**Lincoln Park Title I, Part A Parental and Family Engagement Plan**

**Involvement of Parents**

Describe how the school will involve parents and families 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 {ESEA Section 1116}.

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| Parents are invited to attend the Annual Title I Meeting. During the meeting, parents will be provided the opportunity to become involved in the planning, decision making, review, and improvement of Title I Programs including involvement in the decisions regarding how funds for parental involvement will be used. Parents will also be involved informed about the new Parental and Family Engagement Plan and be invited to review this plan upon completion. Parents are invited to make changes to the  Parent-School Compact when changes are needed. Parents are invited and encouraged to participate on our School Advisory Council (SAC) where the current year's budget is reviewed. In addition, parents will be invited to review the next year's budget in the spring and offer input. |

**Coordination and Integration with Other Federal Programs**

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home {ESEA Section 1116}.

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| **#** | **Program** | **Coordination** |
| 1 | Pre-k Program | Title 1/ESE/Escambia County School District, Lincoln Park Primary School |
| 2 | VPK Program | Title 1/Escambia County School District, Lincoln Park Primary School |
| 3 | Parent Report Card Day Conferences | Teachers will meet with parents and share students' academic progress. Student data will be reviewed.  Parents will be encouraged to set goals for their child. Teachers will provide parents with strategies to use at home to support their child's learning. Title I funds will be used to provide subs to allow time for teachers. |
| 4 | Parent Teacher Conferences and Parent Administrator Conference | Teachers will be available to conference with parents during their scheduled planning and afterschool.Teachers will share students' academic a progress and will provide parents with suggestions and strategies to help students at home. At time, administrators will engage in conference |
| 5 | APTT Parent Involvement Meetings | Lincoln Park will engage in a program that promotes the strengthening of parent-child academic relationships by offering 3 parent meetings a year that focuses on conferencing, parent training to work with their child at home and will provide educational games and activities for them to take home. |
| 6 | Family STEM Nights | Parents will be invited to attend Family STEM Nights during each 9-weeks. Parents will actively participate in the learning environment by engaging with hands-on, minds-on activities along with their child. The emphasis will be on STEM (science, technology, engineering and math) and parents will work with their child on design challenges. |
| 7 | Title 1, Part C | The district provides a migrant liaison to provide services and support to students and parents. The liaison coordinates with Title III to ensure staff development needs are provided. However, Lincoln Park does not have any migrant students at this time |
| 8 | Title 11 | The district provides Lincoln Park with supplemental funds for professional development training on how to involve parents. The school will engage in a school-wide book study. |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families 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, and the rights of parents are covered at the annual meeting.

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| **#** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop meeting materials | C. Smith | 09/2017 | Agenda, handouts, etc. |
| 2 | Advertise/publicize event | C. Smith | 09/2017 | Flyer/invitation and Sign-In sheet |
| 3 | Title I Parent Meeting | C. Smith | 09/2017 | Sign-In sheet |
| 4 | Maintain documentation | C. Smith | 09/2017 | Sign-In sheets/Parent Input/Agenda/Meeting Minutes |

**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 engagement {ESEA Section 1116}.

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| During the 2017-2018 school year, Lincoln Park Primary School will utilize a variety of different strategies to increase parent participation in meetings as a means to increase parent involvement. Meetings will occur during school and afterschool. Parents are invited and encouraged to participate on our School Advisory Council (SAC). The SAC will be the venue for parents to provide input to improve the school. There will be day and evening meetings to accommodate all parents. A SAC meeting will be held every nine weeks. Parents will also be provided a monthly newsletter from the Principal that showcases upcoming events. The principal will use School Messenger to communicate parent involvement information and activities via phone delivery. Parents will be given an opportunity to communicate with teachers after each 9-week grading period during "Parent Report Card Conference Days". During the 2017-2018 school year we have implemented a new program, APTT that will  promotes the strengthening of parent-child academic relationships by offering 3 parent meetings a year that focuses on conferencing, parent training to work with their child at home and will provide educational games and activities for them to take home.In addition, parents will be invited to attend quarterly Family STEM Nights where they will actively participate in the learning environment by participating in the design process.. Parents will have the opportunity to attend individual conferences before school, during school and after school. The Principal exercises an "open door" policy giving parents unscheduled access. Parents will be invited to attend conferences and/or workshops, and related materials will be purchased with Title I funds. The Principal and teachers will make home visits as needed to provide information to parents. Also, the School Social Worker will make home visits regarding any school related concerns. Bus tickets will be provided for parents if necessary. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement, and building relationships with the community to improve student academic achievement.  Describe the actions the school will take to provide materials and training to help parents assist parents/families to work with their child. Include information on how the school will provide other reasonable support for parent/family engagement activities under {ESEA Section 1116}.

