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

## San Carlos Elementary School

## I, Christy Kutz, 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)].

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

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**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 [Sections1116)].

At San Carlos Park, we will focus on parents as partners:  
  
Through a positive partnership students will experience academic achievement. We reach out to our community and parents at our parent involvement events including monthly School Advisory Council (S.A.C.) Meetings. SAC is advertised to all parents to be involved. We communicate through newsletters, handouts, School Messenger and signs at school. The SAC provides suggestions and approves funds which benefit the school and the students.

**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].

San Carlos will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title I programs. All parents will be invited through the school newsletter, invitations, parentlink, and personal phone calls to attend the SAC/Title I meetings. The procedures for selecting this group will include the input of parents, staff members and the SAC committee. Input from parents will be collected through surveys and quality tools like parking lots, affinity surveys and open discussions. These communications will be flexible in format such as online, in person or on paper; allowing for all parents to give input. Formats will be in different languages and simple terms that parents can easily understand. Information gathered from this data will be used to create a plan. The plan will be created and reviewed during SAC/Title I quarterly meetings. During a scheduled SAC meeting, the committee will hold an open discussion and will decide, with input from parents, how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be documented in the SAC Meeting Minutes. In order to provide additional support for parental involvement transportation or flexible meeting times will be available. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, sign-in sheets and workshop comments will be maintained in the Title I Toolkit.

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| **count** | **Program** |  |
| 1 | Open House- Provide Communication resources, curriculum resources, technology resources |  |
| 2 | Parent Conferences, PTO/SAC Meetings include parent training |  |
| 3 | FSA Parent Night |  |
| 4 | Kindergarten Orientation |  |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I meeting during back to school night. | Administrators, teachers, parent involvement specialist and support personnel | August | \* Proof of Advertisement of the meeting \* Agenda and minutes from the Title I meeting with the specific discussion on compact and expenditure of funds \* Hard copy of the Title I Power Point presented to parents explaining what it means to be a Title I school. \* Sign-In Sheets from Title I Meeting \* % of compacts returned and signed samples |

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| **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 1116)]. |

San Carlos Park Elementary will provide flexible dates and times for meetings and workshops when possible. We will conduct a survey of all parents to determine the dates, times and subject matter for parental programs. Spanish and English translators will be available during all parent and family engagement opportunities including parent workshop trainings, PTO meetings, SAC meetings, and conferences.   
  
Teachers schedule parent/teacher meetings at flexible times during the day, throughout the year.  
  
In special circumstances, we may conduct in-home conferences with the assistance of our Social Worker

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Open House Night | Administration, Leadership Team, Teachers, Parents, Staff, Tech Specialist | Provide information to parents about school and class expectations and how they can support their children at home. | August | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 2 | SAC/PTO Meetings | Principal, SAC Chair, SAC Committee, PTO Chair | Increase the level of involvement of parents to become active in the decisions being made at the school. Provide information about Title I and Student Improvement Plan. | Monthly | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 3 | Volunteer Orientation | Volunteer coordinator | Provide information on procedures and opportunities to volunteer in the classrooms and school events | September | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 4 | FSA Parent Information Training | Administration  PCTs | Provide parents with awareness information and tools to help prepare students for FSA. | January | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 5 | Watch Dogs(Dads of Great Students) | Parent Involvement Specialist/PTO | Provide support and mentoring as well as engage dads in school partnership | October | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 6 | Fall Festival and Bookfair | Administration | Each grade team provides and family orientated game with and academic twist. Parents can shop at the bookfair and get help with AR levels and literacy levels for their child. | October/  November | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 7 | Veterans Day Celebration | Administration, Leadership Team, and Teachers | Veterans will be invited to be part of a ceremony and to speak in the classrooms about the importance of school and community engagement. Veterans from our own school family and school parents will be part of presenting to others. | November | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 8 | Student Led Conferences | Administration, Grade level teachers | Students present their Leadership binder to their parents which includes data that shows the academic growth and accomplishment of goals throughout the year. | Spring 2020 | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 9 | Grade Level Performances (as part of Arts School) | Administration, Special Area Teachers, Grade Level Teachers | Provide expectations of students in alignment with the standards for music/dance/art and standards for academics in the specific performances. | Throughout school year - | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 10 | Literacy Event with Santa | Administration, Teachers, Leadership Team, and PTO | Provide information to parents on expectations, and learn strategies and ways they can help their child/children with literacy. Students receive books. | December | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 11 | Kindergarten Open House | Administration, Teachers, | Provide new parents with basic school information, summer activities and kindergarten readiness screenings. | October | Flyer  Agenda  Handout or powerpoint or meeting minutes  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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Thinking Maps Writing Training will be communicated to parents during SAC meeting to help them help their child at school with these resources | Administration and Grade level teachers | Provide Strategies for teachers to enhance Writing techniques for students | August | Inservice Sign in sheets  Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 2 | APPLES program will provide a segment at each meeting about effective parent communication strategies and resources | Administration, Leadership Team, and New Teachers | Provide training for New teachers regarding procedures and classes about strategies to help teach students and communication with parents | All year long | Increase in New teacher retention and parent satisifaction  Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 3 | Tina Boogren- Self Care for Teachers  Curriculum Associates LAFS/MAFS Toolbox will be presented at SAC meeting to inform parents so they can support both teachers and their child with resources | Administration, Leadership Team, and Grade level teachers | Train teachers to take care of self so they can take care of kids  LA and Math Interventions | August  February | Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 4 | Expectation that teachers read the school newsletter with research based articles on parent involvement. | Teachers | Read research based articles on parent involvement | Monthly | Newsletter, Teacher Feedback, Teacher/Grade-level Newsletters |
| 5 | Parent Involvement Paraprofessional will take information learned through district trainings and relay to teachers through either a whole staff meeting or grade level specific meeting. | Parent Involvement Paraprofessional, Teachers | Train staff on information given through district trainings to help build parent relationships and enlist the help of parents in supporting their children in school. | ongoing | Exit Slips, District Evaluation Form, Teacher Feedback, Teacher |
| 6 | Professional Learning Communities (PLCs) will incorporate parent communication strategies including Student Led Conferences and School Messenger | Administration, Leadership Team, Teachers | Train staff on the PLC process. Dedicate time weekly for grade level teams to meet and to discuss data and individual student needs. Communicate process to parents. | ongoing | Inservice Sign-In Sheets, Minutes from PLC (grade level) meetings,  Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
| 7 | Inclusion Sensitive Schools will be presented at the SAC meeting to keep parent informed of schoolwide focus and how they can help their child be accepting of others | Administration | Provide training to teachers and parents on inclusive practices | September | Agenda  Minutes  Workshop Survey  Flyer  Agenda  Handout or powerpoint or meeting minutes  Sign in sheets  Workshop comments |
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**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)].

