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| 2019-20  Title I, Part A *School* Parent and Family Engagement Plan |



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| School Name: Abess Park Elementary School #: 263 |  |  |
| Principal Name: Kristin M. Shore  School Website: duvalschools.org/AbessPark |  |  |

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# OVERVIEW

The Duval County Public School District Local Educational Agency (LEA) can only receive Title I, Part A funds if it conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and families consistent with Section 1116 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA) of 1965. The programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

School level plans are required to be developed with the input of parents and families to improve student achievement and performance. The planning process can also include meaningful consultation with employers, business leaders, and philanthropic organizations. This template will assist schools with the best practices aligned to federal, state, and local expectations for compliance.

**Below is an approach that can be used for Parent and Family Engagement.**

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| *“Treat children like they make a difference and they will.”* |  |

# ASSURANCES

I, Kristin M. Shore, do hereby certify that all facts, figures, and representations made in this Federal Parent and Family Engagement Plan 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 local, 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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|  | The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in ESEA Section 8101; |
|  | Engage the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for family engagement are spent [Section 1116(b)(1) and (c)(3)]; |
|  | Jointly develop/revise with the family that has custodianship of the student the school parent and family engagement policy and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1116(b)(1)]; |
|  | Engage parents and family, 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 parent and family engagement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1116(c)(3)]; |
|  | Use the findings of the parent and family engagement policy review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s parent and family engagement policy [Section 1116(a)(2)(C)]; |
|  | If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)]; |
|  | Provide to each parent and family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)]; |
|  | Provide each parent and family 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 certified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)]; and |
|  | Provide each parent and family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)(i)(I) and Section1112(c)(1)(A)(ii)]. |

\*click to select each assurance, this page will require an original signature and submission to the District.  
  
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Signature of Principal/School Administrator Date Signed

# NEEDS ASSESSMENT

The Needs Assessment is the foundation of the Parent and Family Engagement plan. When meeting with parents and stakeholders, data from the needs assessment process provides previous year and trend data that can be used to make decisions about plan implementation for the upcoming year. That way decisions are not arbitrary but data-driven and purposeful.

## Previous Year Financial and Programmatic Outcomes

## Fiscal Overview from the Previous Fiscal Year

*(this section is not required for new Title I Schools)*

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| Total Parent and Family Allocation from the Previous Year | Total Funds Expended | Total Funds Remaining |
| $3,000.00 | $2,777.06 | $222.94 |
| **If funds remained at the end of the year, explain why funds weren’t fully expended and how parents will be engaged to plan for funds to be fully expended during the current plan year** | | |
| Last year was our first year as a Title 1 School. School will closely monitor the funds used for each event so that amounts match allocated funds. | | |

## Programmatic Overview from the Previous Fiscal Year

*(this section is not required for new Title I Schools)*

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| Summative Overview of the Parent Resource Room | | |
| Total Visits  to the Parent Resource Room (Must be documented on the Resource Room Sign in Sheet) | **Total Resources Checked Out from the Parent Resource Room** | **What plans do you have to fully use the Title I Parent Resource Room?** **(include inventory that was not returned or any other information pertaining to parent involvement resource room)** |
| 0 | 0 | **Add items to improve student reading and math foundational skills; provide additional opportunities for families to visit the room and ask questions regarding check-out items to increase usage and comfortability** |
| Summary of Parent Engagement Events from the Previous Year | | |
| Name of Activity  (add all activities from the 2018-19 school year) | **Number of Participants (this number should equal the number of participants listed on sign in sheets in Digital Compliance)** | **Results of Evidence of Effectiveness  (how do you know the parents learned what the activity was intended to provide)** |
| Annual Meeting (Beginning of Year) | 32 | **Greater understanding of the benefits of becoming a Title 1 school per feedback forms and questions posed** |
| Developmental Meeting (End of Year) | 0 | **NA- No community members attended** |
| FOCUS Parent Portal | 32 | **Increased usage; less requests to staff for assistance** |
| Hallowreads | 52 | **Increased Book Log usage** |
| Mad Science Night | 44 | **Increased number of participating students in individual Science Fair Projects; increased attendance at program** |
| Winter Concert/Writing Contest | 121 | **Increased Book Log usage** |
| Math Night | 25 | **Increased participation in Moms Master Math daytime event** |
| FSA Parent Night | 81 | **Increased understanding and awareness of the specific test items and administration** |

