

Interlachen Elementary School Title I, Part A Parental and Family Engagement Plan

I, Beth Nelson, 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)(8)(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)(8)(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)].

Beth Nelson

Signature of Principal or Designee

Date Signed

10-1-17

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Our mission at Interlachen Elementary School is to provide engaging and effective standards based instruction that will allow students to reach academic proficiency and develop student autonomy. All stakeholders, through collective responsibility, will provide a safe and supportive environment to ensure student success.

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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response:

Parent involvement Team meetings are held monthly. PI Team plans grade-level Family Nights and the designated expectation for the event. Parent involvement meetings documented with an agenda, minutes and sign-in sheets.

We held a School Compact-Review with parents to obtain their input on the document. We will also refer back to the contract during parent conferences.

Title I PIDAC meetings are scheduled by the Federal Programs office. During the meetings, they share district information about the Audit Box procedures and new resources available to parents and schools. Books are donated by Title I to be used in our Media Center to involve parents in one on one reading with their child. Federal Programs also gives parents access to a resource room.

PTO meetings are held monthly to plan for upcoming events and to disperse fund requests for technology, student rewards, field trips, etc. Fundraisers and other items are also brought to the table during the meetings. We also discuss how we plan to spend our Title I parent involvement dollars.

Parent conferences are held at times convenient for parents to communicate areas of concern and to discuss the Positive Behavior Supports to be used by teachers. Teachers and parents also discuss how the parent can support the school by helping their children with homework. Parents are able to attend a Meet the Teacher night and an Open House within the first two months of school. Teachers contact the parents of students who have PMPs to arrange a conference to discuss the Progress Monitoring Plan.

Teacher generated weekly or monthly newsletters are sent home to keep parents informed of events going on in the classroom as well as in the school.

Phone calls, text messages and emails are sent out to parents using School Messenger with specific reminders or pertinent information about events taking place at school. Parents can either opt in or opt out of this line of communication.

An IES monthly newsletter goes home with attendance information, policy reminders, messages from administration, dates of importance and events taking place during the month at IES.

The Title I bi-fold is distributed to all families with information regarding Title I programs, parent involvement, right to know information, parent self-assessment and general district accessibility information.

Coordination and Integration with Other Federal Programs

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 118(e)(4)].

count **Program** **Coordination**

1	Project Praise	The McKinney Vento Act works with guidance and the data clerk to ensure students who are homeless get equitable services to allow them to succeed in school. (Transportation and advocate for school meetings) Students of families displaced by hurricane Irma can receive assistance through Project Praise.
2	Title III ELL	Translation/tutors are available for ELL students as well as ESOL certified staff.
3	Migrant/Title I PC	Transportation and services for migrant children with specific needs (ex: medical).
4	Promoting Voluntary Kindergarten Roundup	IES coordinates and advertises with the area daycare to promote the Kindergarten Roundup. The roundup is also advertised on the IES digital sign and on the IES Facebook page. Kindergarten teachers came to the school each Wednesday in July from 9:00 a.m. to 2:00 p.m. to administer K screenings for registration. Appointments are made for parents not able to come during those times.
5	CDS Family and Behavioral Health Services, Inc	If they qualify, our contact, Latina McCullough, assists parents who have no transportation in getting them to the doctor and pharmacy when needed. She is also able to counsel parents on other available services and/or resources.

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 118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Open House	Administrators/Teachers	9/19/2017 and 9/21/17	Parents will sign in when they visit classrooms receive Title I information/Bifold.
2	Title One Annual Meeting and School Improvement Meeting	Administrators	9/29/2017	Introduction to Parents/Title I information/Bifold by Administration.

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 118(c)(2)].

Response: Family Nights are in the evening after most parents are home; when possible, food is provided. MTSS, IEP, 504 meetings and parent conferences are scheduled at the parent's convenience. Parent/teacher conferences are scheduled at the convenience of the parent as well. Home visits or phone conferences are conducted when parents are unavailable to attend otherwise. Transportation is provided if requested to facilitate parental attendance at meetings.

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)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House PK-2 and 3-5	Administration/Teachers	Increase parent understanding of resources and materials available to assist all aspects of student growth, as well as to educate parents on Florida's standards and modes of progress monitoring and testing.	PK-2nd 09/19/17 3rd-5th 09/21/17	Knowledgeable and engaged parents: students with good attendance, positive behavior and successful academic scores/Parents can monitor progress through quarterly progress reports and report cards, as well as through Skyward/Sign-in sheets and agendas will demonstrate completion of the activity.
2	Title I Annual Meeting and School Improvement	Administration/	Increase parent understanding of resources and materials available to assist all aspects of student growth, as well as to educate parents on Florida's standards and modes of progress monitoring and testing.	9-25-17	Knowledgeable and engaged parents: students with good attendance, positive behavior and successful academic scores/Parents can monitor progress through quarterly progress reports and report cards, as well as through Skyward/Sign-in sheets and agendas will demonstrate completion of the activity.
3	Cambridge Parent Night	Cambridge Teachers/Cambridge Coordinator	Science projects demonstrate knowledge of standards, parents interact with their child on the project building family ties	10-26-17	Knowledgeable parents and students will result in student success / Progress monitoring will indicate rates of student growth on standards/Parents can monitor progress through quarterly progress reports and report cards, as well as through Skyward Parent Portal/Sign-in sheets and agendas will demonstrate completion of the activity.
4	3 rd Grade Musical/Book Giveaway	3 rd Grade Team	Encouraging family and school ties/engaged parents/exposure to cultural activities /building positive school cultures	3-22-17	Knowledgeable parents and students will result in student success/Parents can monitor progress through quarterly progress reports and report cards, as well as through

