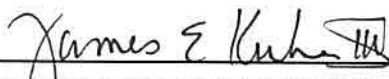


Hidden Oak Elementary Title I, Part A Parent & Family Engagement Plan

I, James Kuhn, 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 conduct outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Students Succeeds Act (ESSA). Such programs activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
- The school will be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101, and is expected that to carry out programs, activities, and procedures in accordance with this definition.
- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).



Signature of Principal or Designee

5/4/18

Date Signed

Parent & Family Engagement Mission Statement

Response:

The purpose of the Hidden Oak elementary Parent and Family Engagement Plan is to provide a blueprint with which the school staff and parents can work together to provide a strong educational setting for children to grow and learn.

Involvement of Parents

The school will involve parents in the planning, review, and improvement of Title I programs including parental involvement and in the decisions regarding how funds for parental involvement will be used by:

- Title 1 Parent Workshops- surveys
 - Extended Day Enrichment Program (EDEP)
 - School Advisory Council (SAC)
 - P.T.A.
-

Coordination and Integration

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parents how to help their children at home.

Count	Program	Coordination
1	VPK, Headstart, Pre-K	Hidden Oak will provide a Kindergarten Round-up for all parents of incoming Kindergarten students. The Principal, AP, and School Counselor will provide parents with information and expectations for the upcoming school year. Title 1 will provide "School is Cool" workbooks for students and a Parenting Magazine for families attending Kindergarten Round Up. A summer event for all grade levels is held at the SWAG center.
2	ESOL Parent Leadership Council	Hidden Oak convenes two meeting of the ESOL Parent Leadership Council per year. Topics covered during the meetings include: Understanding state assessments, available ESOL classroom and assessment accommodations, how to help children at home through online resources, and cultural awareness and appreciation.

Annual Parent Meeting

The school will 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), and the rights of parents through the following activities.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold the Annual Parent Meeting in September	Principal, Title I Lead Teacher Title 1 Team	September 2018	Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Principal, Title I Lead Teacher	August- September 2018	Completed Agenda

3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	August-September	Copies of presentation and all handouts
4	Send notices in school newsletter, send invitations via backpacks, alert parents of meeting.	Principal, Title I Lead Teacher	August-September	Photograph of marquee, copy of newsletters and invitations

Flexible Parent Meetings

The school will offer flexible opportunities for parents and families to participate in organized and ongoing workshops and meetings by:

- Parent meetings and workshops are offered at different times and days to best meet the needs of families.
- Flexible scheduling based on parent input and suggestions
- Information sent home for children whose families were unable to attend.
- At least one meeting will be held at targeted clubhouses of Title 1 students or the SWAG center.

Building Capacity – Parent/Family Workshops

The school will implement the following activities as a means to build the capacity for strong parental and family engagement and to support a partnership among the school, families, and the community to improve student academic achievement.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title 1 Annual Meeting	Principal and Title 1 Team	Inform parents of Title 1 budget, parental rights, and increase parent involvement.	September 2018	Parent Evaluations, Agenda, Sign-in sheets
2	Parent Workshop: Smarty Ants & Achieve 3000	Title 1 Team	Improve ability of parents to increase student achievement through the use of Smarty Ants & Achieve 3000.	November 2018	Parent Evaluations, Agenda, Sign-in sheets, Parent Handouts
3	Parent Workshop: FL Standards and FSA	Leadership Team and Title 1 Team, Faculty	Inform parents about state assessment rigor and expectation. To provide strategies to better prepare children for the FSA	January/February 2019	Parent Evaluations, Agenda, Sign-in Sheets, Student Goals
4	Parent Workshop: Preventing the Summer Slide	Title 1 Team	Improve ability of parents to work with their children over the summer break to prevent loss of skills.	April/May 2019	Parent Evaluations, Agenda, Sign-in sheets, Summer Letters/ Handouts
5	ESOL Parent Leadership Council	School ESOL Contact	Improve ability of parents to understand state assessment, available ESOL classroom and assessment accommodations, and how to help children at home through online resource.	October 2018 and Spring 2019	