*Schools may add additional lines as it is aligned to the Parent and Family Engagement Plan from the previous fiscal year – activities must match activities included on the Parent and Family Engagement Plan from the previous school year. If an activity wasn’t held, a 0 should be included for the “Number of Participants” column with an explanation why the event wasn’t held in the “Results” column.*

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| Summary of the evaluation information and parent feedback collected from the Developmental Meeting held during the previous year (not applicable to new Title I, Part A schools). |
| From staff members:  Strengths: Increased parent participation due to more student leadership/involvement; staff/school promotion of events; offering food to participants  Areas of Growth: Provide event information earlier, more often and include on Social Media sites; increase student and staff involvement; offer student, family and staff incentives for participation; technology training (FOCUS, iReady, Achieve), use a survey to collect feedback at each event throughout the year; shift start time to 6:30; invite engaging speakers based on parent/school areas of need (discipline, curriculum); increase hands-on activities with families and students. |

## Barriers

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| Using previous year financial and programmatic outcomes; district and school climate data; parent perception data; data from SAC meetings; parent attendance data; observational data; parent survey data; data from the Title I Developmental meeting; parent interviews and focus groups; teacher and administrator feedback; other forms of needs assessment data; and carry out a needs assessment process. Then, describe the barriers that hindered the participation and involvement of parents and family members during previous school years. |
| 1. Barrier 1: Late communication regarding events 2. Barrier 2: Lack of enthusiasm from staff members regarding events 3. Barrier 3: Low attendance at events 4. Barrier 4: Purposeful information for families 5. Barrier 5: Limited student leadership at events |
| (1) Prioritize the **TOP THREE the barriers** (it may be possible to combine some)  (2) Describe the steps that will be taken during the upcoming school year to overcome the parent and family engagement barriers (required - include how the school will overcome barriers for students with family members who have limited English proficiency, parents and family members with disabilities, and parents and family members who are migrants in accordance to ESSA Section 1116 (f)). |
| |  |  |  | | --- | --- | --- | |  | Barrier | Steps or strategies that will be implemented to eliminate or reduce the barrier | | 1) | Low Attendance | Increase student leadership and participation; increase amount of/timely communication of events; advertise events on Abess Park News Network (ABNN) morning show, staff and families who participate; highlight Parent Resource Room in monthly newsletter | | 2) | Purposeful Information | Schedule engaging speakers linked to parent interest/needs; increase student leadership and participation | | 3) | Communication | Send multiple notices of events in a timely manner; share event information on Social Media sites; increase enthusiasm from staff members by providing incentives | |

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| What are the overarching outcomes/goals for the current school year for parent and family engagement? |
| * Increase participation in Family Evening Events * Increase usage of Parent Resource Room * Behavioral support/resources |

# COMMUNICATION AND ACCESSIBILITY

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| Telephone | Envelope | Email | Laptop | Chat |

Communication is an extension of Needs Assessment as trend data has shown that parents comment that communication processes should be improved so they are fully engaged.

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| Accessibility |
| **Describe how the school will provide full opportunities for all parents and families (keeping in mind the diverse makeup of 21st Century families) to participate in all parent and family engagement activities. This includes strategies for parents who have specific needs such as parents with special transportation needs, parents who work multiple jobs, court appointed parents, parents who are disabled, parents who speak English as a second language, migrant parents, parents with multiple children in multiple schools, guardians, guardians with multiple students in a home, etc. How will barriers be removed to ensure parents/guardians/family units are a part of their child’s education?** |
| * ESOL para-professional and Office Staff * Providing food to families who attend events * More frequent and timely communication regarding events, including Social Media sites * Linking information/presenters from the event to our website for those families that could not attend * Offer multiple meeting times, when available * Activities for students and siblings to participate in with their families |
| **Describe how the school will share information related to school and parent and family programs, meetings, school reports, and other activities in an understandable, uniform format and in languages that the parents and families can understand?** |
| * Blackboard Communicator (email, text, phone) * School website * Social Media Sites * Peachjar * Monthly Newsletter (paper, text, email, phone, Social Media Sites, Website) * Flyers (multiple- 1 week and 2 weeks in advance) |
| **What are the different languages spoken by students, parents and families at your school?** |
| * Spanish * Tagalong * Portuguese |