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| **#** | **Building Capacity Activity for Families** | **Person Responsible** | **Materials/Training**  **Provided to Parents/Families** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Take Your Dad to School Day | Teachers | Dads will be allowed the opportunity to sit in their child’s classroom and participate alongside the student while the teacher models. | Sept. 2017 | Parent Participation and Surveys  Student Grades |
| 2 | Family STEM Nights themed activities with active parent participation with a design challenge and "make and take" component | Teachers | Parents will engage in STEM challenges  by working alongside their child to design, test and rebuild | Oct. 2017  -  May 2018 | Parent Participation and Surveys |
| 3 | Parent Report Card Day Conference/Assessments-Data Sharing/Parent and Student Goal Setting/Progress Reports | K-4 Teachers | Parents will be provided with student report card, review of data binders, website addresses and strategies to use at home | Quart. 07/18 | Parent Participation and Surveys |
| 4 | Title 1 Program, Title 1 Meeting/Compact Letters | Principal and Staff | Parents are provided training and information on Title 1 bud | Sept. 2017 | Parent Participation and Surveys |
| 5 | APTT Meetings | Teachers | Parents and teachers collaborate to drive student learning and achievement | Sept 17  -  May 18 | Parent Participation and Surveys  Student Grades |
| 6 | Progress Monitoring/Individual Conferences | Teachers and Administrators | Individual conferences may include strategies or referral to resources | Ongoing | Parent Participation and Surveys |
| 7 | Pre-k Lap Sit | Pre-k Teachers | Students will perform and parents may participate in make and take activities | Quart. 07/18 | Parent Participation and Surveys |
| 8 | Newsletters, Flyers and School Messenger Call Out | Principal | Newsletters and Flyers are the materials sent home | Monthly  or more | Parent  Surveys |
| 9 | Participation in School Advisory Council | Principal | The purpose of SAC and information will be provided | Quart. 07/18 | Parent  Surveys |
| 10 | Muffins for Moms | Teachers | Reading Games are played and will be taken home. | May   2018 | Parent Participation and Surveys |
| 11 | Educational Software in reading and math that can be accessed from home that will allow parents to monitor their child's progress while interacting with programs | Teachers | Parents will be provided an opportunity to log into programs during Family STEM Night Activities | Ongoing | Student Grades |

**Staff Development**

Describe 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 how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents/families, and in how to implement and coordinate parent/family programs, and build ties between parents/families and schools {ESEA Section 1116}.

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| **#** | **Building Capacity Activity for Staff** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | DCF Training for Staff | Guidance Counselor | Students immediate needs being met will provide a positive affect toward participation in school. | August 2017 | Climate Survey |
| 2 | MTSS/RtI Training | School Psychologist | Students exhibiting learning difficulties will be identified and interventions will be implemented | August 2017 | Information documented on Rti Forms |
| 3 | Small group training in reading | 2nd grade Teacher | Improved ELA Scores | August 2017 | Increased STAR 360 scores |
| 4 | Small group training in math | 3rd grade Teacher | Improved Math Scores | August 2017 | Increased STAR 360 scores |
| 5 | Writing Training | 4th grade Teacher | Increased Writing Scores | August 2017 | Increased quarterly writing scores |
| 6 | Whole Brain Training | 4th grade Teacher | Appropriate behavior leads in increased ELA and Math Scores | August 2017 | % of students with passing citizenship grades |
| 7 | Staff Book Study | All Teachers | Increased teacher efficacy will promote increased ELA and Math Scores | Jan - Apr 2018 | Increased STAR 360 scores |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children {ESEA Section 1116}.