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San Carlos Park Elementary will enhance our family-friendly school by welcoming parents and providing caring and efficient services to their needs in person or on the phone. In all areas of our school we will answer questions in a courteous manner that demonstrates the importance for them to be a partner in their child's education. We will conduct a survey annually in order to evaluate our success and make changes as suggested.

**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].

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Response: During the Annual Title I meeting, parents will gain an understanding of the school's Title I status and its implications. A Title I PowerPoint will be shown that explains Title I requirements. Parents will be given the opportunity to review the School-Parent Compact and Parent Involvement Plan. Parents will have the option of asking questions or making suggestions before signing. Questions, comments and suggestions will be encouraged.

In the event that San Carlos Park Elementary School's Parent Involvement Plan is not satisfactory to a parent of participating children, the school will submit the parent's comments and/or suggestions to the Lee County School District Title I office.

**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: Every effort will be made to ensure that full opportunities for the participation of parents of all students including those who are Limited English Proficient (LEP), those with disabilities, and those who are migrant. San Carlos Park Elementary shall provide information and school reports in a format, and whenever possible, a language that parents can understand, including Spanish and English (Creole when requested.)

All report cards, progress notes, School Messenger calls, and other written and/or spoken communication will be translated and documented. The Talk System will also be used as a means of translating during parent trainings, meetings, and conferences. We will make every effort to provide full opportunities for parents with disabilities and those with special needs.

As new students enroll throughout the school year, they will receive a welcome packet that includes school information, as well as, Title I information and the Right to Know letter.

Parents will be encouraged to actively participate and communicate in their child/children's education as outlined in Section 5. Agenda books will be used to communicate back and forth between teacher and parents daily: quarterly interims and report cards will be sent home. In addition to at least one annual parent-teacher meeting, parents will have an opportunity to call and/or email the teacher/school with any questions and/or concerns.

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**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

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**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

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**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.

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| Count | Content and Type of Activity | Number of Activities | Number of Participants | Anticipated impact On Student Achievement |
| 1 | Annual Title I Meeting/Open House | 1 | 691 | Parents are given pertinent information and school expectations. They will receive information on home/school partnerships to help increase student achievement and be provided with resources. |
| 2 | Volunteer Orientation | 1 | 18 | Provide volunteers with information about the school and their responsibilities as a school volunteer. |
| 3 | SAC/PTO Meetings | 8 | 10 per meeting | Parents are given the opportunity to provide input into the SIP and other required documents, as well as being involved in a variety of decision making opportunities. |
| 4 | Center of the Arts Performances | 6 | 860 total | Provide expectations of students in alignment with the music/dance/art and standards for academic in the specific performance. |
| 5 | Fall Fun Fest and Book Fair | 1 | 688 | Provide parents and families to time to come together get to know one another and the members of the school and community to build a stronger school community. The book fair will be in the media center and teachers, along with the media specialist will help educate parents on choose books for students and recognizing AR levels. |
| 6 | Veterans Day Celebration | 1 | 33 | Provide information to parents on the content of the Social Studies standards. |
| 7 | Sharing of Leadership Notebooks/Student Led Conferences | 1 | 472 | Students conduct conferences with their parents to explain their grade level goals, work and expectations as they relate to their instruction and correlation to the standards. |
| 8 | Kindergarten Orientation | 1 | 167 | Parents will be given an overview of the grade level expectations for their kindergarten child. |
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|  |  | Total 20 | Total 3009 |  |

**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)].

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| **Count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Apples New Teacher training | 10 | 8 | Lesson plans and classroom instructional practices are effective and well supported. |
| 2 | Learning Scales | 3 | 65 | Teachers learn to create and utilize learning scales to ensure instructional practices are aligned and students are aware of what is considerd proficient. |
| 3 | PLCs | 30 | 45 | Teacher engaged in Professional Learning Communities have aligned instructional practices. |
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**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Lack of Transportation for Parents | Provide flexible meeting times |
| 2 | Communication with monolingual parents | Provide translations at meetings |
| 3 | Lack of child care for parent | Provide babysitting during meeting |
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**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)

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