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| COMMUNICATION |
| (1) Describe how the school will timely communicate information about Title I, Part A programs and activities during the year. (2) Include the tools and resources that will be used for communication. |
| (1) Blackboard Communicator (email, text, phone) provided weekly for upcoming events   1. School website (monthly calendar) 2. Social Media Sites 3. Peachjar 4. Monthly Newsletter (paper, text, email, phone, Social Media Sites, Website) 5. Flyers (multiple- 1 week and 2 weeks in advance) |
| How will the school describe and explain (1) the curriculum at the school (2) the forms of assessment used to measure student progress (3) the achievement levels students are expected to obtain? |
| During SAC Meetings and Family Events:  (1) Parent nights for Math, Science and ELA will serve as an opportunity for the school to share the curriculum of our District/school and answer questions for families. Open Houses will provide an overview.  (2) FSA parent night will serve to inform families of the requirements of state testing. Open House and teacher conferences will also provide measured progress information.  (3) Achievement Level expectations will be shared during Open House, SAC Meetings and Parent Meetings  (4) School-Parent Compact forms and conferences with teachers |
| (1) What decision-making opportunities are available for parents at the school site? (2) How will the school communicate opportunities for parents to participate in decision making? |
| (1) SAC Meetings  (2) SAC Communication (Brochure, marquee, email, Blackboard Communicator, Monthly Newsletter)  (3) Annual Meeting- prior to first Open House  (4) Developmental Meeting- combine with a school event |
| How will the school submit parents’ and families’ comments to the district Title I office if there are parent concerns about the implementation of the Title I school-wide plan that is not satisfactory to them? [ESEA Section 1116] |
| * Parent feedback will be collected by the school through surveys and evaluations of each program. The school will provide information to the Title 1 Office via email, comments and concerns that are brought to the school’s attention. * Contact information for the Title 1 District Office will be shared on our website and Parent Resource Room. |
| How will the school publish and communicate THIS required Title I, Part A Parent and Family Engagement Plan to Parents and families **(technology cannot be the only option).** |
| * Parent Resource Room (printed copy) * Main Office (printed copy) * Available and reviewed during meetings * Website |

# FLEXIBLE PARENT AND FAMILY MEETINGS

Schools receiving Title I, Part A funds are required to convene an Annual Meeting. This meeting should be held at a convenient time for parents. Parents of participating children in the school shall be invited and provided with adequate notice and encouraged to attend the Annual Meeting. This meeting will inform parents of their school’s participation under ESEA Section 1116 and explain the requirements of the Title I, Part A grant and what is available to parents and the right of parents to be involved. [ESEA Section 1116 (c) (1)]

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| Family with girl | Clock | Grinning Face with No Fill | Theatre | Bus |

## INVOLVEMENT OF PARENTS and FAMILIES

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| Explain how the school involves parents and families in an organized, ongoing and timely manner in the planning, reviewing, and improvement of Title I programs including involvement in decision making of how Title I, Part A Schoolwide funds are used [ESEA Section 1116(c)(3)]. |
| Title 1 Parent Meetings will take place at designated times (to precede a parent night event) indicated to be convenient by our families on previous surveys. We will involve parents and families in an organized, ongoing and timely manner in the planning, reviewing, and improvement of Title 1 programs by inviting and engaging parents in the developmental meeting, annual meeting and SAC. |
| **How will the school provide, with Title I funds, transportation, childcare, or home visits such services that relate to parent engagement to ensure barriers are removed so parents can participate in engagement events? [ESEA Section 1116 (c)(2)]** |
| * Shift the start time of events back one-half hour to allow more time for transportation * Childcare – Provide hands-on activities to engage students/siblings with families * Home Visits – Provided by School Social Worker, when appropriate * Additional Services to remove barriers to encourage event attendance – provide food, shift event start time back one-half hour |