Other Activities

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Staff Bullying Training	Assistant Principal/Grade Level Team Leaders	Staff awareness and knowledge about bullying helps to provide a safe and respectful learning and school environment.	8/2017	Decrease in number of student referrals and behavior interventions/decrease in number of bullying reports/engaged and positive student behaviors/improved academics
2	PLC/Attendance	Administration	Teachers communicating clear attendance goals and the negative effects absences have on achievement with parents will result in increased attendance and therefore, increased achievement.	08/2017	Knowledgeable, engaged, informed parents, increased attendance, increased student success on district and state testing
3	MTSS	MTSS Coordinator	More communication between teachers and parents regarding student growth/increased achievement in struggling students currently in the MTSS process/A decrease in the number of students in the MTSS process.	Weekly meetings starting September and 3	A decrease in the amount of students in MTSS tiers 2 and 3

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)].

5	Invention Convention	Invention Convention Contact	Increased understanding of STEM standards/engaged parents and students	4-12-17	Knowledgeable parents and students will result in student success /progress monitoring will indicate rates of student growth on standards/Parents can monitor progress through quarterly progress reports and report cards, as well as through Skyward Portal/Sign-in sheets and agendas will demonstrate completion of the activity.
					Skyward/Sign-in sheets and agendas will demonstrate completion of the activity.

Response: To keep parents informed, we offer classroom and school wide newsletters, calls to home by School Messenger, messages on the digital sign, an interpreter is available for Spanish speaking parents, parent notifications from the district or notes from the teacher may be sent home in Spanish for Spanish speaking parents, progress reports, parent surveys, report cards, Parent-Teacher Compact, ESE meeting notifications, 45-day retention letters when necessary, home visits and parent conferences, Parent conferences are scheduled at the request of both the teacher and the parent to learn ways to help their child/children become successful students. Parents receive the Title I information flyer at the Title I Open House meetings. Explanations of Florida Standards and types of academic assessment used to measure progress, including district and state testing is given to parents. Title I funding information is discussed at our School Advisory Meeting, such as funding teachers and the hiring of tutors to supplement the educational services provided to our students. Parents are encouraged to be involved in PTO and on the School Improvement Committee. Each student has a Nicky Communicator folder and students in grade 4 and 5 have a student agenda to transport information daily from school to home and back again. The Title I Parent Survey asked for comments from parents and these are addressed at parent involvement meetings. To document this process, we keep copies of newsletters in the Title I Audit Box, reports from School Messenger, parent night agendas and sign-in sheets and copies of meeting notifications.

- Timely information about the Title I programs [Section 118(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 118(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 118(c)(4)(C)] and
- If the schoolwide program plan under Section 114 (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 118(c)(5)]. You can upload the P-FEP to your school's website with directions on whom to contact if the plan is unsatisfactory and add a comments section with parent comments to this document. This will cover bullet 4.

Describe how the school will provide parents of participating children the following [Section 118(c)(4)]:

Communication

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 118 (e)(4)].

Response: Pre-K parent activities, Parent Conferences, Raptor training for parent volunteers, field trips, Title I PIDAC meetings, Fall Festival and Auction, Winter Market, PTO, School Advisory Committee, 1st Grade Mother's Day program, Pre-Kindergarten graduation, Title One Parent Nights, 3rd grade Cambridge Science Fair, Family Movie Night and Dads Take Your Kids to School Day all promote parent involvement in their child's education. School Messenger, the school website, the digital sign, the ES Facebook page and/or notes home will be used to notify parents of school wide events.

count	Barrier (including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation	We transport parents and/or students when needed. We also make parents aware of Ride Solutions as a cheap and alternate transportation provider.
2	Economy	We will bring more books into the home for reading (some of which are provided by PIDAC), we will provide shoes and clothing to those in need, we will provide lice treatments to those who cannot afford it and food items through our Food Backpack Program in collaboration with local churches.
3	Parents level of education	We will continue to educate parents as to the importance of an education including keeping them informed of new curriculum and state and local assessments, as well as how to support their children with homework.
4	Work schedule conflicts	We offer flexible meeting times for parents.

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 1118(a)(E)].

Barriers

Discretionary Activities (Optional) Anything that is not required but is paid for through Title I funds.

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)].

Response: To keep parents informed we offer weekly and monthly newsletters, an interpreter is available for Spanish speaking parents, progress reports, parent surveys, report cards, Parent-Teacher Compacts, ESE meeting notifications, 45-day and retention letters are sent when necessary, home visits and parent conferences. Parent conferences are scheduled at the request of both the teacher and the parents. Parents are included in PTO and on the School Advisory Committee. Project Praise provides tutoring and other resources to the families that qualify under the McKinney Vento Act.

Donations are made to the school from outside agencies that are given to families of children with disabilities and to migratory children in need.

There is accessibility to all school functions and facilities for the physically handicapped.

Family Nights offer a meal or snack and when possible, childcare in addition to the planned activity, which encourages families to more readily participate. We have Nicky Communicator folders and student agendas for grades 4 and 5 that go home daily carrying information between home and school. We have a school website at <http://www.les@putnamschools.org> and an Interscholastic Elementary School Facebook page (informational only- no comments) so parents can learn of activities taking place at school. The Skyward Parent Portal allows all parents to keep up with their child's academics. The School Messenger phone call program tells parents of events taking place at LES or at the district level.

