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

## G. Weaver Hipps Elementary School

## I, Dr. Deborah Nauss, 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)].

G. Weaver Hipps Elementary will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title 1 programs. All parents will be invited through the school newsletter, invitations, parent portal, and personal phone calls to attend the SAC/Title 1 meetings. The procedures for selecting this group will be collected through surveys and quality tools like parking lots, 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 1 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 included: flyers, agendas, handouts, minutes, sign-in sheets and workshop comments will be maintained in the Title 1 Toolkit.

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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 1116].

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| **count** | **Program** |  |
|  | N/A |  |

**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 | Annual Title 1 Meeting | Administrators, teachers, parent involvement specialst and support personnel | August 29, 2019 | * Proof of advertisement of the meeting * Agenda and minutes from the Title 1 meeting with the specific discussion on compact and expenditure of funds * Hard copy of the Title 1 Powerpoint presented to parents explaining what it means to be a Title 1 school * Sign-in sheets from Title 1 meeting * % of compacts returned and signed samples |

**Flexible Parent Meetings**  
  
G. Weaver Hipps Elementary 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)].

Teachers will schedule parent/teacher meetings at flexible times during the day, throughout the year.

Evening events scheduled for parents will include:

* Annual Title I Meeting
* Open House
* Literacy Training
* Curriculum Nights –
* Parenting Workshops
* SAC Meeting---must have an academic component

Daytime events scheduled for parents will include:

* Muffins with Mom
* Donuts with DAD
* LCSD Prevention Dept Presentations

**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 | Title 1 Annual Meeting | Administration/Teachers | Provide information to parents about the Title 1 program, about expectations and how they can support their children at home. | August 29, 2019 | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 2 | Open House | Administration/teachers/ Parent Involvement | Meet the teacher | August | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 3 | SAC/PTO Meetings | Administration/Teachers | Parents participate in school decision making for increased student achievement. | monthly | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms and meeting minutes |
| 4 | Student Led Conferences | Teachers | Research based tips for increasing parent involvement and improving student achievement.  To education parents on what the students are achievement academically, as well as to inform parents of student academic needs. | Quarter 2  Quarter 4 | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 5 | Donuts with Dad | Administration, Teachers, parent involvement | Provides opportunities for parents to learn effective ways to communicate with their children. | Quarter 1 | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 6 | Muffins with Mom | Administration, Teachers, parent involvement | Provides opportunities for parents to learn effective ways to communicate with their children. | Quarter 1 | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 7 | Curriculum Night | Administration, Teachers, parent involvement | Teachers explain the grade level and classroom expectations, who samples of work that will be done, and give an overview of the year to come. | Quarter 1 | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 8 | Leader in Me events | Administration, Teachers, parent involvement | Events scheduled to showcase the 7 Habits and inform parents of the leadership skills/opportunities for their children. | August - May | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 9 | Kindergarten Orientation | Administration/Teachers/ Parent Involvement | Educate and inform parents on expectations for Kindergarten. | May | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |

**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 | Training for Classroom Websites | Leadership | Increased communication with parents regarding student achievement and how to help their child in school. | Quarter 1 | Inservice Record |
| 2 | Training for Leader In Me and student-led conferences | Administration/ teachers | Providing teachers with the resources and tolls to instruct students on how to showcase their leadership skills and lead a student led conference | Quarter 1 Quarter 2 | Inservice Record |
| 3 | Parent Involvement PD | Administration/ teachers | Research based tips for increasing parent involvement and improving student achievement. | Quarterly | Inservice Record |
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**Other Activities**  
  
Documentation of parent hours spent at school will be filed in toolkit. The Parent Resource Center will be open to provide resources to students and families in grades K-5.

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**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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| **G. Weaver Hipps Elementary will communicate with parents through school messenger, school newsletters, phone calls, home visits, letters, Annual Title 1 meeting, curriculum nights and SAC meetings. If parents are not satisfied with the school’s Title 1 program, concerns will be submitted to the District Title 1 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)].

* Provide all communication sent home to families in both English, Spanish and Creaole if possible.
* Translators will be provided for all school wide events and available for all conferences and meetings through the use of our parent involvement specialist.
* Events will be advertised with flyers, on the website, marquee, in the newsletter in English, Spanish and Creole if necessary.
* Business partners will donate food for some functions to accommodate our busy famailies.
* We will make every effort to provide full opportunities for parents with disabilities and those with special needs.

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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 | Title 1 Annual Meeting/SAC/PTO | 10 | 80 | Provide information to parents on expectations and suggestions for helping their children. |
| 2 | Open House | 1 | 533 | Provide parents with information, expectations and suggestions for a successful school year. |
| 3 | Donuts with Dad | 1 | 43 | To facilitate positive relationships between parents, students, and our school to promote all around success. |
| 4 | Muffins with Mom | 1 | 25 | To facilitate positive relationships between parents, students, and our school to promote all around success. |
| 5 | Curriculum Night | 1 | 175 | Provide parents with information, expectations and suggestions for a successful school year. |
| 6 | Veteran’s Day Celebration | 1 | 75 | To facilitate relationship between parents, students, and our community to build understanding and appreciation for the sacrifices of our veterans. |
| 7 | Student Led Conferences | 2 | #1- 74  #2-Cancelled | To facilitate relationships between parents, students, and our community to build understanding and appreciation for the importance of education. |
| 8 | GWH Talent Show | 1 | 55 | To facilitate an appreciation for the arts in education. |
| 9 | GWH Gator Pac Play | 1 | 60 | To facilitate an appreciation for the arts in education. |
| 10 | Boo Hoo Breakfast | 1 | 25 | To facilitate positive relationships between parents, students, and our school to promote all around success. |
| 11 | Vocabulary Parade | 1 | 40 | To facilitate positive relationships between parents, students, and our school to promote all around success. |
| 12 | FSA Success Night  Stranger Danger | 0 | xx | Cancelled events |
| 13 | Read Across America | 1 | 25 | To facilitate positive relationships between parents, students, and our community to promote all around success. |
| 14 | Volunteer Orientation | 1 | 14 | To promote a positive environment and encourage parent participation in our school. |
| 15 | Volunteer Appreciation Day | 1 | 6 | To promote a positive environment and encourage parent participation in our school. |
| 16 | Kindergarten Orientation | 1 | 60 | Provide parents with information, expectations and suggestions for a successful school year. |
| 17 | Book Fair | 1 | 60 | To promote a family involvement in fostering a love of reading. |
| 18 | PTO End of Year Family Dance | 1 | 100 | To promote a positive environment and encourage parent participation in our school. |
| 19 | End of Year Awards Ceremony K-5 | 1 | 450 | To facilitate positive relationships between parents, students, and our school to promote all around success. |
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|  |  | 27 | 1,900 |  |
|  |  | Total | Total |  |

**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 | Leader in Me/Student Led Conferences | 2 | 47 | Training for teachers on how to manage student led conferences and provide help with student portfolios. |
| 2 | Classroom Website Training | 1 | 11 | Increased communication with parents regarding student achievement and how to help their child in school. |
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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 | Language | Parent involvement specials will translate |
| 2 | Work/time | Flexible times for events will be offered |
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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** |