

I, Carmen Conner, 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.
- Jointly develop/revise with parents the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Carmen Conner (revised)  
Signature of Principal

11/12/18  
Date Signed

### Mission Statement

#### Parent and Family Engagement: Mission Statement (Optional)

**Response:** Our goal is to foster an environment that is conducive to building meaningful relationships that are constructed on a foundation that is focused on the impact of students and their learning.

## 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:

1. Monthly meetings, workshops, and special events have been planned for students and/or parents.
2. Designated meetings will include the requirements when receiving Title I funds.

## 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].

count	Program	Coordination
1	Title I	Outside of funding salaries for teacher units, a host of parent and family events have been planned to promote literacy and increasing students engagement inside and outside of the classroom.
2	Title II	This year our Title II funds will go towards the registration fees for a teacher conference entitled Get Your Teach On in Orlando, Florida.
3	Title IV ( 21 <sup>st</sup> Century)	The funds that we receive for the 21 <sup>st</sup> Century Program go towards services for students from kindergarten through fifth grade.
4	Healthy Families	The Florida Dept. of Health in Leon County will conduct a parent workshop on ways to enhance family health.
5	Title X	Title X funding services students that benefit from our FIT program.

## 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
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1	Develop flyer to send home to parents.	Admin.	September 2018	At least 20% of our parents will attend one of the annual parent meetings. (agenda and sign-in sheet)
2	Create an agenda and Sign-in sheet	Admin.	September 2018	Documentation will be available in the Parent Notebook.
3	Create presentation materials	Admin.	September 2018	Documentation will be available in the Parent Notebook.
4	Conduct meeting	Admin.	September 2018	Documentation will be available in the Parent Notebook.

### 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:** We will make an effort to host meetings that are inclusive and promote family participation. This will be accomplished by providing childcare services for adult only events and by including all family members, when appropriate. Our meetings will be during after school hours to include parents that work during the school day.

### 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	Annual Parent Meeting	Principal	Increased reading comprehension SIP goal	yearly	Agenda and Sign-in sheet
2	Quarterly Literacy Events	Media Specialist	Increased reading comprehension SIP goal	quarterly	STAR assessment growth reports
3	Parents conferences	Principal	SIP goal	quarterly	Percentage of parent participation and parents conference form
4	Student lead conferences	Principal	SIP goal	1 <sup>st</sup> Semester	Percentage of parent participation and parents conference form

6	Curriculum Nights	Principal	SIP goal	April	Percentage of parent participation, handouts, and parents conference form
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## 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	Steps to Becoming a Well Informed Parent	Principal	SIP goal		Learning gains
2	FSA Parent Night	Principal	SIP goal		Learning gains
3	i-Ready Parent Night	Reading Coach	SIP goal		Learning gains

## 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:** We will provide an area in the office lobby that will provide access to the internet and necessary resources.

## 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].

**Response:** We will communicate with our parents in a variety of ways: social media, school website, monthly parents letters, email blast, listserv, teacher/ grade level message, Focus parent portal, marquee signage, student agendas, and parents surveys.

## 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:** Our aim will be to keep parents abreast of all school activities by communicating all events in a variety of ways using social media (print and video), the school's website (print and video), student agendas, newsletters and flyers. In addition, we will providing special training to enhance parent involvement and accommodate parents that maybe unable to come to the school.

### 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	PTO meetings	PTO boards and members	PTO president	Principal	Ongoing
2	CAT/SAC meetings	CAT & SAC members	CAT/SAC chairperson	Principal	Monthly
3	Literacy Nights	Literacy committee	Reading Coach	Principal	Quarterly
4					

### 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	Timing (working around family activities and schedules)	We will aim the demands of scheduling meetings where the majority of parents can attend.
2	Inclusivity (being inclusive of all family members)	We will be sure to not limit "family" involvement.
3	Internet access (parents)	We will provide a space for parents to use designated computers to access resources.

## 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	Student led parent conferences	3	250	Allowing students, parents, and teachers to make connections, discuss student achievement, and make a plan of action for student academic progress.
2	Power Parent Nights	3	75	Empowers parents to understand and utilize school tools and resources that are available to them.
3	Parents are Teachers Tool	1	25	Equip parents to assist their children at home.
4	Parent Component to International Fest	1	125	Allow parents to share with other parents and students their cultural background to promote a positive school climate.
5	Kindergarten orientation	1	20	Orientate new parents to elementary school expectations and resources.
6	Parent Grade Level Workshops	2	35	Grade level specific workshop about grade level expectations.

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:** We will aim to schedule activities and meetings to meet the needs of the majority of our parents in an effort to increase participation. In addition, we will be inclusive and accommodating to all parents and their needs, while being proactive when communicating with the parents of ELL students.

### 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	How to Build Parental involvement	No data	No data	SIP plan
2	Parental Involvement strategies	No data	No data	SIP plan
3	Student-Teacher Parents Conference	No data	No data	SIP plan

4	Building Allies in Parents	No data	No data	SIP plan
5				
6				

**Please submit the Parent and Family Engagement Plan to Mrs. Lawrence at the Title I office by October 19, 2017.**

#### **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).

Submit Parent and Family Engagement Plan with principal signature.

#### **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)].

Submit Parent-School Compact with principal signature.

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#### **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.

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