**MACCLENNY ELEMENTARY SCHOOL Title I Parent and Family Engagement Plan - 2019-2020**

I, Lynn Green , 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 9101(32), 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 1118(b)(1) and (c)(3)];
* 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 1118 (b)(1)];
* 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 1114(b)(2) [Section 1118(c)(3)];
* 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 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, 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 1118(b)(4)];
* 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 1111(h)(6)(B)(i)];
* 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 within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* 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 (h)(6)(A)].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** Our mission at Macclenny Elementary School is to create an enriched environment where children are inspired to believe in themselves and become lifelong learners. |

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Macclenny Elementary School extends an invitation to all parents to attend the first Title I School Advisory Council Meeting held in September. At this meeting officers are elected and include a Chairperson, Co-Chairperson, and Recording Secretary. School representatives also serve on the council. The Recording Secretary takes minutes which include input from all stakeholders at all meetings. The agenda is prepared with parental input. The agenda may include information about student activities and educational programs, parent workshops and events, school wide data, the budget, input into and approval of the School Improvement Plan, happenings in the community, concerns, and a request for input on different issues. |

**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Titles I, II, & IV | Titles I, II, and IV all share the goal to increase student learning gains in all core content areas within a safe, healthy, drug-free learning environment. Our coordinated efforts work together, not to duplicate services, but to ensure that not only academic services, but behavioral and environmental issues are addressed in all of our schools (including, but not limited to: safe physical school settings, wellness, healthy habits, drug education, and behavior management.) These Titles try to meet the needs of the total child to ensure academic success. |
| 2 | Title I  and ESE | Title I and ESE coordinate efforts to provide parental involvement programs in the evening. Topics may include Non Violent Discipline Techniques, How to Improve Communication with your child, Coping with Difficult Topics such Diffusing power struggles with your child, Ways to encourage your child to be their best. |

**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 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 3 | Open House | Teachers, Principal, Assistant Principal | August 8, 2019 | Parent Sign-In Rosters, Annual Parent Surveys |
| 4 | Parent Conferences | Teachers | September/October 2019 | Parent Conference Roster/Notes/Student Data Sheets/Title I Compacts |
| 5 | Title I School Advisory Council Meetings | SAC Committee | September, 2019, October, 2019, February, 2020, May, 2020 | SAC Minutes, SAC Sign-In Roster, Parent Surveys |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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| **Response:** The Title I School Advisory Council will hold meetings convenient to the members on the council. Dates and times are flexible to include meetings in the morning, after school, and at night. Family Reading Night is held monthly from 3:30-6:30. Parents come to school to read with their child(ren). Teachers hold conferences with parents before school, during the school day, and in the evening after school. Home visits are made when needed. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Night to explain Florida Standards and Florida Standards Assessment (FSA) | 3rd Grade Teachers | Increased student achievement in reading and math, FSA preparation for parents. | November, 2019 | Sign in sheets/rosters, parent surveys |
| 2 | Veteran's Day Program | Music Teacher, 3rd Grade Teachers | Increased awareness of historic events, experience performing for an audience | November 7, 2019 | Sign-in sheets/rosters |
| 3 | Classroom Poetry  Performances | Classroom Teachers | Increased fluency and speaking skills, experience performing for an audience | Throughout 2019-2020 school year | Sign-in sheets/rosters |
| 4 | Classroom Plays | Classroom Teachers | Increased fluency and speaking skills, experience performing for an audience | Throughout 2019-2020 school year | Sign-in sheets/rosters |
| 5 | Family Literacy Nights/Title I Book Bingo | Media Specilaist/Instructional Coach | Increased comprehension and building home libraries | Throughout 2019-2020 school year | Sign-in sheets/rosters |
| 6 | Parent/Teacher Conferences | Classroom Teachers | Increased student achievement | Throughout 2019-2020 school year | Parent Contact Logs/Title I Compact |

