

Title I, Part A 2019-2020 Parent and Family Engagement Plan

Hancock Creek Elementary SCHOOL

I, **Dr. Cynthia D. Phillips-Luster**, 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 8101, 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];
- 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 1116];
- 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 1116
- 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 1116];
- If the plan for Title I, Part A, developed, 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];
- 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 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 not highly qualified [Section 1116]
- 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 1116].


Signature of Principal or Designee

8/1/19
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

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 1116].

Response: Hancock Creek Elementary will involve parents by having monthly Title I Parent Involvement/School Advisory Council (SAC) meetings composed of students, parents, teachers, business partners, and other school staff members. The meetings will take place on campus and a time SAC members have selected. All parents will be invited through the school newsletter, invitations, school messenger or person phone calls. Input from parents will be collected through surveys and open discussions. We will work as a Parent Involvement Team to develop a written plan that includes how the 1% set aside for parent involvement will be allocated. Ideas and input from parents will be documented in the SAC Meeting Minutes. All SAC and Parent meetings will be documented as follows: flyers, agendas, handouts, minutes, School Messenger messages, sign-in sheets and workshop comments. These will be maintained in the Title 1 Toolkit.

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 1116].

Count	Program	Coordination
1	ESOL	Parents of students receiving ESOL services are invited through School Messenger, flyers, newsletters, and are translated into Spanish. All programs and activities will be available to all students and parents.

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 (schoolwide 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 1116].

Count	Content/ Type of Activity	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I Annual Meeting	Dr. C. Phillips-Luster	August	Information regarding our Title 1 Annual Meeting is provided on our school website, communicated through School Messenger, and our monthly Newsletter. Title I information is shared with parents at the annual meeting through a Power Point presentation. Evidence of the meetings is documented with sign-in sheets, meeting minutes (with documentation of specific discussion on compact and expenditure of funds), and the % of parent compacts returned and signed.

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: Our number one goal at Hancock Creek is to increase our Parent Involvement. In order to accomplish this we will hold our Annual Title I meeting on a weeknight after normal working hours. All SAC meetings will be held on the days and times that the SAC committee has selected. Flexible dates and times for meetings and workshops will be provided. We will hold parenting classes for those who choose to attend on a rotating basis throughout the year. All written communication will be sent home in English and Spanish.

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 1116)]. 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 1116)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

Count	Content/ Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title 1 Annual Meeting	Staff/Administration	Parents will be informed about the Title 1 program, expectations and how to support their children at home.	August	Flyers, agenda, handouts, meeting minutes, sign-in sheets, workshop comments
2	Meet the Teacher Night	Staff/Administration	Parents will get to meet their child's teacher, ask questions and review the standards and curriculum used in the classroom.	August	Flyers, agenda, handouts, sign-in sheets, workshop comments
3	SAC Meetings	Staff/Administration/ SAC committee	SAC meeting members and parents will discuss the PI plan and participate in school decision making for increased student achievement.	Monthly	Flyers, agenda, handouts, meeting minutes, sign-in sheets, workshop comments
4	Parent Classes	Administration/Guid ance Counselor	Parents will be invited to attend Parenting Classes on a variety of subjects.	Bi-Monthly	Flyers, agenda, handouts, meeting minutes, sign-in sheets, workshop comments
5	Math Curriculum Night	Staff/Administration	Parents will dive into their child's Math standards by doing hands on activities with their child.		Flyers, agenda, handouts, meeting minutes, sign-in sheets, workshop comments
6	Dad & Me Event	Staff/Administration	Dads will get an opportunity to spend time with their children and learn effective ways to communicate with their children.	Throughout the school year	Flyers, agenda, handouts, sign-in sheets, workshop comments

7	Mommy & Me Event	Staff/Administration	Moms will get an opportunity to spend time with their children and learn effective ways to communicate with their children.	Throughout the school year	Flyers, agenda, handouts, sign-in sheets, workshop comments
8	Saturday Reading Events	Staff/Administration	Provide parents with an opportunity to visit the Media Center with their children. Parents will be provided research based Reading strategies and tips.	Quarterly	Flyers, agenda, handouts, sign-in sheets, workshop comments
9	FSA Success Night	Administration/3-5 grade teachers	Parents will be educated and informed on the ways to help their children succeed on the FSA.	Third Quarter	Flyers, agenda, handouts, sign-in sheets, workshop comments
10	Grade Level Curriculum Night	Teachers	Teachers will explain the grade level and classroom expectations, show samples of work that will be done and give overview of year.	First Quarter	Flyers, agenda, handouts, sign-in sheets, workshop comments

