

Title I, Part A 2023-2024 Parent and Family Engagement Plan for Manatee Elementary School

I, Diane Sherman, 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

Parent Consultations

The school shall conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Certifications

The school will inform/notify parents (in a timely manner) of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals qualifications.

The school will notify parents when a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified but teaching out-of-field by providing a written notification to each parent in a timely manner. This notification should be timely and in letter form on school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

School Parent and Family Engagement Policy

The school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Policy Involvement

- ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Accessibility

The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

C. Retina

Signature of Principal or Designee

9-26-23

Date Signed

In support of strengthening student academic achievement, (Name of School), receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The Manatee Elementary agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
 - Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child's learning;
 - (B) families are encouraged to be actively involved in their child's education at school;
 - (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

Manatee Elementary will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Manatee Elementary will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title I programs. All stakeholders will be invited through the school newsletter, School Messenger, school website, and social media posts to attend the SAC/Title I meetings. Parent Surveys will be completed annually to encourage open communication with parents to address their needs and requests for parent involvement activities effectively. The school website and the school marquee will be updated frequently for reminder dates of school events. Parents will be encouraged to join SAC during our annual Title 1 meeting, through School Messenger, school website, newsletter, and social media. Input will be elicited from ALL stakeholders and monthly Parent and Family events (event surveys).

ANNUAL TITLE I MEETING

Manatee Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement plan, the schoolwide plan (SIP).

Manatee Elementary will conduct the Title I Annual meeting in early fall when school begins. Parents will be invited and notified via a flyer, the schools' website and the marquee. The meeting will be conducted in-person /or virtually with a review of the district provided PowerPoint presentation customized to represent Manatee Elementary Title I programming. The school Compact for the school year will be disseminated.

COMMUNICATIONS

Manatee Elementary will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

Manatee Elementary works to maximize parent involvement by offering meetings in a flexible format. We will provide meetings at various times throughout the day. Child care and translators will be available at all meetings. In special circumstances we may conduct in-home conferences, with the assistance of our social worker, to establish an open two-way communication between the school and the parents of the students we serve. Spanish translators are available for meetings, trainings SAC meetings, and conferences. As needed, virtual meetings can take place per parent request.

One of Manatee Elementary staff's main focus is to engage parents in becoming partners with the school to support student academic growth. Our Title I meeting will embody this process with a cohesive actions plan for communicating, training and reflecting about our Title I programs as well as our professional development opportunities. Throughout the year there will be numerous activities and opportunities for parents to participate in the school community and be educated on the academic progress of their student and how they can better assist their child's academic progress. For parents that are unable to attend these activities information will be posted on the school website, in the school newsletter, information will be sent home, emails and phone calls. Attendance sign-in sheets, surveys, and meeting minutes will monitor the parental involvement participation and additional input.

Some methods that will be used to disseminate information will be:

Annual Title I Meeting

SAC Monthly Meetings

Student-Led Conferences

Title I PowerPoint

On-going communication through newsletters, website, progress reports, phone calls, and emails

Meetings designed to specifically discuss school academic progress plan (SIP)

Annual IEP meetings

School Messenger/Peachjar

In the event that Manatee Elementary's Parent and Family Engagement Plan is not satisfactory to a parent of participating children, the school will submit the parent's comments on the plan to the Lee County School District Title I Office.

SCHOOL-PARENT COMPACT

Manatee Elementary will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

During the 2022-2023 school year SAC meetings, input is gathered from Families to create a School-Parent Compact. During the May SAC meeting, the School-Parent Compact is reviewed and input is provided for adjustments to be made. Adjustments are made and emailed to all present families at the May meeting for a final approval of the School-Parent Compact for the 2023-2024 school year. English and Spanish School -Parent Compact will be sent to all families in the Open House Packets that each student receives. A copy of the School-Parent Compact in English and Spanish will be on the Manatee Website.

RESERVATION OF FUNDS

Manatee Elementary will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Manatee Elementary will retain a Parent Involvement Specialist that will work with families to assist our students. The job will consist of working with families, creating language acquisition classes, supporting families with academic assistance, and working with the community to benefit the Manatee families and students . The Parent Involvement Specialist will work with teachers and staff to create a line of support and communication between home and school.

COORDINATION OF SERVICES

Manatee Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

Individuals with Disabilities Act (IDEA)- Supplemental instructional support is provided by Title I and is discussed with parents during the development of students' Individual Education Plan (IEP). ESE Parent nights.

ESOL/ELL (Title 111) - All programs and activities will be available to all parents. All invitations, flyers, and School Messenger messages are translated into Spanish. A Translator is available for all events held.

Evaluation of the 2022-2023 Parental Involvement Activities

2022-2023 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 1116]). Include participation data on the Title I annual meeting.