## FLEXIBLE FAMILY MEETINGS

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| How was parent input gained from the majority of parents about the times that best met their need for parent involvement meetings and activities? [ESEA Section 1116 (c)(2)] |
| * Annual and Developmental Meetings * SAC * Family events * 5 Essentials Survey * Event feedback forms |
| **What documentation does the school have that parent needs for meeting times, transportation needs, childcare, and home visits for family engagement were assessed?** |
| * Event feedback forms * 5 Essentials Survey |
| **How flexible meetings will be offered to accommodate parents? Check all that apply.**  AM Sessions based on documented parent feedback  PM Sessions based on documented parent feedback  AM & PM Sessions (Same content to appeal to more parents)  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## REQUIRED ANNUAL MEETING

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| Describe the specific steps your school will take to conduct the Beginning of Year Annual Meeting to inform parents and families of participating students about the schools Title I program and parent and family engagement activities. [ESEA Section 1116 (c)(1)] |
| 1. Step 1: Begin advertising the meeting on multiple platforms weeks in advance 2. Step 2: Share the purpose of Title 1 funding and how our school will budget for 1920 3. Step 3: Review the School grade, state assessment data and current year school goals 4. Step 4: Review the Title 1 Guidelines 5. Step 5: Review the Parent & Family Engagement Plan 6. Step 6: Visit the Parent Resource Room 7. And so, on as needed.... |
| **Describe the nature of the Title I, Part A Schoolwide program that will be shared with parents during the Annual Meeting. Feel free to use the PowerPoint on the Federal Programs site.** |
| * Explanation of Title 1 * How we qualify for the Title 1 Program * Title 1Budget/ Funds * The Parent & Family Engagement Plan * Allocated money for the PFEP * Implementing the School-Parent Compact * Parents Right to Know * Parent Resource Room * Academic Goals/AYP/School Choice * Academic Parent Trainings   Families will be notified of the meeting through fliers, Blackboard Communicator (phone, email, text), marquee, student planners, school calendar/website and the monthly newsletter. |
| **Describe how the Annual Meeting will cover (1) the adequate yearly progress of students broken down by subgroups, (2) school choice, and (3) the rights of parents when schools receive Title I, Part A funds. Feel free to use the PowerPoint on the Federal Programs site.** |
| (1) State Assessment Data/AYP/School Grade  (2) Discuss feeder patterns and School Choice options; VPK and Kindergarten Orientations; Landmark Middle School connection with 5th grade families- Field Trip, invite to school events  (3) Define Parents Rights and share various methods to provide input/feedback |
| **How will the school ensure parents without access to technology will receive notification of parent events, communication, information about parent events, school updates, and student progress updates?** |
| * Blackboard Communicator (phone, email, text) * Flyers * Marquee * Monthly Newsletter * Student Planners |

## Required Developmental Meeting

The Developmental Meeting is held at the end of the year. It can be looked at as an End of Year evaluation of your Title I, Part A Parent and Family Engagement process. Additionally, it is an opportunity to connect with parents to start planning for the upcoming year. Even if your school is not Title I the following year, the best practices of parent engagement should continue. This meeting should evaluate how well barriers were reduced or eliminated and celebrate the successes of the year.

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| Describe the strategy that will be implemented to conduct the End of Year Developmental Meeting to evaluate Parent and Family Engagement that occurred during the year and to prepare for the upcoming year if the school continues to qualify for Title I, Part A funding. |
| In May, we will conduct a Developmental Meeting with parents and community stakeholders linked to a student event to increase participation and attendance. During this meeting, parents will have the opportunity to provide feedback regarding the parent engagement activities and nights that took place during the year. We will utilize a rubric provided by the Title I district as a guide of measure to assess our program. Parents will then brainstorm activities for the upcoming year to include in the PFEP. Parents and community stakeholders engage in conversation about the successes and outcomes of previous parent activities and they determine if some events should be repeated because of the impact or eliminated due to low impact or attendance. Once they are done with their brainstorming of ideas for the upcoming year, they are then compiled onto one document and reviewed whole group. These ideas are then shared with the Title I lead, Administration and SAC for final review and eventual approval. |

