

## HAMILTON COUNTY ELEMENTARY SCHOOL Title I, Part A Parent Family Engagement Plan

I, Kathy J. Griffin, 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.

*Kathy J. Griffin*

*08/26/2020*

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**Signature of Principal or Designee**

**Date Signed**

### Mission Statement

Parental Involvement Mission Statement

**Response:** The Mission of the Parental Involvement at Hamilton County Elementary School is to ensure that parents and families, and all stakeholders are involved in the educational process by volunteering, participating in various workshops, and collaborating to help establish a positive learning environment for our students.

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### 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:** Hamilton County Elementary School will involve parents and families in the improvement of Title I programs through three meetings over the 2020-2021 school year also with the School Advisory Committee meetings. The Annual Title I Meeting will be held in the month of September, to provide information for parents and guardians of children who attend a school that receives Title I Funds. During the School Advisory Committee meetings, parents and/or guardians will have the opportunity to provide input on how Title I Funds should be utilized to maximize parental involvement activities. The School Advisory Committee will meet once per quarter. Parents will receive a calendar, newsletters, and flyers outlining the events that are planned for Hamilton County Elementary School.

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### Coordination and Integration

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 1118(e)(4)].

- Due to the ongoing COVID-19 pandemic, all events that would normally take place face-to-face will be conducted virtually or online until further notice.

count	Program	Coordination
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1	Meet the Teacher	The Principal, Assistant Principal, and the educational staff members at Hamilton County Elementary School will coordinate and organize the Meet the Teacher activity in August prior to the beginning of school.
2	Grade Level Workshops (PreK-6 <sup>th</sup> grades including Exceptional Student Education)	The Assistant Principal, and the educational staff members, both classroom and support personnel, will coordinate and organize grade level workshops for parents and families during the fall.
3	Community Literacy Activity	The Principal, Assistant Principal, Leadership Team, and District Title I Coordinator will collaborate to organize at least one author visit during the school year for students, parents and families, and the community.
4	School Site Literacy Activities	The Title I Coordinator, Principal, Assistant Principal, Media Specialist, and other educational staff members will coordinate literacy activities.
5	Subject Specific Academic Workshops	The Principal, Assistant Principal, Media Specialist, and other educational support staff will work to implement the Muffins with Mom and Donuts with Dad, and the Take Your Dad to School Day to encourage and involve parents and community to read with children.
6	Title I Meeting	The Principal and Assistant Principal at Hamilton County Elementary School will present a Title I meeting aimed to inform parents and families of their rights and responsibilities under the Title I Program.
7	PTO	The Principal, Assistant Principal, staff, and parents form a system that will create opportunities for parents and families to engage in activities held on the school campus

## 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), 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 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Send a Calendar of Events home to parents for notification	Hamilton Count Elementary Administration and office staff	Fall 2020	Copy of the Calendar of Events
2	Develop presentation highlighting the importance of Title I Funds and Recourses	Parent Involvement Specialist, Principal, Assistant Principal	Fall 2020	Hardcopy of the PowerPoint Presentation
3	Develop fliers to go home with students via backpack with details about the date, time, and location of the Title I meeting.	Parent Involvement Specialist, Assistant Principal	Fall 2020	Copy of Flyer
4	Agenda for the Annual Title I Meeting	Parent Involvement Specialist, Principal	Fall 2020	Copy of the Agenda
5	Parent call-out as a reminder regarding	Principal	Fall 2020	Attendance of parents and families and stakeholders

	the Annual Title I Meeting			
6	Develop a sign-in sheet for the Annual Title I Meeting	Parent Involvement Specialist, Assistant Principal	Fall 2020	Sign-in Log Agenda Minutes

## 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 1118(c)(2)].

**Response:** Hamilton County Elementary School staff will offer School Advisory Council Meetings at a convenient time in the evenings as well as during the day (if appropriate) as an attempt to include all parents and family members who may have alternate schedules.

Literacy Workshops will be available during mornings, mid-day, and evenings to give parents and families the opportunity to attend.

Home visits will be scheduled to facilitate positive communication between parents and families, school faculty and staff.

## 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	Parent Universities	Principal, Assistant Principal, Leadership Team, Instructional Staff	Parents and families will gain more information about grade level expectations so that they are able to assist students with school work at home	2020-2021	Parent Evaluations, Student achievement growth
2	Literacy Activities: Meet an Author	Principal, Assistant Principal, Leadership Team, Instructional Staff	Students, parents and families increase reading skills and knowledge of academic content/	Spring 2021	Parent Survey/Evaluation
3	FSA Parent Workshops	Principal, Assistant Principal, Leadership Team, Instructional Staff,	Students, parents and families are more aware of the standards and more engaged in the educational process	2020-2021	Increased Parental Involvement/Student growth and achievement

4	Water Day	Assistant Principal, Leadership Team, Instructional Staff,	Motivate students to read for academic purposes and for personal enjoyment	Pending Spring 2021	Student/Parent Climate Survey
5	Accelerated Reading Days	Principal, Assistant Principal, Leadership Team, Instructional Staff	Students are Motivated to read for academic purposes and personal enjoyment	2020-2021	Student/Parent Climate Survey
6	Muffins with Mom	Principal, Assistant Principal, Leadership Team, Instructional Staff	Students parents and families have the opportunity to enjoy reading time together	Spring 2021	Survey/Evaluation
7	Donuts with Dad	Principal, Assistant Principal, Leadership Team, Instructional Staff, Parent Involvement Specialist	Students parents and families have the opportunity to enjoy reading time together	Fall 2020	Student/Parent Climate Survey
8	Read for the Record	Principal, Assistant Principal, Leadership Team, Instructional Staff	Students will be encouraged to read more with reading being a s school-wide movement	Fall 2020	Increase in the number of students attending AR events
9	Literacy Week Activities	Principal, Assistant Principal, Leadership Team, Instructional Staff	Increased community awareness of literacy and its importance	2020-2021	Increased student involvement in AR program/Increase in student growth and school grade
10	Grandparents Luncheon	Principal, Assistant Principal, Leadership Team, Instructional Staff Food Service Staff	Parent and families have the opportunity to share with students and help establish a bond between school and families	Fall 2020	Sign in Log Pictures Social Media Posts

