



Leesburg Elementary School

2018 – 2019 Family Engagement Plan

“Empowering Students to Become Tomorrow’s Leaders!”

LEESBURG ELEMENTARY SCHOOL Family Engagement Plan

I, Heather Gelb, 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 9101(32), 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 1118(b)(1) and (c)(3)];
- 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 1118 (b)(1)];
- 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 1114(b)(2) [Section 1118(c)(3)];
- 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 1118(a)(E)];
- 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 1118(b)(4)];
- 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 1111(h)(6)(B)(i)];
- 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 1111(h)(6)(B)(ii)]; 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 (h)(6)(A)].

Signature of Principal or Designee

Date Signed

Mission Statement

LES Family Engagement Mission Statement

Leesburg Elementary School, in combination with our families, community, faculty and staff will provide a collaboration of support to ensure that we will provide every opportunity to ensure that we all are "Empowering Students to become Tomorrow's Leaders!"

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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response:

Leesburg Elementary School involves families and parents in all aspects of its Title I programs. We seek family input through our School Advisory Council, which is comprised of over 50% parents. The families on this committee, nominated by their peers, comprise a group who are representative of our school demographics. These families have the responsibility of helping to develop, implement, and evaluate the various programs placed in our school that are written into our School Improvement Plan and our Family Engagement Plan. The families continuously receive updates on our school data throughout the school year to help them provide input into our school-based decisions, and will also be involved in reviewing data that is gathered at the end of the year with regards to the District Climate Survey.

Families are given the opportunity to attend our Title I Breakfast and our Title I Parent Nights to receive updates on school data, and our school's Title I Budget. At these events, Families learn about the Title I Budget, and how it is spent, our School Compact, and our events held during the year. Families have an opportunity to provide input at this time into our plan as well.

The Academic Nights Out keep families informed of our Title 1 Plan and input is gathered from the families of any ideas that would help improve our plan. Our ESOL Para Pro is in constant communication with our non-English speaking parents and informs them of school activities, as well as, ensuring that their input is also collected.

Our Family/School Liaison operates our school's Family Engagement Center and solicits input from Families regarding resources that would serve them more effectively. School activities and functions are posted on our Community Bulletin Boards, the school Marquee, student newsletters and the school website. The Family Engagement Plan is visible to all parents in the main office and the School website.

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 1118(e)(4)].

Count	Program	Coordination
1	VPK	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific
2	Individuals with Disabilities Education Act (IDEA)	Any supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.
3	Migrant	To provide assistance for the families of Migrant students, the school Migrant coordinator will work to provide needed and available resources.
4	PTO	PTO Meetings will be held monthly on the last Monday of each month except during December.
5	Homeless	To provide assistance for the families of homeless students, the school Homeless coordinator will work to provide needed and available resources.
6	Title III	Family Engagement Center is open during all evening events, in which resources, such as ipads, laptops and academic games are provided to parents. Teacher prescription pads are also provided to parents which informs parents of strategies they can employ at home to help their children with academics.

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 1118(c) (1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and presentation materials that address the required components	Administration, FSL, CRT	August	Copies of agendas, PowerPoint presentation, and handouts
2	Develop and disseminate invitations	FSL and CRT	August	Flyer with date of dissemination
3	Advertise/publicize event	FSL and CRT	August	Posting on school Web site, Notices sent with students, school Marquee, Newsletter, Peachjar, School Messenger, School Email
4	Develop Sign-In Sheets	Family/School Liaison	September	Sign-In Sheets
5	Maintain Documentation	Administration, FSL, CRT	September	Title I documentation box housed in principal's office.

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 1118(c)(2)].

Response:

Meet with Teacher Night began our first opportunity to meet with families in the evening on August 9, 2018. Teachers were able to discuss the curriculum and expectations during this time. The first Title I Family Night in September will be an informational night where the Principal, Leadership Team, and the FSL will present the budget, the School Compact, and the Resource Center. Report Card Nights are held beginning in the afternoon hours and extending into the evenings where teachers will discuss the School Compacts with the families. Parents who cannot attend at the designated time may be scheduled at an alternate time: morning, evening, or a home visit. Parents with any questions regarding the school or Title I can meet with the Principal, Assistant Principal or the FSL at a time scheduled before, during and after school. The Family/School Liaison works flexible hours in the Family Engagement Center to offer options for parents. Transportation, childcare, food, and a translator will be provided through Title 1 funds. Home visits can be made to accommodate parents with disabilities or special needs about school related meetings and training sessions.