# BUILDING CAPACITY

When a school receives Title I, Part A funds, it is responsible for building the capacity of each parent to improve their child’s academic achievement. This includes activities and strategies for parents to understand challenging State academic standards; State and local assessments; how to monitor their child’s progress and work; literacy training; how to use technology; and other strategies of how parents can assist their child with the learning process. All funds expended under this section should align to this section and to achieving the goals in the Title I Schoolwide plan by engaging parents and families. [ESEA Section 1116 (e)]

## BUILDING THE CAPACITY OF PARENTS AND FAMILY MEMBERS

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| Reflecting on the needs assessment process, what is an overview of how the school will implement activities that will build the capacity for meaningful parent and family engagement? |
| Parents have requested (parent survey) additional support with academic and homework help, student activities outside of the school day and behavioral support.  Through our parent nights (academic) we will provide viable support for parents to support their children at home with homework and studying. Additional Parent Academy sessions will be scheduled regarding academics, and school and District supports and resources.  Vendors will be invited to family events to share activities that are sponsored through the school and in the community. |
| **How will the school implement activities that will build relationship with the community to improve student achievement?** |
| Through the use of our parent nights and business/ faith-based and volunteer partnerships, we will increase the attendance of families to each event as well as improve communication between home and school on an ongoing basis. Our business partners participate in many of our school events such as ELA, Science and Math Nights, Dudes Do Read and school-wide science inquiries by volunteering/donating. Our Faith-based partners donate food and clothing to students in need as well as inviting our school to participate in a grant for after-school support of our students in the ESOL Program. We will continue to highlight our partnerships with local businesses and communities on our school campus, our website and newsletters and at the businesses/churches. |
| **(1) How will the school implement the Title I Parent Resource Room to support Parent and Family Engagement? (2) Explain how the Parent and Family Engagement Room is advertised to parents. (3) Explain how school staff (teachers and office staff) are trained on how to use the Parent Resource Room with parents.** |
| (1) The Parent Resource room will be a safe space for families to engage in the school setting by hosting/ participating in learning sessions, checking out materials, utilizing supplies and resources and volunteering to organize or utilize non-perishable food and coordinate with our faith-based partners.  (2) The advertisement of our Parent Resource Room will occur through Blackboard Communicator (email, text, phone), website, Social Media, flyers, events, and tours.  (3) Training will be included during pre-planning for teachers and staff on how to make good use to the Parent Resource Room. Parent – teacher conference at a neutral space. Parent – teacher conference with the use and encouragement for material check out. Teacher takes a new family on a tour to the Parent Resource room. Front office staff advises each family of the availability of the room and scheduled learning sessions. |
| **If there are additional ways resources are provided for parents through the use of Title I, Part A funds, how are they provided and what trainings are provided to adequately prepare parents to use the resources and materials at home with their children?** |
| Items for check-out and use at the school will be highlighted during Open House, conferences, the School-Parent Compact, evening events and in the monthly newsletter. |

## PARENT AND FAMILY ENGAGEMENT EVENTS

If Parent and Family Engagement events are funded with Title I, Part A funds, they must be supplemental and cannot supplant activities that are funded with state and local funds. Additionally, events should contribute to the achievement of goals outlined in the Title I Schoolwide Plan.

