## HAMILTON COUNTY ELEMENTARY SCHOOL Title I, Part A Parent Family Engagement Plan

I, Kathy J. Griffin, 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.

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

**Mission Statement**  
  
Parental Involvement Mission Statement

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| **Response: The Mission of the Parental Involvement at Hamilton County Elementary School is to ensure that parents and families, and all stakeholders are involved in the educational process by volunteering, participating in various workshops, and collaborating to help establish a positive learning environment for our students.** |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response: Hamilton County Elementary School will involve parents and families in the improvement of Title I programs through three meetings over the 2018-2019 school year also with the School Advisory Committee meetings. The Annual Title I Meeting will be held in the month of September, to provide information for parents and guardians of children who attend a school that receives Title I Funds. During the School Advisory Committee meetings, parents and/or guardians will have the opportunity to provide input on how Title I Funds should be utilized to maximize parental involvement activities. The School Advisory Committee will meet once per quarter. Parents will receive a calendar, newsletters, and fliers outlining the events that are planned for Hamilton County Elementary School.** |
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**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Meet the Teacher | The Principal, Assistant Principal, and the educational staff members at Hamilton County Elementary School will coordinate and organize the Meet the Teacher activity in August prior to the beginning of school. |
| 2 | Grade Level Workshops (PreK-6th grades including Exceptional Student Education) | The Assistant Principal, and the educational staff members, both classroom and support personnel, will coordinate and organize grade level workshops for parents and families during the fall. |
| 3 | Community Literacy Activity | The Principal, Assistant Principal, Leadership Team, and District Title I Coordinator will collaborate to organize at least one author visit during the school year for students, parents and families, and the community. |
| 4 | School Site Literacy Activities | The Title I Coordinator, Principal, Assistant Principal, Media Specialist, and other educational staff members will coordinate literacy activities. |
| 5 | Subject Specific Academic Workshops | The Principal, Assistant Principal, Media Specialist, and other educational support staff will work to implement the Muffins with Mom and Donuts with Dad, and the Take Your Dad to School Day to encourage and involve parents and community to read with children. |
| 6 | Title I Meeting | The Principal and Assistant Principal at Hamilton County Elementary School will present a Title I meeting aimed to inform parents and families of their rights and responsibilities under the Title I Program. |
| 7 | PTO | The Principal, Assistant Principal, staff, and parents form a system that will create opportunities for parents and families to engage in activities held on the school campus |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Send a Calendar of Events home to parents for notification | Hamilton Count Elementary Administration and office staff | Fall 2018 | Copy of the Calendar of Events |
| 2 | Develop presentation highlighting the importance of Title I Funds and Recourses | Parent Involvement Specialist, Principal, Assistant Principal | Fall 2018 | Hardcopy of the PowerPoint Presentation |
| 3 | Develop fliers to go home with students via backpack with details about the date, time, and location of the Title I meeting. | Parent Involvement Specialist, Assistant Principal | Fall 2018 | Copy of Flyer |
| 4 | Agenda for the Annual Title I Meeting | Parent Involvement Specialist, Principal | Fall 2018 | Copy of the Agenda |
| 5 | Parent call-out as a reminder regarding the Annual Title I Meeting | Principal | Fall 2018 | Attendance of parents and families and stakeholders |
| 6 | Develop a sign-in sheet for the Annual Title I Meeting | Parent Involvement Specialist, Assistant Principal | Fall 2018 | Sign-in Log  Agenda  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 involvement [Section 1118(c)(2)].

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| **Response: Hamilton County Elementary School staff will offer School Advisory Council Meetings at a convenient time in the evenings as well as during the day (if appropriate) as an attempt to include all parents and family members who may have alternate schedules.**  **Literacy Workshops will be available during mornings, mid-day, and evenings to give parents and families the opportunity to attend.**  **Home visits will be scheduled to facilitate positive communication between parents and families, school faculty and staff.** |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Universities | Principal, Assistant Principal, Leadership Team, Instructional Staff | Parents and families will gain more information about grade level expectations so that they are able to assist students with school work at home | 2018-2019 | Parent Evaluations, Student achievement growth |
| 2 | Literacy Activities: Meet an Author | Principal, Assistant Principal, Leadership Team, Instructional Staff | Students, parents and families increase reading skills and knowledge of academic content/ | Spring  2019 | Parent Survey/Evaluation |
| 3 | FSA Parent Workshops | Principal, Assistant Principal, Leadership Team, Instructional Staff, | Students, parents and families are more aware of the standards and more engaged in the educational process | 2018-2019 | Increased Parental Involvement/Student growth and achievement |
| 4 | Water Day | Assistant Principal, Leadership Team, Instructional Staff, | Motivate students to read for academic purposes and for personal enjoyment | Spring 2019 | Student/Parent Climate Survey |
| 5 | Accelerated Reading Days | Principal, Assistant Principal, Leadership Team, Instructional Staff | Students are Motivated to read for academic purposes and personal enjoyment | 2018-2019 | Student/Parent Climate Survey |
| 6 | Muffins with Mom | Principal, Assistant Principal, Leadership Team, Instructional Staff | Students parents and families have the opportunity to enjoy reading time together | Spring 2019 | Survey/Evaluation |
| 7 | Donuts with Dad | Principal, Assistant Principal, Leadership Team, Instructional Staff, Parent Involvement Specialist | Students parents and families have the opportunity to enjoy reading time together | Fall 2018 | Student/Parent Climate Survey |
| 8 | Read for the Record | Principal, Assistant Principal, Leadership Team, Instructional Staff | Students will be encouraged to read more with reading being a s school-wide movement | Fall 2018 | Increase in the number of students attending AR events |
| 9 | Literacy Week Activities | Principal, Assistant Principal, Leadership Team, Instructional Staff | Increased community awareness of literacy and its importance | 2018 | Increased student involvement in AR program/Increase in student growth and school grade |
| 10 | Grandparents Luncheon | Principal, Assistant Principal, Leadership Team, Instructional Staff  Food Service Staff | Parent and families have the opportunity to share with students and help establish a bond between school and families | Fall 2018 | Sign in Log  Pictures  Social Media Posts |
| 11 | Take Your Dad to School Day | Principal, Assistant Principal, Leadership Team, Instructional Staff  Food Service Staff | Parent and families have the opportunity to share with students and help establish a bond between school and families | Fall 2018 | Sign in Log  Pictures  Social Media Posts |
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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 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Compact Training | Assistant Principal | Students are held accountable for their own actions | Fall 2018 | Sign In Log/Evaluation |
| 2 | Collaboration Training | Principal, Assistant Principal, Leadership Team | Students and parents feel a great connection to the school, and they make positive contributions to the culture and climate | Fall 2018 | Sign In Log/Evaluation |
| 3 | Writing Training  4-6 | Principal, Assistant Principal, Instructional Staff  Presenters | Teachers of ELA will receive additional support for instruction in writing | Fall 2018 | Increase in student growth and achievement |
| 4 | iReady Training | Principal, Assistant Principal, Instructional Staff  Presenters | Teachers of ELA and Mathematics will receive additional training with the iReady program. | 2018-2019 | Increase staff understanding of the iReady program and increase student growth and achievement |
| 5 | LLI Training | Principal, Assistant Principal, Interventionist  Presenters | Interventionist train to use the LLI reading intervention system to implement as a strategy to teach bottom quartile students | 2018-2019 | Increase understanding of the program and increase growth of students identified as bottom quartile students. |
| 6 | Mind Play | Principal, Assistant Principal, Instructional Staff  Presenters | Resource teachers train to use Mind Play for tier 2 and tier 3 students | 2018-2019 | Increase student growth and achievement |