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 1118(e)]. 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 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Literacy, Technology, and Building Academic Skills, and I-Pad trainings for parents, typically 1:1, are held to accommodate parent schedules.	FSL	Parents will become better informed and be able to assist their children in achieving their academic goals.	On-Going	Increased Parent Involvement; Sign-In Sheets, Agendas
2	Academic Nights	Coaches/ FSL/CRT	Parents will receive information on FSA content and state expectations of their children resulting in more parent support for their students' work.	Monthly	Increase in student participation in the read at home program and Student Achievement; Sign-In Sheets, Agendas
3	Meet the Teacher Night	Administration, Faculty and Staff.	Parents can meet the teachers and see their child's progress resulting in an increased awareness of the students' needs.	1st nine weeks	Invitations, Sign-In Sheets, Agendas, Handouts

4	Report Card Night Out	Administration, Faculty and Staff	Parents can discuss their child's progress with teachers in a one-on-one meeting and go over the Parent/School Compact resulting in parents begin more informed, aware, and supportive of their students' education.	1st nine weeks/3rd nine weeks	Invitations, Sign-In Sheets, Agendas, Handouts
5	Scholastic Book Fair	Media Specialist	Strategies parents can use at home.	Semi-Annually	Increase of students participating in the read at home program. Reading logs
6	Title 1 Annual Parent Meeting	Administration	Parents will become better informed and be able to assist their children in achieving their academic goals.	September	Agenda, Sign-In Sheets, Handouts
7	Open House	FSL and Faculty	Parents will tour classrooms and learn about what is happening in their child's classroom.	September	Sign in sheets

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)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Faculty training about the importance of family engagement and writing the Academic Prescriptions.	FSL	By providing resources to support the academic growth of our students	August - May	Agenda, Sign-In Sheets, Prescriptions written and filled counts
2	Faculty and Staff training in "Bully-Proofing Your School"	Dean and Faculty	Teachers will communicate skills to students to use to help reduce or eliminate bullying conflicts on campus.	October	Survey results and bullying reports

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 1118 (e)(4)].

Response:

The Family Engagement Center is located in the back of campus in a portable at the Family/School Liaison's office. The hours are very flexible and the center is open to all of our parents. Parent visitation sign-in sheets will assist in tracking parent utilization of this resource. Materials are available for check out and instructions in the use of the materials are provided. This school utilizes a district call out system, School Messenger, to inform parents of activities. Additionally, a school-wide newsletter is created monthly to communicate information about each grade level, school club, and all school-wide activities. Teachers create grade level newsletters to inform parents of weekly skills being taught, homework assignments, test criteria, and other pertinent homeroom information serving as an effective communication between school and home. The school will post announcements on the school website, school Marquee, the lobby, and billboards in the community.

Various Family Academic Nights, Science, Math, and Literacy, are held throughout the school year with a goal of bringing students, parents, and teachers together to create projects.

The on-going Volunteer Mentoring Program focuses on addressing the individual academic needs of students and providing support for the classroom in both Reading and Mathematics.

Take home technology will be offered through the Family Engagement Center to the parents of students who are at risk of academic failure. The FSL will retain Sign-In Sheets, Handouts, Agendas, and Prescription Pad Materials as evidence.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- 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 1118(c)(4)(B)];
- 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 1118(c)(4)(C)]; and
- If the school-wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include and submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response:

At the Annual Title 1 meeting of parents, Leesburg Elementary School will present information about the Title 1 programs, curriculum, and assessment. Parents will learn about the school-wide programs, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Invitations will be sent out through classroom newsletters, School Messenger, marquee, email and community bulletin boards. A copy of the Flyer, Agenda and Sign-In Sheets will be retained and scanned, and then documented in the Title I electronic filing system.