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| Name of Activity | Person Responsible | What will parents learn that will have a measurable,  Anticipated impact on student achievement | Month Activity will take Place | Evidence of Effectiveness | Itemized Budget  *(if applicable)* EVERY BUDGET LINE MUST BE ON THE BUDGET |
| *Example: FASFA and Scholarship Night* | *Principal Brad Pitt* | *Parents will learn:*   1. *How to complete the FASFA with their child* 2. *Storytelling techniques so their child will learn how to write a college essay for scholarships* 3. *How to find scholarships for their child* | *October 2019, February 2020* | *Sign-in; Evaluation/ Feedback; Parent involvement increase;*  *Parent screen shot of completed FASFA parent page;*  *Student essay.* | *3 hours of childcare ($9.93), transportation ($50.00);*  *light refreshments ($100.00);*  *10 Scholarship books for parents @ $50;*  *10 ACT books for parent resource room @50;*  *Total: $1179.79* |
| Title I Annual Meeting (required) | Administration | Parents discuss Title I plan for 2019-20 and strategies to increase parent involvement. Parents will learn strategies to use when talking/helping students in daily academics and homework | August 2019 | Attendance  Survey | Postage-75.95  Printing-$75.00  Refreshments-$40.00  Order food- $100.00  Total $290.95 |
| Title I Developmental Needs Assessment Meeting (required) | Administration | Parents discuss strategies to increase parent involvement in daily academic work in the Title I current plan and plan for 20-21. | March 2020 | Attendance  Survey | Postage-$75.00  Refreshments- $50.00  Total- $125.00 |
| Family Reading Night | Administration; Reading SIP Team/Grade Level | Parents will learn skills and strategies to assist students at home in increasing their fluency and comprehension | October 2019 | Attendance  Survey | Refreshments- $85/00  Printing- $75.00  Total-$160.00 |
| Family Science Fair Night | Administration; Science SIP Team/Grade Level | Parents will learn the science process and how Science Fair Projects align to the science standards | November 2019 | Attendance  Survey | Refreshments-$100.00  Printing-$25.00  Total $125.00 |
| Winter Concert/Poetry Night | Administration/Writing SIP Team/Resource Teachers/Grade Level | Families will learn strategies to assist students in producing a quality writing piece | December 2019 | Attendance  Survey | Refreshments- $100.00  Total $100.00 |
| Family Math Night | Administration/Math SIP Team/Grade Level | Families will participate in a fun and informative night of standards and skills based math games. Families will learn how to use take home activities to continue learning at home. | January 2020 | Attendance  Survey | Refreshments-$75.00  Ordered Place Food- $100.00  Printing-$150.00  Total $325.00 |
| FSA Night | Administration/Intermediate Teachers/Grade level | Families will learn standards, strategies, and resources to support their child/ren prior the Florida State Assessment | February 2020 | Attendance  Survey | Postage-$75.00  Printing $100.00  Refreshments-$100.00  Total-$275.00 |
| Autism Awareness/  Acceptance Night | Administration/CSS & ESE Team/Safety Nets SIP Team/Grade Level | Families will learn methods and receive resources to support students with disabilities at home with their academic goals and related needs. | March 2020 | Attendance  Survey | Refreshments-$50.00  Total $50.00 |
| Arts at the Park | Administration/Parent Involvement SIP Team/Resource Teachers/Grade Level | Parents will learn the link between academic curriculum and the arts. Event will showcase student work (academic/ arts). | April 2020 | Attendance  Survey | NA |
| Dudes Do Read | Administration/Reading SIP Team | Families will receive read aloud strategies to support and promote literacy by involving dads/male role models in reading | March 2020 | Attendance  Survey | NA |

*Schools may add or remove rows as needed.*

# PARENT COMPACT

The LEA shall ensure that each participating school, in conjunction with the parents of participating students, has jointly developed a school-parent compact that describes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment; addresses the importance of ongoing communication between teachers and parents; describes the ways in which each parent will be responsible for supporting their child's learning; and is discussed with parents of elementary aged students.

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| As a Title I school, what evidence will you provide that will show that you have jointly developed a school-parent compact and that conferences were held with parents describing the compact? |
| The administration team will ensure that teachers and staff are equipped with the tools needed to support parent and community stakeholders. The School-Parent Compact form will be reviewed and approved through the Shared Decision Making Team and SAC in August 2019. The form will then be shared at the Annual Meeting in August 2019 and Open Houses, prior to the beginning of parent-teacher conferences. Throughout semester 1 conferences parents and teachers will discuss their responsibilities regarding the compact. A copy of the compact will be provided to families while one is held at the school. In addition, copies of the conference discussion will be provided to families while one is held at the school. |

# INSTRUCTIONAL STAFF

The LEA shall ensure that each school implementing a Title I program devotes sufficient resources to effectively carry out high quality and ongoing professional development for teachers, principals, and paraprofessionals and, if appropriate, pupil services personnel, parents, and other staff to enable all students to meet the state's academic achievement standards.

