

High Springs Community School Title I, Part A Parent & Family Engagement Plan

I, *Lynn McNeill*, 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).

Lynn McNeill

August 10, 2023

Signature of Principal or Designee

Date Signed

Parent & Family Engagement Mission Statement

Response: To provide our students with an educational environment that is engaging and filled with high quality instruction. We will work together with families to provide a top-notch educational experience.

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:

- Parents will be given the opportunity to provide input at the Title I Annual meeting.
- Parents will be invited to participate in the planning and organizing of all Title I programs.
- Surveys, parent meetings, school correspondence, and other activities will be used to solicit input from parents regarding the implementation of the Title I program.

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	Early Childhood Education	Children attending Early Childhood Education programs will be invited to Kindergarten Round-Up, where parents will learn about HIGH Springs Community School and how to help their child be academically successful.
2	ESOL Parent Leadership Meetings.	Two group meetings per year and individually scheduled meetings as requested/needed.

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 2023	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 2023	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	August- September 2023	Copies of presentation and all handouts
4	Send notices in Skylert to parents, send invitations via students to alert parents of meetings.	Principal, Title I Lead Teacher	August- September 2023	Copy of invitations

Flexible Parent Meetings

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

- Meetings will be offered at flexible times throughout the school year such as before and after school, planning days, evenings after the parent work day and by appointments.
- Hold virtual meetings.
- Notify parents of workshops through a variety of communication methods (Skylert, marquee, Google Classroom, school newsletter, school website).
- Vary the time of day workshops are conducted based on ongoing input and attendance records.
- Have hard copies of materials/PowerPoints available in the Title 1 Parent Resource Room.
- Post the meeting material and recap on the Title 1 portion of the school website.

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	Title I Annual Meeting	Principal	Improve the ability of parents to work effectively with their child to increase achievement.	September 2023	PowerPoint handout, Parent Survey Evaluation, Sign-in sheet, and Agenda
2	Kindergarten Expectations	Kindergarten Teachers, Title 1 Staff	Increased academic gains for kindergarten students	Fall 2023	Parent Evaluations, Sign-in sheets, Agendas, and Hand-Outs
5.	What To Expect Next Year – Summer Bridge	Administrator, Title I Staff, Teachers	Increase student retention of current skills and prepare for next school year.	May 2024	Parent Evaluations, Sign-in sheets, Agendas, and Hand-Outs

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 and Discuss Parent and Family Engagement Plan	Administration and Title I Lead Teacher	Improve the ability of staff to work effectively with parents by increasing parent involvement and student achievement.	August 2023	Agenda, sign-in sheet, evaluations and minutes
2	Review and Discuss Home-School Compact	Administration and Title I Lead Teacher	Improve the ability of staff to work effectively with parents by increasing parent involvement and student achievement.	August 2023	Agenda, sign-in sheet, evaluations and minutes
3	Leadership Team PLC Review student data, instructional design, create student intervention groups, design intervention schedule.	Leadership Team	A positive student impact will result from the faculty's ability to work most effectively with students by providing best practices for data management	August 2023	Agenda, sign – in sheets, and minutes

			and implementation of instruction.		
4.	Quarterly Data Chats with each Grade Level	Administration, Title 1 Lead Teacher, and grade level teams	Review classroom and assessment data to maintain appropriate interventions and guide instruction	Aug. 2023-May 2024	Agenda, sign – in sheets, and minutes

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 is hard copy upon request.

Communication

The school will provide parents of participating children with timely information about the Title I program and activities by;

- Conducting the Annual Meeting.
- Announcements of additional parent meeting opportunities on the school website.
- Skylert communication with parents.

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.
- Timely information about the Title 1 Parent and Family Engagement programs/workshops.
- Posting information on the school website.

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

- Scheduled individual meetings to discuss progress and concerns.
- Two Title 1 Parent and Family Engagement programs/workshops.
- Posting information on the school website.

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;

- Collect all written comments on the Parent Survey Evaluation sheets and submit to the LEA.
- Information shared at Annual Meeting regarding the Title I Complaint Policy

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.
- Parents are notified through mailed correspondence, notifications sent home with students, postings on school website.
- ELL enrollments are checked monthly to ensure that information is provided in a language parents can understand.