualify for school transportation. |

**Annual Parent Meeting**

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| **4. Does the plan include:**A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program? A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?  | Parents will also be informed of the September 19, 2018 Annual Meeting through a variety of communication methods to include: Connect Orange, labels, marque, and poster that will be advertised. The Parent and Family Engagement Liaison will present a power point and handouts regarding the Title I program at the Annual Meeting. Parents will receive answers to the following questions: * How does our school receive Title I funds?
* What will Title I do for the success of my child
* What can I do to help my child succeed?

The meeting will also cover the following topics: * School Choice via district handouts and policies
* Annual Yearly Progress (AYP) via PowerPoint Presentation
* The rights of parents via brochure and other resources

Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of $500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.For more information please visit the Florida Department ofEducation, Office of Title I Programs and Academic Intervention Services at http://www.fldoe.org/bsa/title1/title\_compile.asp and le our district’s Title I website https://www.ocps.net/departments/title\_i. |
| **Activity/ Task** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| Annual Meeting Flyer/Label sent home | Parent Liaison | September 4, 2018 | Title I Sign-In sheets |
| Annual Meeting Connect Orange Message | Principal, Parent Liaison | September 4, 2018 | Title I Sign-In sheets |
| Annual Meeting Message on Marquee | Support Staff, Parent Liaison | September 4, 2018 | Title I Sign-In sheets |
| Annual Meeting on Kiosk and School Website | Principal, Secretary | September 4, 2018 | Website Information |
| Title I Annual Meeting Power Point Presentation | Parent Liaison | September 18, 2018 | Title I Sign-In sheets |
| Annual Meeting Documentation Maintained | Title I Documentation Contact | September 18, 2018 – June 1, 2019 | Information maintained on-site |

**Flexible Parent Meetings**

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| **5. Does the plan include:**How will the school offer a flexible number of meetings, such as meeting in the morning or evening? How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]? | During the 2017-2018 school year, parent conferences will be held to discuss student progress. The scheduled times will be flexible to accommodate our parents. Title I Meet the Teacher will be held in the afternoon to accommodate working parents while also allowing other flexible options to be given for those parents that need to have a meeting in the morning or after school. Title I Parental Involvement meetings will be held on the same day as our monthly PTO and SAC meetings. This will give more parents the opportunity to be in attendance. Regarding services related to parent and family engagement, the school/district will provide the following:* Transportation to (1) Parent Academy

Parent Academy is a district held parent and family engagement event that takes place once a month on a Saturday at a designated high school.  |

**Building Capacity**

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| **6. Does the plan include:**How the school will implement activities that will build the capacity for meaningful parent/family engagement? How will the school implement activities that will build relationships with the community to improve student achievement? How the school will provide material and training to assist parents/families to work with their child(ren)?How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | Hiawassee will hold both day and evening parent involvement opportunities throughout the school year to promote meaningful engagement which include: * Meet the Teacher
* Literacy Night
* Math and Science Night
* Boo Hoo Breakfast
* Open House
* Winter Concert
* Donuts for Dads
* Muffins for Moms
* PIE/Volunteer Breakfast

Hiawassee will build relationships with the community through the use of Partners in Education. Our Coordinator will actively meet with community leaders to develop lasting partnerships with our school. Our community leaders will be in invited to attend our monthly SAC meetings and sit on the committee in an effort to give their input on how to improve student achievement. Our Parent and Family Engagement Liaison will be the main point of contact in providing the following help assist parents/families with their children:* Parent Workshops
* Resource Center
* Extended Media Hours
* Newsletter