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| A Parent Resource Center is available to parents at Lincoln Park Primary School.  It contains reading/literacy and math programs, games and activities. The resource center will provide parents with the opportunity to check out materials to use at home. Parent Report Card Day Conferences will occur in the parent resource room, thereby visibly exposing parents to the resources available at the school for their use. |

**Communication**

Describe how the school will provide parents of participating children the following:

* Timely information about the Title I programs;
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to obtain;
* 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 children and
* If the school wide program plan is not satisfactory to the parents of participating children, the school will submit the parents’ comments with the plan that will be made available to the local education agency {ESEA Section 1116}.

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| An Annual Title I meeting is hosted at the beginning of the year to provide parents information about Title I programs. Parents are notified during Orientation,flyers  and the School Messenger Call Out System. Parents are encouraged to attend a Parent Involvement Meetings where they will assist the school in developing the School-Family Compact. Information regarding curriculum, assessments and school events are communicated during the meeting, in our school's newsletters, during Open House, at School Advisory Council meetings, and on the school's website.  Ongoing communication and information is provided through Monthly Newsletters. Parent Input will be collected through the climate survey and that feedback will be used to improve parent involvement. Lincoln Park Primary School provides information regarding the school’s curriculum and procedures in our school brochure, school newsletters,Parent Report Card Day Conferences, at our School Advisory Council Meetings (SAC), at Open House and through principal and teachers' newsletters.  Academic assessment information that is used to measure student progress is provided by the principal and teachers through newsletters, Parent Nights, parent conferences held during and after school hours, Parent Report Card Day Conferences, phone calls and home visits. These communications include information about student grades, formal and informal assessments and information to aid parents with helping to improve their child's performance. Our school provides opportunity for parental input at our School Advisory Council meetings. School climate surveys are made available for parents to provide input and feedback. In addition, parents of K-4 students are invited to attend quarterly Parent Report Card Day Conferences to to discuss their child's progress along with their educational impact. The principal honors an open door policy with unscheduled appointments to allow parents the opportunity to have easy and accessible meetings. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents.  Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable, uniform format and in a language that parents/families can understand.

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| Parents are invited to an Annual Title I meeting, Open House, Family STEM Nights and student performance activities. As we develop documents for parents, close attention is given to the literacy level of all of our parents (not just parents who live in our immediate community). The Home Language Survey is included in enrollment packets and is sent home to parents. When parents are speakers of another language, the Title I office is contacted to secure interpreter(s) for document translation. The summary of the Parent Involvement Plan will be sent to parents through a newsletter. The Parent Involvement Plan will be posted on our school's website and a copy will be made available for view in the main office. |

**Discretionary**           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

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| **#** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training; and | Parents will have input in training selected for teacher professional development when working on the school improvement plan. | Principal | Increased Assessment  Results | August 2017 |
| 2 | Maximizing parental involvement and participation in their childrenís education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school; | Scheduling Meetings at Different Times of the Day and Evening | Principal  and  Teachers | Increased Engagement  and Increased Assessment  Results | 17/18 |
| 3 | Adopting and implementing model approaches to improving parental involvement; and | Parent Training Tips  during Faculty Meetings  and  APTT Training | Principal  and  Company employed through the use of Title 1 Funds | Increased teacher efficacy when working with parents to aid parents working with their child leading to increased student achievement | 17/18 |
| 4 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities. | Meetings with School Partners | Principal and School Volunteer Coordinator | Use of school partner programs with parental involvement activities will build stronger home-school connections that ultimately lead to  improved student achievement | 17/18 |

**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 disabled, have limited English proficiency, and parents/families of migratory children) {ESEA Section 1116].

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| **#** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Lack of Transportation | Varying times of the day that activities occur so that parents are allowed the opportunity to choose to use public transportation |
| 2 | Scheduling of meetings | Varying times of the day that activities occur so that parents are allowed the opportunity to choose to use public transportation |
| 3 | Lack of communication | Using various modes of communication to include letters, newsletters, flyers, phone calls, school messenger and home visits |

**Assurances about the Parent and Family Engagement Plan**

I, Cassandra Smith , 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

* Describe how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent;
* Plan was jointly developed/revised with parents and distributed to our families and the local community;
* Involve parents and families in the planning, review, and improvement of the school wide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to review, if necessary, the school’s parent and family engagement plan;
* Provide to each parent an individual student report about the performance of their child on the state assessment {ESEA 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 out of field;
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

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| Signature of Principal or Designee  Cassandra F. Smith | Date Signed (2017/18)  October 26, 2017 |
| (typed signature denotes approval of PFEP) |  |