The LEA shall ensure that all instructional staff working in schools, funded wholly or in part with Title I, Part A, meet the statutory requirements of being state certified. The LEA must ensure instructional paraprofessionals work under the direct supervision of a teacher.  
  
If the LEA hires teachers or paraprofessionals to provide Title I services to private school students, the LEA shall ensure the teachers are state certified and paraprofessionals are highly qualified. The LEA shall ensure that paraprofessionals providing direct instruction to participating students are under the direct supervision and in close and frequent proximity to a state-certified public school teacher.

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| As a Title I school, what evidence will you provide that will show that you (1) notification informing parents that their child was assigned or was taught for four or more consecutive weeks by a teacher who was not properly licensed or endorsed (2) provided a list of teachers who were ineffective, out-of-field, or inexperienced according to the statewide definitions described in Florida’s Approved ESSA State Plan. |
| * Letters from the school will be sent home with all effected students within the required period of time. * Teachers names and concern will be listed on the letter provided to all affected students’ families. * A copy of the letter will be maintained at the school. |

## BUILDING THE CAPACITY OF TEACHERS AND STAFF MEMBERS

When a school receives Title I, Part A funds, it is responsible for educating teachers, specialized instructional support personnel, administrators, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. To the extent possible, parents should be involved in the development of training for teachers and educators to improve the effectiveness of training. [ESEA Section 1116(e)(3)]

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| Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other school leaders and other staff on… |
| 1. **The assistance of parents and families and in the value of their contributions.** 2. **How to reach out to, communicate with, and with parent and families as equal partners.** 3. **Implementing and coordinating parent and family programs and building ties between parent and families and the school.** |
| **Items in red are examples**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name of Activity | Person Responsible | Correlation to Student Achievement | Month Activity will take Place | Evidence of Effectiveness | | Book Study on Poverty | Ms. Smith | Improved relationships between teachers and students and families | Aug-Dec 2019 | Sign-in sheet  Completed book review form, teacher discussions, evaluation | | Poverty Simulation with the Title I team | Mr. Black | Improved ability for staff to work with parents and families | Dec 2019 | Sign-in sheets, evaluation sheets, follow up with teachers | | Ethics Training by Policy & Compliance Dept. | Administration/Policy and Compliance Team | Improved ability for staff to work respectfully with students and families | August 2019 | Sign-in sheets, evaluation sheets | | School-Parent Compact Conferences | Administration/Individual Teachers | Improved relationships and expectations between teachers and families | August-December 2019 | School-Parent Compact Forms, notes from parent-teacher conferences | | Family Evening Events | Administration and School Staff | Increase family understanding and ability to assist students with their studies at home | September-December 2019; January-April 2020 | Sign-in sheets, surveys, annual parent survey provided by District | | Classroom management and behavior interventions | Administration/MLT/Megan McMillan | Increase appropriate behavioral choices from students and interventions put in place by staff members | August 2019 | Sign-in sheets, evaluation sheets | |  |  |  |  |  | |

# COLLABORATION OF FUNDS

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| --- | --- | --- |
| Choose all that apply | Grant Project, Funding Source, or Program | Explain how the school coordinates and integrates school level Parent and Family Engagement funds, programs, and activities with other Funds and Programs.  [ESEA Section (a)(2)(C)] |
|  | **IDEA** - The Individuals with Disabilities Education Improvement Act |  |
|  | **VPK** - Voluntary  Pre-Kindergarten | All VPK families are invited to every school event. |
|  | **Title I, Part D** – Prevention and intervention programs for children and youth who are Neglected, Delinquent or At Risk. |  |
|  | **Title IX, Part A** - The McKinney-Vento Homeless Assistance Act provides equitable opportunities to children and youth experiencing homelessness. | Our school follows the District policy in immediately serving any student that enrolls in our school. |
|  | **SAI** - Supplemental Academic Instruction – Super Categorical fund created to assist districts and schools provide supplemental instructional opportunities. | Provide school-day tutoring to identified students. |
|  | **Title II, Part A** – Supporting Effective Instruction through professional development targeted to administrators and teachers. |  |
|  | **Title III, Part A** – Helping English Language Learners achieve English proficiency |  |

*Schools may add lines as needed.*