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 on Parent Involvement	Administration	To improve communication between teachers and parents. To discuss and collaborate with teachers using research articles and book studies regarding Parent Involvement and its importance	Monthly	Newsletter, articles, Handouts, School Messenger Reports, Castle Reports
2	Goals and Initiatives	Administration	Teachers will gain knowledge of schoolwide goals and initiatives for the school year, which will include valuable information regarding parent trainings, parent engagement, and the expectations for communicating with parents regularly.	School Year	Castle documentation of parent contacts, sign-in rosters, Meeting Agenda

3	PBS Comm./ Restorative Practices	PBS Committee	Teachers and staff will gain knowledge about how to use restorative practices to increase appropriate behaviors and to increase positive home-school interaction. The PBS Committee will offer support and provide celebrations to promote positive behaviors at school and at home. "Do The Right Thing" nominations are submitted for students making outstanding choices.	School Year	sign-in rosters, Committee meeting minutes, Meeting Agenda, SAC agenda, sign-in sheets
5	Data Chat Training	Resource Teachers/ Administration	Teachers will develop their skills in providing effective feedback and interpretation of data when sharing with students/parents in data chats.	School Year	Sign-in rosters, Meeting agenda
6	School Messenger	Administration	Increased communication with parents regarding student achievement	School Year	School Messenger Reports
7	Training on Student Led Conferences	Administration	Providing teachers with the resources and tools to instruct students on leading a conference with their parent/guardian	2 nd Quarter	

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)].

Hancock Creek Elementary will conduct a parent survey to determine different ways parents would like to become involved.

Enhance the parent information board in the front office to include resources available to parents.

Increase the number of hours parents volunteer and participate in events at HCE.

Documentation of parent hours spent at school using sign-in logs.

Communication

Describe how the school will provide parents of participating children the following [Section 1116]:

- Timely information about the Title I programs [Section 1116];
- 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;
- 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
- If the schoolwide program plan 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].

Response: Title I Annual Meeting - Information on Title I programs will be presented and discussed with parents. They will be informed about curriculum, assessment and the procedure for requesting a parent conference. The administration will talk about parents' right to be involved. Sign in sheets will be maintained in the Title I Toolkit. During this meeting, parents will be asked for their input on the school compact. The administration will forward all discussions and suggestions for changes to the compact to SAC.

Teachers will guide students to keep data and statistics on their progress. The teacher will guide the student to help set goals for themselves and the classroom based on data. This data will be shared with parents at a conference.

A description and explanation of the curriculum at the school will be reviewed with parents at each Curriculum Night. If requested by parents, we offer meetings with teachers as needed. If parent complaints are received, regarding the school-wide Parent Involvement Plan, they will be submitted to the district Title I Department to be resolved. If parents indicate interest in a specific training topic, the administration and the guidance department will work diligently to provide suggested training

Parents are communicated with about upcoming events in a number of ways. First, our HCE annual calendar lists all school events to encourage parents to plan ahead so they can attend. Additionally, we utilize School Messenger, Twitter, HCE webpage, HCE Newsletters, curriculum nights, SAC meetings and phone calls.

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)].

Response: Our school shall provide information and school reports in a format, when possible, in a language that parents can understand including, Spanish and English (Creole when requested). We will make every effort to provide special accommodations "when requested" to parents with disabilities and/or special needs. When new students enter school throughout the year, parents and students are provided with a packet of information explaining all school policies and procedures which includes the Right to Know Letter, Parent Compact and as information stating that we are a Title I school. Buisness partners will dontate food for some functions to accomidate our busy families. Child care will be provided for some events.

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:
X Not Applicable

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan to the Title 1 Crate for the school year

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 1116].

Upload an electronic version of the Parent-School Compact to the Title 1 Crate for the school year

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 1116)].

Upload evidence of parent input in the development of the compact to the Title 1 Crate for the **2018-2019** school year

In this section you are reviewing the 2018-2019 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

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 1116)]. Include participation data on the Title I annual meeting.

Please submit total number of Parent Involvement activities and total number of parent involvement participants to Annette Tartaglia by May 8, 2019.

In this section you are reviewing the 2018-2019 staff training activities. You will need to put in the number of times you offered the events and how many participated

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 1116)].

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 1116)].

Best Practices (Optional)

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