Below are the specific steps that Hiawassee will take to build capacity for meaningful parent and family engagement. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Meet the Teacher  | Instructional staff  | Teachers will introduce classroom expectations, routines, and establish rapport. | August 2018 | Connect Orange, Marquee  |
| Report Card Conference Night  | Classroom teachers  | Teachers will conduct individual conferences to discuss child’s test results, expectations, progress toward benchmarks, and individual needs.  | October 2018 | Conference/Parent communication logs, Signed Compact |
| Parent workshops/Family Engagement Activities  | Family Engagement Liaison |  Parents will be given strategies and resources to assist their students in developing these skills at home.  |  Fall/Spring Sessions | Sign-in sheets, handouts, flyers |
| Curriculum/Literacy Nights (Reading, Math, Writing, Science, Arts) | Instructional Staff | Parents will have the opportunity to learn about and engage in activities to support the academic growth of their children. | January 2019- March 2019  | Flyers, sign-in sheets,  |
| Connect Orange Messages  | Principal, Parent Engagement Liaison | Increased parental awareness of school events and participation | Ongoing  | Copies of message on file |
| Newsletter, website, daily planners, email communication | Principal, Parent Engagement Liaison | Parents and students will have access to information about school events/ activities  | Ongoing  | Website resources, survey feedback, copies of newsletter/emails |
| Regularly scheduled SAC/PTA/PLC meetings  | Principal, Assistant Principal, Parent Representatives  | Parents will actively participate in decision-making process for school  | Monthly | Meeting minutes |

**Staff Development**

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| **7. Does the plan include:**A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff:- with the assistance of parents/families, in the value and utility of contributions of parents/families? - in how to reach out to, communicate with, and work with parents/families as equal partners? - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]? | Hiawassee strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.Below are the specific activities and tasks that Hiawassee will implement to build capacity for meaningful parent and family engagement. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families | Parent Engagement Liaison  | Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships | October2018 | Sign-in sheets, Exit slips |
| Parent and Family Engagement Professional Development Module 2:Building TiesBetween Home andSchool | Parent Engagement Liaison | Improved ability of staff to work with parents and families | January 2019 | Sign-in sheets, Exit slips |
| Parent and Family Engagement Professional Development Module 3:Implementation andCoordination ofParent and Family EngagementPrograms | Parent Engagement Liaison | Increased parent and family participation in school activities which support student achievement | March 2019 | Sign-in sheets, Exit slips |
| Parent and Family Engagement Professional Development Module 4:Communicatingand Working withParents as Equal Partners | Parent Engagement Liaison | Improved relationship, communication and collaboration betweenparents and school |  May 2019 | Sign-in sheets, Exit slips |

**Other Activities**

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| **8. Does the plan include:**How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]? | Hiawassee has a full time Parent Family Engagement Liaison on campus. The Liaison facilitates the resource center for parents to access needed information. The Liaison speaks English and Creole/French. The parents of Hiawassee are able to have meaningful engagement in the education of their child(ren) through workshops, curriculum based parent nights, and the resource center that the Liaison helps to facilitate. Hiawassee will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families: * The SAFE and Guidance office have a resource center that includes information about but not limited to the following
	+ Homeless Education
	+ Retention
	+ Counseling Services
	+ Exceptional Education Services
	+ Behavioral Support Services
	+ And other resources outside of the school
* The Media Center offers computer access to allow students and parent’s access to district applications and other materials during extended hours weekly.
* District Parent Academy and Virtual Academy events offered throughout the year.

Below are the specific activities and tasks that Hiawassee will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren) . |
| **Activity/ Task** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| Extended Media Center Hours | Admin, Media Specialist | Tuesday and Thursday | Sign-In Sheets, feedback |
| Collaboration between PTO/SAC | Admin, PTO, SAC, Family Engagement Liaison, Teachers | Every 2nd Tuesday of the month | Sign-In Sheets, Meeting minutes |

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| Resource Center  | Guidance Counselor, ESE Contact, Parent Engagement Liaison | Ongoing  | Sign-in Sheets  |
| Food Angel Pantry  | Guidance Counselor, Parent Engagement Liaison  | Ongoing  | Sign-in Sheets, Labels  |
| Virtual Academy  | Parent Engagement Liaison, Media Specialist  | October 4, 2018-**Beyond the classroom**December 6, 2018-**With Math we Can**February 7, 2019-**STEM Works! Interactive and Fun Adventures**April 4, 2019-**Digital Messages for 21st Century Learners**  | Parent registration, Media Center Sign-in sheet  |
| Parent Academy | Parent Engagement Liaison | September 15, 2018**-A Balanced Beginning** November 3, 2018-**Parents as Partners**January 12, 2019-**New Year-New You:  Health Choices for School and Home**March 9, 2019-**Do your best on the Test**May 4, 2019-**Sunny Ideas for Summer Learning** | Pictures, Parent Registration, Flyers  |