7 Grade Level Classroom Teachers/ Increased student Fall, 2019 Sign-in sheets

Parent Nights Administration/ achievement

Instructional Coach

8 Dads Take Your School Faculty/ Increased student September 25,

Child to Work School Families achievement 2019

Day

**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 | Parent Conferences providing assessment data and strategies | Teachers | Improving student achievement, sharing test data information, providing strategies for helping their children | Fall, 2019 and Spring, 2020 | STAR assessment results |
| 2 | Back to School Staff Meeting | Administration | Improving student achievement, sharing test data information, providing strategies | August 5, 2019 | STAR assessment results |
| 3 | Beginning & Mentor Teacher Meeting | Administration, Mentor Teachers, Beginning Teachers | Improving student achievement, sharing test data information, providing strategies | Fall, 2019 | STAR assessment results |
| 4 | IPDP Meetings | Administrators, Teachers | Improving student achievement, sharing test data information, providing strategies | Fall, 2019 | STAR assessment results |
| 5 | Learning Communities: MTSS | Teachers | Improving student achievement, sharing test data information, providing strategies | Fall, 2019-Spring, 2020 | STAR assessment results |
| 6 | Technology Needs | District Instructional Technology Specialist | Improving student achievement, increased technology use by students | Fall, 2019-Spring, 2020 | Student/Teacher projects using technology |
| 7 | Utilizing STAR Reading and Math Reports | Instructional Coach/Media Specialist | Improving student achievement, increased technology use by students | Fall, 2019 | Parent/Teacher Conferences |
| 8 | Multi-Tiered System of Supports (MTSS) | School Based Leadership Team (SBLT) | Improving student achievement | Throughout 2019-2020 school year | STAR assessment results |
| 9 | Multi-Tiered System of Support (MTSS) Professional Learning Community | School Based Leadership Team | Improving student achievement, sharing test data information, providing strategies | Throughout 2019-2020 school year | STAR assessment results |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:** School newsletter containing upcoming events, classroom newsletter, school website, teacher websites, school Facebook page. |

**Communication**

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

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* 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 [Section 1118(c)(4)(B)];
* 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 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) 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 1118(c)(5)].

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| **Response:** Information will be disseminated at a School Wide Open House, at Parent Conferences, Grade Level Parent Workshops, SAC Meetings, Title I Parent Night, the School Public Accountability Report, School Newsletters, Classroom Newsletters, School Website, Classroom webpages, School Facebook page, School Improvement Plan, and the Parent and Family Engagement Plan. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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| **Response:** The district has parent advocates that are available to assist parents in school meetings as needed. Home visits are made by school staff when needed. District and school forms and policies can be requested to be translated as needed in other languages. |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and | SAC Meetings, Parent Surveys | Administration and SAC Committee | Data identifying areas needing remediation is shared with stakeholders. | August 2019 - May 2020 |
| 2 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Parent Literacy Night, "Helping Children Learn" in monthly schoolwide newsletter, Individual Parent Conferences, Family Literacy Nights | District Title I Office, ESE Department, School Admin., Media Specialist, Instructional Coach | Student achievement improves when parents reinforce or gain literacy skills. | August 2019 - May 2020 |
| 3 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | SAC Meetings, DPAC Meetings | School Administration, District Director of Teaching and Learning | Research shows that students perform better academically when parents/caregivers are involved in the day to day activities of the school. | August, 2019 - May, 2020 |
| 4 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Home visits, Parent Teacher Conferences, MTSS Child Study Team Meetings | School Administration, School Counselor, Classroom Teachers | Accommodating the needs of parents and meeting times informs parents and improves student achievement and behavior. | August, 2019- May, 2020 |
| 5 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Research model approaches to improve parental involvement | School Administration, SAC | Research shows that students perform better academically when parents/caregivers are involved in the day to day activities of the school. | August, 2019- May, 2020 |
| 6 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | LEA wide PAC (DPAC), Community Prayer Meeting in the Schools twice a year, Stuff the Bus, Dictionary give away | District Title I personnel, School Administration, Community Members, DPAC, Local Ministers,  Local Rotary Club, | Research shows that students perform better academically when parents/caregivers are involved in the day to day activities of the school. | August, 2019- May, 2020 |

**Evaluation of the previous year's Parental Involvement Plan**

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | FSA Night explains Florida Standards and FSA | 1 | 40 | Increased student achievement in reading and math, FSA preparation for parents. |
| 2 | Classroom Plays | 6 | 400 | Reader's Theater, increased scores in fluency |
| 3 | Veteran's Day Program | 1 | 400 | Increased awareness of US History |
| 4 | Third Grade Spelling Bee | 1 | 200 | Increased student achievement and comfort in being in front of an audience |
| 5 | Third Grade Talent Show | 2 | 200 | Increased comfort in performing in front of an audience |
| 6 | Parent/Teacher Conferences | 1 | 585 | One to one conferences reviewing data and developing plans for activities to do at home to increase academic achievement |
| 7 | AR Literacy Afternoons/Book Bingo | 8 | 300 | Increased student achievement in reading |
| 8 | Third Grade Award Program | 1 | 300 | Increased awareness of programs and activities offered at Macclenny Elementary and recognition of child's accomplishments |
| 9 | School Advisory Council Meetings | 4 | 50 | Increased awareness of programs and activities offered at Macclenny Elementary |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Building Parent Involvement/Team Time | 2 | 45 | Improving student achievement, sharing test data information, providing strategies |
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| 2 | Parent Conferences providing assessment data and strategies | 1 | 585 | Improving student achievement, sharing test data information, providing strategies |
| 3 | Back to School Staff Meeting | 1 | 60 | Improving student achievement, sharing test data information, providing strategies to facilitate communication between school and home |
| 4 | MTSS PD | 3 | 50 | Improving student achievement, understanding data to develop strategies and activities for school and home |
| 5 | IPDP Meetings | 2 | 50 | Improving student achievement, sharing test data information, providing strategies to improve instruction |