

C.W. NORTON ELEMENTARY SCHOOL Title I, Part A Parent & Family Engagement Plan

I, Elena Mayo, 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 conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Students Succeeds Act (ESSA). Such programs activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
- The school will be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101 and is expected to carry out programs, activities, and procedures in accordance with this definition.
- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).



Signature of Principal or Designee

8/22/18

Date Signed

Parent & Family Engagement Mission Statement

At Norton Elementary, we are dedicated to positive interaction while accepting and nurturing individual differences to inspire lifelong learners. We encourage parents and families to be actively involved in their child's learning in partnership with the school to promote student success.

Involvement of Parents

The school will involve parents in the planning, review, and improvement of Title I programs including parental involvement and in the decisions regarding how funds for parental involvement will be used by:

- Climate Surveys
- School Advisory Council (S.A.C.) Meetings
- Title I Parent Involvement Workshop Input Evaluations
- PTA Meetings

Coordination and Integration

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parents how to help their children at home.

Count	Program	Coordination
1	VPK, Head Start, & PreK	Kindergarten Round Up: Norton advertises this event on the school marquee and monthly newsletters sent home. The school holds an afternoon session where parents can fill out necessary paperwork to enroll their child, meet school staff, ask questions concerning the transition to elementary school, and the children experience kindergarten with our teachers through story time, songs and hands-on activities. Parents are given handouts, a children's book, and a learning mat to help prepare their children for school.
2	ESOL	ESOL Leadership Committee Meetings: As Norton's ESOL population totals 10+, two meetings are scheduled per year for parents and children covering a variety of educational topics and initiatives to meet the needs of families of ESOL students.

Annual Parent Meeting

The school will 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), and the rights of parents through the following activities.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold the Annual Parent Meeting in September	Principal, Title I Lead Teacher Title 1 Team	September	Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Principal, Title I Lead Teacher	August- September	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	August- September	Copies of presentation and all handouts

4	Send notices in school newsletter, send invitations via backpacks, alert parents of meeting.	Principal, Title I Lead Teacher	August-September	Photograph of marquee, copy of newsletters and invitations
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Flexible Parent Meetings

The school will offer flexible opportunities for parents and families to participate in organized and ongoing workshops and meetings by:

- Norton Elementary offers parents meetings throughout the school year.
- Norton Elementary offers events in both a.m. and p.m. hours based on parent input.
- Norton Elementary may provide childcare when workshops are aimed primarily at the parent/guardian audience.
- Norton Elementary provides on and off-site workshops (e.g., Publix Math Night is held at a local grocery store and provides information and strategies to apply math in real-life situations).

Building Capacity – Parent/Family Workshops

The school will implement the following activities as a means to build the capacity for strong parental and family engagement and to support a partnership among the school, families, and the community to improve student academic achievement.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Summer Assessment and Parent Information Meeting	Principal, AP, Title I, Kindergarten Teachers	Assessment results will be used to place students in the most appropriate learning environment. Data will be shared with parents during a Family Data Chat to increase student success.	2018-2019	Agenda, sign-in sheets, collection of data, evaluations
2	Planner Training	Principal, Title I Team, Teachers	Provide parents with information on how to use the daily planners.	August or September 2018	Agendas, sign-in sheets, handouts and/or PowerPoint presentations, parent evaluations
3	EduTone	Principal, Alachua County Digital Educator	Provide parents with information about the varied programs/resources available.	Fall 2018	Agenda, sign-in sheets, evaluations
4	Kindergarten Success Workshop	Kindergarten Team, School Counselor	Provide parents with information about the kindergarten curriculum, how parents can support their child's learning, and the importance of good nutrition.	Fall 2018	Agenda, sign-in sheets, evaluations
5	Hands-On Science Night	AP, Title I, Grade-Level Teachers	Provide parents with information about the science curriculum, give experience in hands-on science activities and experiments, and help identify ways to support child's learning at home.	Fall 2018	Agenda, sign-in sheets, evaluations
6	Florida Standards Family Night	Principal, AP, Title I, Grade-Level Teams	Provide parents with knowledge, strategies and resources to help prepare their children for success in school, FSA and FCAT 2.0 Science	Winter 2018	Sign in sheets, agenda, handouts, parent evaluations
7	Transition to Middle School Parent Workshop	Principal, Counselor, Title I, Grade 5 Teachers	Provide parents with strategies to support their child as they transition to middle school. Parents will learn about local magnet programs.	Winter 2018	Sign in sheets, agenda, and parent evaluations

8	World Tour Night	Principal, AP, Title I, Grade-Level Teams	Provide parents with information about other countries while integrating reading, math, and science activities.	Winter 2018	Sign in sheets, agenda, and parent evaluations
9	Math Night at Publix	Principal, Title I Team, Teachers	Provide parents with information and strategies on how to apply math to real life situations.	Spring 2018	Sign in sheets, agenda, evaluations
10	Kick Off to Summer Reading	Principal, AP, Title I, Grade-Level Teams	Provide parents with strategies and materials for helping students at home with reading comprehension, fluency, vocabulary, and writing.	Spring 2018	Sign in sheets agenda, handouts, parent evaluations

Staff Training

The school will provide the following professional development activities to educate the teachers and school staff in how to reach out to, communicate with, and work with parents and families as equal partners and in how to implement and coordinate family programs, and build relationships between families and the school.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Review of District and School-Level Parent & Family Engagement Plans	Title I Lead Teacher	A positive student impact will result from the staff's ability to effectively work with families.	August 2018	Training agendas and sign-in sheets Training evaluations Parent Surveys
2	Review of Home-School Compact and School Improvement Plan	Title I Lead Teacher and Principal	A positive student impact will result from the staff's ability to effectively communicate the academic expectation to families.	August 2018	Training agendas and sign-in sheets Training evaluations Parent Surveys
3	Review Title I Parent Resource Area & Materials Available	Title I Team	Increased parent involvement	August 2018	Agenda, sign-in sheets
4	Planner Training for Teachers	Title I Team	Increased parent-teacher collaboration leading to student school success	August or September 2018	Agenda, sign-in sheets, evaluations
5	Parent Involvement Modules	Principal, Title I Team	Increased parent involvement leading to student academic growth	August-December 2018	Agenda, sign-in sheets, evaluations

Other Activities

The school will conduct activities, make resources available to parents and families and provide encouragement and support to families so that they can more fully participate in the education of their children by:

- Maintaining a Parent & Family Resource Area consisting of information related to the school and Title I Program as well as academic resources available for home use.
- Making the Parents Make a Difference newsletter available through the school website, The Parent & Family Resource Notebook, and a hard copy upon request.
- Principal will send home a monthly newsletter with school-wide information that includes Title I and a portion with upcoming events. The Counselor's Corner in the newsletter will also be used to focus on school-wide topics. In addition to the monthly newsletter, a monthly calendar which includes school events is also sent home.
- Teachers will provide regular newsletters and the school's website will be updated regularly to inform parents of activities and events. The school marquee will also be utilized for parent information of activities and events.

Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by:

- Conducting the Annual Meeting
- Monthly school-wide newsletters
- Fliers about parent-involvement events
- Parent letters for students receiving a double dose of instruction or tutoring

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:

- Information shared at the Annual Meeting
- Open House
- Florida Standards Family Night

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

- Conference nights to develop Progress Monitoring Plans
- Parents are invited to all IEP, 504 and EPT meetings.
- Parent meetings are also held before or after school and during evening conference nights upon request. Participants may include additional staff members in addition to the teacher in order to provide a support team to assist the student become more successful by the home and school families working together.

A means to document parent comments/concerns regarding the school-wide program plan when it is not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns with the plan that will be made available to the local education agency by:

- Evidence of parental input, including evidence of dissatisfaction, will be submitted to the Title I office as part of the regular Parent & Family Engagement Plan review process.
- Climate Surveys

Accessibility

The school will provide full opportunities for participation in parent & family engagement activities for all participants (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

- Utilizing quarterly Skyward reports as a means to identify families who may need accommodations in order to actively participate in school activities.
- Implementation of ESOL Leadership Committee Meetings when 10+ ESOL students attend Norton