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Back to School Open House	1	537	Students make a connection to their teacher and locate their classroom which increases their early success. They are less anxious about the new year.
2	Family Reunification event	1	41	Students and families in attendance can get new supplies, shoes, and clothes. They can visit with their teacher and get acclimated after Hurricane Ian's impact on their family.
3	Annual Title 1 Meeting	1	6	Parents who attend are informed on the benefits for their student relating to the Title 1 program and it's effects on student achievement.

4	SAC Quarterly Meetings	4	Varies by meeting- average is 10	Meeting agendas include school data presentations, topics for parents to assist their child's learning and mental health.
5	Curriculum Event	13	13	Parents meet with their child's teacher to learn about the grade level expectations, daily schedule and curriculum.
6	Student-led conferences	1	itbd	Students share their data, goals and reflection on learning with their parents.
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2022-2023 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 1116)].

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Technology Trainings- ongoing throughout year. as needed i.e., iReady, Amira, Performance Matters, etc. Also, Student Planner/Communicator usage and effective comments.	5	51	Technology programs data is tracked to determine student improvement each quarter or test administration dates. Data reports are shared with parents at each report card cycle.
2	Training for teachers on Student Led Conferences	1	40	Students conference with their parents by explaining their data, progress, and other pertinent information. This method of reflecting on individual achievement is beneficial for continued success.
3	School, classroom and/or grade level newsletters	1	40	Newsletters from both the school and the classrooms provide a learning schedule for parents so that they can work with their child and reinforce the content, lessons and standards that will be coming up in each month.
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2022-2023 Barriers Summary

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 1116].

#	Barrier (Including the specific subgroup)- Be specific	Steps you put in place to overcome barriers - Be specific
1	Hurricane Ian displacement (specifically lower SES)	Social Worker works with families to provide supplies, clothing, etc.
2	Language Barrier	Bilingual paraprofessionals and office staff assist parents.
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Evidence-Based Interventions/Strategies

Evidence-based interventions are practices or programs that have evidence to show that they are effective at producing results and improving outcomes when implemented. The kind of evidence described in ESSA has generally been produced through formal studies and research. Under ESSA, there are four tiers, or levels, of evidence:

- Tier 1 –Strong Evidence:** supported by one or more well-designed and well-implemented randomized control experimental studies.
- Tier 2 –Moderate Evidence:** supported by one or more well-designed and well-implemented quasi-experimental studies.
- Tier 3 –Promising Evidence:** supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
- Tier 4 –Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a SEA, LEA, or outside research organization to determine their effectiveness.

2023-2024 Building Capacity Activities

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 1116)]. 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 1116)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement;

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier (see previous page)	Cost Associated with Activity
1	Back to School Open House	Admin, Teachers and various staff	Parents who attend receive pertinent information for the school year, meet their child's teacher and visit the classroom. This activity impacts achievement as connected families keep students focused on academics.	preschool event	Tier 2	\$500 - copies of forms and parent information \$400- postage for invitations \$240- ESOL paras paid to attend and translate
2	Kindergarten Screening/Orientation	Kindergarten teachers and admin.	Parents tour the school, meet the Kindergarten teachers and view a day in Kindergarten. Parents who attend can help their child adjust to school and improve their achievement.	Preschool event	Tier 2	\$240- ESOL paras paid to translate in classrooms \$100- cookies/snacks
3	Annual Title 1 Meeting	Parent Involvement, admin.	Parents who attend will be informed on the benefits for their student relating to the Title 1 program and it's effects on student achievement. They will also receive the School Compact agreement.	Quarter 1 August/ September	Tier 2	\$100- copies of school compact agreement
4	SAC Quarterly Meetings	SAC Chairperson, SAC committee, admin	Parents are made aware of the school's progress and other programs that can assist their child's academic progress.	Quarter 1-4	Tier 2	\$100- copies of agendas, sign-in sheets, data charts and SIP
5	Curriculum Event	Teachers, admin, and ESOL paras	Parents attend their child's classroom during 1 st quarter to learn about the expectations, curriculum and ways to help their child learn.	Quarter 2	Tier 2	500- copies of info for classroom teachers to disseminate to parents.

6	Student-led conferences	Teachers, admin, and ESOL paras	Students will be instructed on how to conference with their parents by explaining their data, progress, and other pertinent information. This method of reflecting on individual achievement is beneficial for continued success.	Quarter 3	Tier 3	500- copies of forms for classroom teachers to disseminate to students to share with their parents.
7	Science Fair Night	Teachers, admin	Students learn the Scientific Process and prepare classroom and/or individual experiments. The projects are then displayed	Quarter 4	Tier 2	Pizza for families-\$600 Display boards-
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2023-2024 Staff Training Activities

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)].

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier
1	Training for teachers on Student Led Conferences	Leadership	Teachers are trained how to assist students and parents with the sharing of student data.	Semester 2	Conference forms with goals and goal data Tier 4

2	SLOP Training	Jessica Ambrose	Teachers are trained in strategies to implement ESOL techniques that assist students. Parent night will be provided to train parents how to help their child learn.	Semester 1	Conference forms with goals and goal data Tier 4
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