## 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Compact Training (Virtual)	Assistant Principal	Students are held accountable for their own actions	Fall 2020	Sign In Log/Evaluation
2	Collaboration Training (Virtual)	Principal, Assistant Principal, Leadership Team	Students and parents feel a great connection to the school, and they make positive contributions to the culture and climate	Fall 2020	Sign In Log/Evaluation
4	iReady Training (Virtual)	Principal, Assistant Principal, Instructional Staff	Teachers of ELA and Mathematics will receive additional training with the iReady program.	2020-2021	Increase staff understanding of the iReady program and

		Presenters			increase student growth and achievement
5	LLI Training (Virtual)	Principal, Assistant Principal, Interventionist Presenters	Interventionist train to use the LLI reading intervention system to implement as a strategy to teach bottom quartile students	2020-2021	Increase understanding of the program and increase growth of students identified as bottom quartile students.
6	Mind Play (Virtual)	Principal, Assistant Principal, Instructional Staff Presenters	Resource teachers train to use Mind Play for tier 2 and tier 3 students	2020-2021	Increase student growth and achievement

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### 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 [Section 1118 (e)(4)].

**Response:** Hamilton County Elementary School is dedicated to the overall improvement of the school as a whole. We will continue to implement strategies and protocols that will increase parent and family engagement in our school. We will also continue to work to establish programs that will allow volunteers to assist with our students' activities. In addition, we encourage parents and families to come out to the school more often so that they are able to interact with student during social/academic times.

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### Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

**Response:** The faculty and staff at Hamilton County Elementary school will utilize different types of media outlet in order to keep families informed of Title I programs and services. We will use our call-out system, letters home via backpack, calendar of events, local newspaper, social media such as Facebook, Twitter, and Insta-Gram, and district web-site.

Parents will have the opportunity to request additional meetings during School Advisory Council meetings, parent/teacher meetings, and by calling the school to schedule appointments when necessary.

Parents will be invited to attend the quarterly School Advisory Committee meeting through fliers and calendar of events.

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### Accessibility

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:** The faculty and staff at Hamilton County Elementary school will provide parents with information regarding the school grade, as well as school improvement for the 2020-2021 school year.

The School Advisory Committee meeting will have and interpreter present if necessary for parents and students who are English Language Learners. Additionally, if a parent has limited or not reading ability, personnel will explain information in a way which parents and families can understand.

Parents and families will be notified of meetings in a timely manner, utilizing a variety of systems such as call-out, calendars, district and school website, fliers, and social media outlets.

The Exceptional Student Education staff, the regular education instructors, and district level staff will provide information to parents and families regarding students with disabilities and the overall structure by means of the Individualized Education Planning meetings.

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## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximize parental involvement and participation in their education by arranging school meetings at a variety of times, or conducting in-home conferences for parents who are unable to attend conferences at school	Individual meetings (Virtually through Zoom or Teams)	Principal/Assistant Principal/Guidance/Parent Liason	Increase academic achievement	2020-2021
2	Developing appropriate roles for community based organizations and businesses, including faith based organizations in parental involvement activities	Community Volunteers Local Businesses (Virtually through Zoom or Teams)	Principal/Assistant Principal	Provide assistance with academic assignments and literacy activities/events	2020-2021

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## Upload Evidence of Input from Parents

- Due to the ongoing COVID-19 pandemic, all events that would normally take place face-to-face will be conducted virtually or online until further notice.

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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## Upload Parent-School Compact

Note: As a component of the school-level parental involvement 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 1118(d)].

Upload an electronic version of the Parent-School Compact.

## **Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement 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 1118(d)].

Upload evidence of parent input in the development of the compact.

- Due to the ongoing COVID-19 pandemic, all events that would normally take place face-to-face will be conducted virtually or online until further notice.
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## 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 1118 (e)(1-2)]. 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	Muffins with Mom	1	Drive-through	Students have the opportunity to spend time with adults while they read to them which improves their comprehension skills.
2	Donuts with Dads	1	Drive-through	Students have the opportunity to spend time with adults while they read to them which improves their comprehension skills.
3	Accelerated Reader Days	4	Pending	Students are motivated to read for academic purposes as well as personal enjoyment
4	Water Day	1	Pending	Students are motivated to read more often. Water Day is an incentive for meeting reading goals
5	Parent Universities	8	Virtually	Informed parents will be able to assist students with work at home
6	Literacy Activities	3	Virtually	Students, parents and families will increase their reading skills and knowledge
7	Book Fair	2	Pending	Students, parents and families will increase their reading skills and knowledge by selecting books for purchase that can be added to personal reading collection

### 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 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Compact Training	1	Virtually	Better understand expectations of Administration, Teachers, Students, and Parents

### 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 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation	Offer transportation to parents if safety guidelines permit.
2	Literacy of Parents	Offer virtual workshops that will give parents a better understanding of the movement to increase the literacy of the students of Hamilton County Elementary School.



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**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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