**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)].

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| **Response: Hamilton County Elementary School is dedicated to the overall improvement of the school as a whole. We will continue to implement strategies and protocols that will increase parent and family engagement in our school. We will also continue to work to establish programs that will allow volunteers to assist with our students’ activities. In addition, we encourage parents and families to come out to the school more often so that they are able to interact with student during social/academic times.** |

**Communication**

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

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| **Response: The faculty and staff at Hamilton County Elementary school will utilize different types of media outlet in order to keep families informed of Title I programs and services. We will use our call-out system, letters home via backpack, calendar of events, local newspaper, social media such as Facebook, Twitter, and Insta-Gram, and district web-site.**  **Parents will have the opportunity to request additional meetings during School Advisory Council meetings, parent/teacher meetings, and by calling the school to schedule appointments when necessary.**  **Parents will be invited to attend the quarterly School Advisory Committee meeting through fliers and calendar of events.** |

**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)].

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| **Response: The faculty and staff at Hamilton County Elementary school will provide parents with information regarding the school grade, as well as school improvement for the 2018-2019 school year.**  **The School Advisory Committee meeting will have and interpreter present if necessary for parents and students who are English Language Learners. Additionally, if a parent has limited or not reading ability, personnel will explain information in a way which parents and families can understand.**  **Parents and families will be notified of meetings in a timely manner, utilizing a variety of systems such as call-out, calendars, district and school website, fliers, and social media outlets.**  **The Exceptional Student Education staff, the regular education instructors, and district level staff will provide information to parents and families regarding students with disabilities and the overall structure by means of the Individualized Education Planning meetings.** |

**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:

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| **Count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Maximize parental involvement and participation in their education by arranging school meetings at a variety of times, or conducting in-home conferences for parents who are unable to attend conferences at school | Individual meetings | Principal/Assistant Principal/Guidance/Parent Liason | Increase academic achievement | 2018-2019 |
| 2 | Developing appropriate roles for community based organizations and businesses, including faith based organizations in parental involvement activities | Community Volunteers  Local Businesses | Principal/Assistant Principal | Provide assistance eith academic assignments and literacy activities/events | 2018-2019 |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\e003031\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3UEDOEOB\fileUploads\550021_2016-2017_uploadEvidenceParentInput.docx) |

**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.

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| [Uploaded Document](file:///C:\Users\e003031\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3UEDOEOB\fileUploads\550021_2016-2017_uploadCompact.doc) |

**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.

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## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Muffins with Mom | 1 |  | Students have the opportunity to spend time with adults while they read to them which improves their comprehension skills. |
| 2 | Donuts with Dads | 1 |  | Students have the opportunity to spend time with adults while they read to them which improves their comprehension skills. |
| 3 | Accelerated Reader Days | 4 |  | Students are motivated to read for academic purposes as well as personal enjoyment |
| 4 | Water Day | 1 |  | Students are motivated to read more often. Water Day is an incentive for meeting reading goals |
| 5 | Parent Universities | 8 |  | Informed parents will be able to assist students with work at home |
| 6 | Literacy Activities | 3 |  | Students, parents and families will increase their reading skills and knowledge |
| 7 | Book Fair | 2 |  | Students, parents and families will increase their reading skills and knowledge by selecting books for purchase that can be added to personal reading collection |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Compact Training | 1 | 25 | Better understand expectations of Administration, Teachers, Students, and Parents |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Transportation | Offer transportation to parents |
| 2 | Literacy of Parents | Offer workshops that will give parents a better understanding of the movement to increase the literacy of the students of Hamilton County Elementary School. |

**Best Practices (Optional)**  
Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |