

19-20 Lake Butler Elementary School Title I, Part A Parent and Family Engagement Plan

I, Marcie Tucker Principal, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA; as amended by ESSA
- Involve parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent [Section 1116]
- Jointly develop/revise with parents/families the school parent and family engagement policy and distribute it to parents/families of participating children and make available the parent and family engagement 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 parent and family engagement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116];
- Use the findings of the parent and family engagement policy to review and design strategies for more effective parent/family engagement, and to revise, if necessary, the school's parent and family engagement policy [Section 1116];
- If the plan for Title I, Part A, developed under Section 1114, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency [Section 1116];
- Provide to each parent/family an individualized student report about the performance of their child(ren) on the state assessment in ELA, Math and Science [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 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 1116].

Signature of Principal

Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

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 parent and family engagement will be used [Sections 1116].

Response:

Lake Butler Elementary School believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and PIP. More than 50 percent of the members of the SAC are parent (non-employee) representatives. In addition, all parents were given surveys at the end of the school year seeking their input on activities, training, and materials they needed to help their child. Results of parent surveys are reviewed by SAC to determine needed changes. During the SAC meeting when the PIP and/or SIP are developed, the committee will decide with the input from parents and the district homeless parent liaison how the parental involvement funds will be used. Parents are also sent notification of the Title I Annual Meeting. At this meeting, the school compact, last school year's Parent Involvement Plan and the Title I application are reviewed. Parents give their suggestions and revisions which are discussed and noted. The Annual Title I Parent Involvement Survey is sent home via backpack in September. The results of this survey are calculated overall and by grade level responses. This vital information is useful in planning parent involvement activities for the school year. This information is also used to reduce barriers in order to increase parent involvement.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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].

		Coordination
1	Title II	Professional development will be provided to schools to support the PD needs of the staff in regard to parent involvement
2	Title IC	Services for migrant students are provided through collaboration with the Alachua County migrant program. Migrant families are encouraged to participate in parent involvement activities, parent-teacher groups and parent education nights.
3	IDEA	Supplemental instructional support provided by Title I
4	VPK	Title I and VPK will collaboratively coordinate transition programs for students entering Kindergarten the following school year
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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 (school-wide or targeted assistance), Adequate Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop powerpoint, agenda and handout materials that address required component	Director of Title I and Secretary	September	Increased parent participation
2	Publicize Meeting	School Staff	September	Increased parent participation
3	Maintain Documentation	Title I District Office	September	Increased parent participation
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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 how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

Response:

The faculty and staff of Lake Butler Elementary School have a strong belief in the importance of parental involvement and have put measures in place to offer parents meetings on a flexible schedule. Our parents are also offered free childcare and other incentives to increase parent participation (i.e. snacks if the meeting occurs around a meal time). The district Title I Director will maintain records of parent participation and modify time and schedules as needed to increase parent participation.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the

school, and the community to improve student academic achievement. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Summer Literacy Night	Various LBES Staff	To increase parent and family engagement with reading	June	Increase in student achievement
2	1st Grade Parent Night	1st Grade Instructional Staff	To increase parent and family engagement with reading and math	Fall	Increase in student achievement
3	2nd Grade Parent Night	2nd grade instructional staff	To increase parent and family engagement with reading and math	Fall	Increase in student achievement
4	FSA Survival Tips for Parents	3rd & 4th grade instructional staff	To increase parent and family awareness of FSA in reading and math	Spring	Increase in student achievement
5	LBES Student Services Night (Educational Resources)	Various LBES Staff	To make the parents aware of services that are available to them in the community	January	Increase of use of services
6	Kindergarten Parent Night	Kindergarten Instructional Staff	To increase parent and family engagement with reading and math	Fall	Increase in student achievement
7	Assessments/Student programs discussed during individual conferences	Classroom Teachers	Teachers will conduct individual conferences to discuss each child's assessments and end of nine weeks progress, expectations and goals for the school year	August through May	Increase in student achievement
8	Climate Surveys	LBES Principal/SAC	Stronger parent-school relationship/partnership	February	Increase in parental involvement
9	Student Skyward	Classroom Teachers	Parents are able to access current information relative to their child's daily academic performance	August through May	Increase in student achievement
10	Open House: Parents meet their child's teacher	LBES Principal/Classroom Teachers	Provide information to parents on expectations and how parents can help their children	August	Increase in student achievement