Staff Training

The school will provide the following professional development activities to educate the teachers and school staff in how to reach out to, communicate with, and work with parents and families as equal partners and in how to implement and coordinate family programs, and build relationships between families and the school.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Review of District and School-level Parent & Family Engagement Plans	Title I Lead Teacher	A positive student impact will results from the staff's ability to effectively work with families.	August	Training agendas and sign-in sheets Training evaluations Parent Surveys
2	Review of Home-School Compact and School Improvement Plan	Title I Lead Teacher and Principal	A positive student impact will results from the staff's ability to effectively communicate the academic expectation to families.	August	Training agendas and sign-in sheets Training evaluations Parent Surveys
3	Positive Behavior Support Model Refresher	Principal, AP, BRT	Improve ability of staff to work effectively with parents by providing examples of best practices for parent involvement.	School Year 2018-2019	CREATE Surveys, Sign-in Sheet, follow up assignment.
4	Modified presentation of the four (4) Modules of Parent Involvement	Title 1 Lead Teacher	Improve ability of staff to work with parents to impact student achievement.	School Year 2018-2019	Agendas, Sign-in Sheets
5	Training on the Title1 PFEP, DPFEF, Home-School Compact and Parent Resource Area	Title 1 Lead Teacher	Improve ability of staff to work with parents and students to impact student achievement.	Fall 2018 (prior to Annual Meeting)	Agenda, Sign-in Sheets

Other Activities

The school will conduct activities, make resources available to parents and families and provide encouragement and support to families so that they can more fully participate in the education of their children by:

- Maintaining a Parent & Family Resource Area consisting of information related to the school and Title I Program as well as academic resources available for home use.
- Making the Parents Make a Difference newsletter available through the school website, The Parent & Family Resource Notebook, and is hard copy upon request.
- Provide faculty assistance to arrange meetings with parents, answer parent questions, check out or give away materials housed in the parent resource room, run parent workshops, assist parents with their child's homework, and keep their child's academic skills sharp over the summer.
- A map indicating Parent Resource Area and hours for browsing and assistance is located on the school map posted in the front office and guidance areas. Once a month, include the Parent Resource Area location and hours in the Hidden Oak Newsletter.
- Steps to implement this activity include developing a Parent Resource Area with the following items: Flash cards, parent handouts, check-out materials, etc. Add and update materials as needed throughout the year.
- The Parent Resource Area will be located in room 02-031 and will include Title 1 Information and Department of Education booklets/pamphlets concerning helping students at home. Our Parent Resource Area will include School Improvement Plan, Parent and Family Engagement Plan, and Title 1 information. There will be a school newsletter from the principal to include notices for upcoming school events, grading periods, report cards and other parent information.

Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by;

- Conducting the Annual Meeting.
- Information on Title 1 services and programs is sent home with identified and eligible students
- Four report cards a year as well as four interim reports.
- Parent Compact is signed and reviewed at parent conferences
- Title 1 parents are also provided information through the school website, weekly newsletter, phone home and classroom/grade-level newsletters.

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through;

- Information shared at the Annual Meeting.

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

- Parents are asked to attend multiple meetings throughout the year to review student data.
- Parents of ESE students will be invited to annual IEP meetings.

A means to document parent comments/concerns regarding the school wide program plan when it is not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns with the plan that will be made available to the local education agency by;

- Evidence of parental input, including evidence of dissatisfaction, will be submitted to the Title I office as part of the regular Parent & Family Engagement Plan review process.
- Parents are encouraged to provide input on the School Improvement Plan and the Parent and Family Engagement Plan

Accessibility

The school will provide full opportunities for participation in parent & family engagement activities for all participants (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

- Utilizing quarterly Skyward reports as a means to identify families who may need accommodations in order to actively participate in school activities.
- The ELL report is printed four times a year to keep staff updated on ELL Students of our school. This becomes part of the Title 1 Audit Documentation kept at the school.
- The ELL Handbook located in the front office is used to assist families with examples of registration forms in various languages.
- Non English speaking parents will be given access to information via district, state, and school websites about materials in various languages.
- Every reasonable attempt is made to provide information in a language parents can understand.
- We will do our best ensure that a Spanish speaking staff member is available at any conference held with a parent who is a Spanish speaker.
- We will inform parents of SWAG center or targeted clubhouses of Title 1 students.