All School Advisory Council meetings are open to visits by parents. These meetings are held every month and are advertised in the weekly newsletters.

Parents will be notified as to the dates and times of our parent and family events in a timely manner through a variety of mediums such as monthly school newsletters, Peachjar, flyers, website, telephone calls, newspaper notices, parent-teacher conferences, office communication board, and home visits. Should parents request, options can be available through weekly emails from the FSL and placed in the mail for students who do not take the communication home to their parents.

Communication with our ELL families will be supported by utilizing our translators during school hours and at conferences, events, and workshops. The Family Engagement Center also has laptops and I-Pads with Rosetta Stone for parents to check out. Information of local area classes offering assistance with language proficiency will be provided to parents as well.

Some events and workshops will be offered on varying days and at different times. Upon request, the Family Engagement Center will be open flexible hours to accommodate parents' personal schedules.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: All invitations are sent out in English and/or Spanish as deemed necessary. A database will assist in the indicated language that a parent needs for understanding. Our ELL para pro has on-going contact with our ELL parents, and keeps all of them informed. All parents with disabilities and migratory children are given full opportunities for participation in all parent involvement activities.

The parents of Leesburg Elementary School have input regardless of any accommodations needed. A translator will be provided to Migrant families when needed, as well as, written communication provided in the native language.

Parents are provided with many opportunities to participate in their child's education throughout the school year. Along with our various workshops aimed at increasing student achievement through parental involvement, our parents are also offered language assistance. For parents of our ELL students, our resource center has I-Pads and laptops with Rosetta Stone available for checkout. Translators for Spanish speaking parents are available for parent/teacher conferences.

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:

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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1	Maximizing family engagement and participation in their children's 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 [Section 1118(e)(10)];	Meeting times are varied to provide opportunities for families to be involved in their child's education.	Teachers, and FSL	Family Engagement assists in making a connection between school and home providing students with a unified support system to help them increase student achievement.	August-May
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Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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

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

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

[Uploaded Document](#)

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Math Night October 19, 2017	1	187	Parents participated with their children in Math activities with the grade level teachers in hopes to increase student engagement with their family and increase math achievement.
2	Reading Night activities January 28, 2018	1	248	Modeling reading strategies for parents, parents then practiced what was modeled.
3	Meet the Teacher Night August 9, 2018	1	727	Parents can meet the teachers and see their child's progress.
4	Report Card Night Out October 25, 2016 March 28, 2018	2	452	Parents can discuss their child's progress with teachers in a one-on-one meeting and go over the Parent/School Compact.
5	Scholastic Book Fair Fall 2017 and Spring 2018	2	Combined students – estimate 750 combined families – estimate 150.	Increase of students reading at home.
6	Science Fair/STEM November 30, 2017	1	399	<u>Family Engagement</u> Youth, parents, and teacher become involved together to create projects in Science, Technology, Engineering, and Math.
7	Title 1 Annual Parent Meeting October 14, 2017 and April 21, 2018	2	109 + 9 = 118	Parents will become better informed and be able to assist their children in achieving their academic goals.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Effective Communication with Parents	5	25	By providing strategies to teachers on how to communicate effectively with parents, teachers will be able to work with parents to provide a united front so students can benefit academically from this support.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	English Language Proficiency of Parents	The Family Engagement Center has laptops and I-Pads with Rosetta Stone for parents to check out. Information of local area classes offering assistance with language proficiency will be provided to parents. Translators are provided at every meeting to accommodate parents who have limited English proficiency.
2	Parents unable to attend scheduled meetings	The schedule of school events will be posted in the students' agendas providing time for parents to schedule a way to attend and participate. Events will be offered on varying days and at different times.
3	Meeting Times	Flexible times will be offered for morning, afternoon, and evening meetings.
4	Communication with ELL families	Translators will be provided during school hours and at events and workshops. All correspondence is sent in parents' native language to accommodate for their limited English proficiency.
5	Communication does not always get home to parents	Important communications can be mailed upon request. School messenger and Peachjar will be used in both English and Spanish to help inform families of upcoming events.