11	Contact parents via automated phone system	District Technology Specialist/LBES principal	Increase communication with parents; provide updates on school functions	August through May	Increase in student achievement
12	Publish weekly school newsletters	LBES Principal/staff	Provide information to parents on expectations and how parents can help their children	August through May	Increase in student achievement
13	Kindergarten Stagger Start Conferences	Classroom Teachers	Provide information to parents of expectations and how parents can help their child be successful	August	Increase in student achievement

Staff Training

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Presentation of Parent Involvement Plan at Faculty Meeting	LBES Principal/Title I Director	Set clear goals of parent involvement with faculty	Fall	Sign in sheets, agendas, presentation materials
2	Communicating and working with parents	District Staff who will train school administrator	School administrators will be provided with a training module to take back to the school in an effort to improve the ability of staff to work effectively with parents.	Spring	Sign in sheets, agendas, presentation materials
3	Mental Health Services Available	LBES Principal	Staff will have trainings and information provided throughout the year to make them aware of mental health services available	August through May	Sign in sheets, agendas, presentation materials

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 [ESEA Section 1116].

Response:

Parents who cannot attend meetings in person at the school site for various reasons will be encouraged to access the school's website.

Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

Lake Butler Elementary School holds an Open House per grade level in August of each school year where information is presented about Title I programs, curriculum, academic assessments and grade level information. Parents learn about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. A copy of the parent handbook, which each parent received in the take home packet on the first day of school, is reviewed at this time. A copy of the parental involvement policy, which was also sent home of the first day of school, is also reviewed at this time. Upon conclusion of the general meeting, parents are invited to visit their child's classroom and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents unable to attend. Teachers will maintain sign-in sheets and provide a copy to the front office who also maintains documentation on the dissemination of information, distribution methods, and timelines. If a parent is unsatisfied with the school-wide program plan, they will be asked to provide their comment to the LBES principal who will then forward the comment to the Title I Director.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

Response:

The Lake Butler Elementary School Parent Involvement Plan is printed and sent home with each student, after final approval, during the first month of November. Based upon need, the district will provide translation for documents, to the extent possible, for parents. The LBES Family and Parent Engagement Plan will also be posted on the LEA's website and linked from the Title I school's website.

Written communication will be provided for parents in English and any other languages as become necessary. If the need occurs in our small rural district, translators will be made available at all parent meetings and in school offices to provide translations services to ensure that parents are able to fully

participate in parent meetings. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. LEA and school personnel will run the Language Survey report as often as the need is determined based on fluctuations in the student population.

Discretionary Activities (Optional)

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1					
2					
3					
4					

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

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Assessments/Student programs discussed during individual conferences	4	750	Increase in student achievement
2	FSA Nights 3rd/4th Grade	1	25	Increase in FSA scores
3	Climate Surveys	1	650	Increase in student achievement
4	Student Skyward	ongoing	750	Increase in student achievement
5	Open House: Parents meet their child's teacher	5	650	Increase in student achievement
6	Contact parents via automated phone system	2	900	Increase in parental awareness of events
7	Publish weekly school newsletters	36	250	Increase in student achievement
8	Kindergarten Parent Conferences	1	170	Increase in student achievement

Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].

Response:

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 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Presentation of Parent Involvement			Sign in sheets, agendas, presentation materials

	Plan at Faculty Meeting			
2	Communicating and working with parents			Sign in sheets, agendas, presentation materials
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4				
5				
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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].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation (economically disadvantaged)	Have activities right after school so that parents do not have to return at a later time
2	Lack of internet or computer access (economically disadvantaged)	Newsletters were sent home on paper instead of just electronically
3		

Please submit to the Title I office on October 27, 2017, the evidence of input from parents/family members.

Evidence of Input from Parents/family members

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other document with parent input.

Parent-School Compact

Note: As a component of the school-level parent and family engagement 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(d)].

Evidence of Parents/family members in development of Parent-School Compact

Note: As a component of the school-level parent and family engagement 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(d)].

Evidence of parent input in the development of the compact.