**Communication**

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| **9. Does the plan include:**How the school will provide timely information about the Title I programs? How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain? How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? |  Hiawassee will provide communication in a timely manner about Title I programs through the following: * Title 1 Annual Meeting
* Written information in multilingual translations of (English, Spanish, Creole, French)
* Translators are available for conferences and meetings upon request.
* Marquee
* Connect Orange
* Student Planners
* Newsletter
* School Website

Hiawassee teachers and staff will utilize various formats of helping parents understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following: * ProgressBook
* School Compact
* Report Card Night
* Parent Conferences

Parents will be included in the formulation of suggestions and decision making through the following:* Advanced Ed Parent Surveys/Exit Slips
* One-to-one meetings with teachers, administrators, and/or support personnel
* Attendance/Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact

If the SIP is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates. |

**Accessibility**

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| **10. Does the plan include:**A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?  | Hiawassee will provide parents and families options on participating in school activities through ensuring multiple levels of access for parents and families. We also work with school Social Worker to assist individuals with specific needs/disabilities when requested in advance. The following methods will be used:* Family Nights (Spanish and Creole translations)
* Activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.
* Bus passes for McKinney Vento families

We also work with school Social Workers to assist individuals with specific needs/disabilities when requested in advance. Additionally, information is provided through the following methods to include translations in various languages: * School marquee
* Lobby kiosk
* Connect Orange
* Student Planners
* Newsletters
* School Website
* Email
* Home-to-school and school-to-home communication in English and/or other languages
* Labels
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**Discretionary Activities (optional)**

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| **11. Does the plan include:**Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.) | Hiawassee will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.  |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences/home visits between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Pre-K Teacher, Administration,Parent Liaison | Parent involvement increases student achievement | August 2018 through May 2019 | Sign-In Sheet, Meeting Notes |

**Barriers**

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| **12. Does the plan include:**A description of the barriers that hindered participation by parents/families during the previous school year? A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]? | Hiawassee has continued each year to address our barriers that hinder participation by parents/families. During the previous school year our barriers included:* Economically disadvantaged
* Parent/caretaker's work schedule
* Students of parents with limited English proficiency
* Incorrect parent contact information
* Limited translators for Spanish/Creole speaking parents

 This school year Hiawassee will overcome these barriers by:* Flexible hours for days in which there are meetings and events
* Quarterly updating student information
* Multilingual Staff/Paraprofessional
* District Translation Services (Languageline.com)
 |
| **Barriers (Including the Specific Subgroup)** | **Steps the School will Take to Overcome**  |
| Economically disadvantaged parent/caretaker's work schedule | Flexible hours for days for meeting times and events |
| Students of parents with limited English proficiency have student contact information not up to date | Quarterly student information updates |
| Language Communication for Spanish/Creole Speakers | Increase translations for all school activities |

**School-Parent Compact**

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| **13. Does the plan include:**As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement? | **Hiawassee has provided a scanned copy, with this document, of the School-Parent Compact and evidence of parent input in the development of the Compact.** |

**Adoption**

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The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by

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| **2018-2019** |

This policy was adopted by the school on and will be in effect for the period of .

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The school will distribute this policy to all parents of participating Title I, Part A children on or before .

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| **Signature of Authorized Personnel** |  |
| **Date** |  |

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year’s Parent and Family Engagement Plan, if applicable. (*previously referred to as the Parent Involvement Plan – PIP)*

The following documents can be scanned with this document and submitted as evidence:

* Parent surveys of previous year’s events and activities
* Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
* Parent Feedback Summary of PFEP Evaluation
* Parent and Family Engagement Activities Tracking Form