**J. A. Long Elementary School 2018 2019**

**- Title I, Part A Parental and Family Engagement Plan**

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each school served under Title I, Part A, develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy/plan.

I, Mary Beth Hedstrom, 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 1116(b)(1) and (c)(3)];
* Jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by parents, that shall describe the means for carrying out the requirements of subsections (c) through (f) and make available the parental involvement plan to the local community and updated periodically to meet the changing needs of parents and the school. [Section 1116(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 schoolwide program plan under section 1114(b)(2) [Section 1116(c)(3)];
* Use the findings of the parental involvement policy review to design evidence-based 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 1116(c)(5)];
* 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)].

Mary Beth Hedstrom August 31, 2018

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

**Mission Statement:**

* How the parent and family engagement plan is a shared responsibility between home and school.
* How parent and family engagement supports high quality instruction for all learners.

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| **Response** |

**We will inspire every student to think, to learn, to achieve, to care, and to become a successful and responsible citizen.**

**Involvement of Parents**

Describe what actions the school will take to 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 1116(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response: 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 b used by engaging with them through the Annual Title I meeting, parent nights, ongoing electronic communications via email, text, automated call out system and social media. The 5Essentials survey system, along with the Title I Parent survey, will be used to identify areas of strength and weakness, including the barriers for participation.**

**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, with other Federal, State, and local programs, including public preschool programs, and conduct other activities, that encourage and support parents to fully participate in the education of their children. [Section 1116(e)(4)].

**RESPONSE: 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)]. We will have quarterly report data and report card parent nights as well as scheduled parent conferences.**

**Annual Parent Meeting**

Describe the specific actions the school will take to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend, to inform them about the Title I program, the nature of the Title I program (schoolwide or targeted assistance),and the rights of parents to be involved [Section 1116(c)(1)].

**Response: We will inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequate 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. Our annual Title I meeting will be held on September 13, 2018 in the cafeteria. Mrs. Paula Adams, Assistant Principal will present.**

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how Title I funds will provide transportation, child care, or home visits, as such services related to parental involvement [Section 1116(c)(2)].

**Response:**

**Response: James A. Long 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. Parent conferences will be offered to all parents and scheduled to work around them if absolutely necessary. We will also have direct communication through the automated call out system, social media, web-page, and teacher to parent texting groups.**

**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 1116 as parents may request [Section 1116(e)(14)].

**Response:**

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **4** | **SAC (School Advisory Council)** | **MaryBeth Hedstrom** | **Outreach and support of parents and communities** | **bi-Monthly** | **Agendas/Goals/Sign-ins** |
| **3** | **ReportCard/Data Night** | **Mary Beth Hedstrom** | **Support in understanding academic standards and grading for parents to assist at home** | **Quarterly** | **Student Data chats/ teacher data chats** |
| **1** | **Open House (Sept)** | **Paula Adams** | **Promoting parent involvement and parent input** | **Sept 2018** | **Attendance, sign-in sheets, student work** |
| **1** | **Annual Title I meeting** | **Paula Adams** | **Promoting parent involvement and parent input** | **Sept 2018** | **Parent input for improvement. Surveys from parents through Title I** |
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**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

**Response:Professional development activities will be provided 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 how to implement and coordinate parent programs. We will be moving towards a school culture of planned parent conferences and data nights. Our school will also implement a “parent conference record” to be utilized at all parent meetings. This method of documentation will be shared with the parents.**

**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 (e)(4)].

**Response:**

**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 1116(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 1116(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 1116(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) 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(c)(5)].

**Response: We will hold our annual Title I meeting in Sept 2018. Parent conferences will be available to all parents. Communication will be open through email, texts, automated call out system, social media and the school web page.**

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**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(e)(5) and 1116(f)].

**Response: The district provides translation for all pertinent documents as needed. Migrant office provides liaisons to advocate for students and parents. In order to elicit as much parental participation as possible. James A. Long will send home Spanish and English versions of flyers and invitations for Parent Involvement meetings as needed. The school will also utilize the school call out system to send out reminders and announcements. Finally, James A. Long will use the school website and social media to post upcoming events and keep an updated calendar of events.**

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**Discretionary Activities -** Indicate which (**if any**) of the following discretionary school level parental involvement policy components the school will implement to improve parental involvement.

* Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
* Provide necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training;
* Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
* Train parents to enhance the involvement of other parents;
* In order to maximize parental involvement and participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school;
* Adopt and implement model approaches to improving parental involvement;
* Establish a schoolwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
* Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

**Evidence of Input from Parents**

* **Attach documentation of parent input into the plan. (Agenda, sign-in sheet, minutes)**
* **PTO Meeting June 2018--agenda and sign in sheets available at school as needed. Agenda included evidence of parent participation and questions of compact.**

***James A. Long Elementary***

***PTO Meeting Agenda***

***Thursday, August 21, 2018 5:30 pm***

***Media Center***

***I. Welcome and Sign-In***

***II. Meet New Members All Members***

***III. Membership Drive Mary Beth Hedstrom***

***IV. Title I Paula Adams***

***V. Meeting Dates?? Paula Adams***

***VI. Possible Committees/Leaders All Member discussion***

***VII. Meeting adjournment***

***Upcoming Meetings***

**TBD during this meeting**

**Parent-School Compact**

* **Attach a copy of the 2018-2019 Parent-School Compact**

**James A. Long Elementary School**

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**1400 Old Jacksonville Highway Phone: (386) 329-0575**

**Palatka, Florida 32177 Fax: (386) 329-0675**

**Student-Parent-Teacher Compact**

**2018-2019**

**Effective schools are the result of families and school personnel working together to insure that children are successful in school. A compact is an agreement between groups that firmly unites them.**

**The James A. Long Elementary School staff is committed to your child’s progress, and we are going to do our best to promote his/her achievement. We believe that together we can improve teaching and learning. You, your child and the teacher are invited to be involved in a partnership at James A. Long Elementary School by signing the following agreement:**

**As a Parent, I pledge to:**

**· See that my child attends school regularly and on time.**

**· Set a time and a place for my child’s reading and homework with no television, radio, phone calls or other interruptions during this time.**

**· Read at least 20 minutes daily and encourage completion of all assignments.**

**· Communicate regularly with my child’s teacher.**

**· Support the school in developing positive behaviors and provide an example by resolving school conflicts in positive, non-violent ways.**

**· Talk to my child about school activities each day.**

**· Actively participate by attending parent conferences, parent workshops, PTO/SAC meetings and/or become a parent volunteer.**

**As a Student, I pledge to:**

**· Believe that I can and will learn.**

**· Always do my best in my work and my behavior.**

**· Work cooperatively with my classmates.**

**· Show respect for others and myself.**

**· Come to school prepared to learn.**

**· Attend school everyday unless I am sick.**

**· Obey the school rules and the bus rules.**

**As a Teacher, I pledge to:**

**· Show respect for each child and their family.**

**· Believe that each child can learn.**

**· Help children grow to their fullest potential.**

**· Give feedback to students and their parents about their progress.**

**· Teach the Florida Standards through a variety of engaging learning experiences daily.**

**· Enforce school and classroom rules fairly and consistently.**

**· Maintain open lines of communication with students and their families.**

**· Communicate how students are assessed.**

**· Seek ways to involve parents in the school program.**

**· Demonstrate professional behavior and positive attitude.**

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**Parent Signature Student Signature**

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**Teacher Signature**

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

* **Attach documentation of parent input into the compact. (Agenda, sign-in sheet, minutes)**

**Evidence of a stand alone Title I Annual Meeting**

* **Attach documentation of the Annual Title I Meeting (Agenda, sign-in sheet, minutes)**

***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.

**Response:**

**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)].

**Response:**

**Behavioral trainings, Parental Involvement and Communication of Data (during PLC’s**

**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)].

**Response:**

**1. Lower income/economically disadvantaged parents cannot attend school functions.**

**a. The school will make home visits and do phone conferences as needed. If possible, will provide transportation and or suggest carpools.**

**2. ELL Parents have a difficult time communicating with staff.**

**a. We will utilize the district Migrant Workers as translators as needed.**

**3. Communication with parents**

**a. The school will utilize the call out system, social media, weekly/monthly newsletters from individual teachers, front office screen for updates and reminder letters of all upcoming events.**