

W.A. Metcalfe Elementary School

Title I, Part A Parent & Family Engagement Plan

Parent & Family Engagement Mission Statement

Response:

- Metcalfe Elementary supports parent involvement and believes that it is essential for each student's academic success. We encourage family involvement in all of our school activities.

Engagement of Families

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.

Response:

- Metcalfe Elementary School supports the involvement of families in their child's academic experiences, and encourages their input in the planning and organizing of Title 1 programs.

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	Collaborate with Gainesville For All to promote more parent involvement
2	McKinney-Vento	Utilize this program to provide support and resources to homeless families.
3	Counseling	Gator Connect will provide counseling services to students.
4	Attendance	The Chamber of Commerce will implement an initiative to improve attendance.

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 2024	Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual	Principal,	August-	Completed Agenda

	Parent Meeting.	Title I Lead Teacher	September 2024	
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	August-September 2024	Copies of presentation and all handouts
4	Send notices in school letter mailed to parents, send invitations via students, alert parents of meeting.	Principal, Title I Lead Teacher	August-September 2024	Copy of letters and invitations; Picture of School marquee Analytics from digital notices such as: Phone Home System, Peachjar, Class Dojo

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.
- Conduct workshops/activities at various times such as mornings, afternoons, and evenings.
- Notify parents of workshops through a variety of communication methods (school newsletter, website, or class letter).
- Provide refreshments for parents when workshops occur during a regular school time.
- Provide hard copies of all activities and workshops for parents who are unable to attend.

Response:

- Metcalfe Elementary School supports and understands the importance of flexible meeting opportunities in order to promote parent involvement in the academic, social emotional, and behavioral success of each student.

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 ability of parents to work effectively with their child to increase achievement.	September 2024	PowerPoint handout, Parent Survey Evaluation, Sign-in sheet, and Agenda
2	Open House	Principal	Improve ability of parents to work effectively with their child to increase achievement.	August 2024	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
3	Donuts for Dads	Administration and Title I Lead Teacher	To provide Dad's and male mentors with strategies that promote a learning environment at home that will positively impact student achievement.	November 2024	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
4	STEAM Event (Coding Robots)	Administration and Title I Lead Teacher	To provide parents with strategies to increase their students' achievement and engagement in Science, Technology, Engineering, Arts and Math.	December 2024	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
5	Coffee and Tea	Administration and	To provide parents with updates	November	Sign-in sheets,

	with Principal	Title I Lead Teacher	regarding score; provide parents with strategies to help students at home.	2024; February 2025	handouts, agendas, presentation materials, and parent evaluation sheets
6	Grade Level Data Chats with Families	Administration and Title I Lead Teacher	Students will have data chats with parents about DIBELS, FAST scores, Curriculum - based and bi - weekly test scores	November 2024; February 2025	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets

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 ability of staff to work effectively with parents by increasing parent involvement and student achievement.	August 2024	Agenda, sign-in sheet, evaluations and minutes
2	Review and Discuss Home-School Compact	Administration and Title I Lead Teacher	Improve ability of staff to work effectively with parents by increasing parent involvement and student achievement.	August 2024	Agenda, sign-in sheet, evaluations and minutes
3	Student Home-School Communication Tool	Title 1 Lead Teacher Principal	To assist the staff on to develop communication with parents and help all students to be successful and increase student achievement	August 2024	Training agendas and sign-in sheets

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.

Response:

- Metcalfe Elementary School supports the conduct of various activities, both academic and social, while providing adequate resources that are accessible at school as well as home.

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.

- Providing various forms of communication (i.e., emails, phone calls, school website, notification letters, teacher to parent conferences, and etc.) to ensure that all parents and families are informed about Title 1 programs and activities throughout the school year.

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.
- The School Improvement Plan
- The Parent and Family Engagement Plan
- Parents will be informed about their child's progress on a regular basis, including FSA, AIMS and other assessments, as applicable.

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

- Parents are strongly encouraged to attend at least one parent conference during the school year.
- Parents of ESE Students will be invited to annual IEP meetings.
- Parent Conference nights are held once a semester to ensure that parents are able to meet with their child's teacher once a semester.

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;

- Collecting all written comments on the Parent Survey Evaluation sheets and submit to the LEA.
- 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.
- School Climate Survey
- Parent Involvement Survey
- The school will review all parent comments/concerns and will use the information to continue towards improving parent/family engagement within the community.

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.

I, **Christiana Robbins**, 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 implements 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 that 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

Date Signed