**Osteen Elementary Title I, Part A Parent & Family Engagement Plan previously known Parental Involvement Plan.**

I, \_James K. Bambrick, 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 be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116 (b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1116(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1116(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four

(4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and

* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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| **Signature of Principal or Designee** | Date Signed |

# Mission Statement

Parental Involvement Mission Statement

**Response: The Osteen Elementary family of parents, teachers and the community is dedicated to the total development of each child in a positive learning environment.**

# 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 [Sections1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

**Response:** Osteen Elementary School Advisory Council (SAC) meets monthly. SAC membership is composed of parents, teachers, staff members and community members as well as Osteen Administration. Members are elected by their respective group and/or appointed by the Principal. The membership must be composed of at least 51% non-school members. The draft of the State School Improvement Plan (including use of funds), the Parent Involvement Plan, and the Parent Involvement budget are presented in draft form to parents at School Advisory Council Meeting in September or October 2016. Parents, teachers and staff are asked to offer suggestions for utilizing these funds. Suggestion forms are offered to all stakeholders so their suggestions are in writing. Parents are notified that Osteen Elementary is a Title I School at every SAC and PTA meeting as well as stated in the school newsletter each month.

# 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 1116(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Title I, Part C | Parent support is offered through migrant services such as translation and food assistance programs. Parental support through parent /kid activity nights and workshops of school success. |
| 2 | Title X, Homeless | Title X Coordinator as well as our Guidance Counselor and Parent Liaison provide services to families to ensure that students have school supplies, community resources and transportation. |
| 3 | Title I, Part D | Osteen Head Start VPK works with our school KG staff to coordinate transition plans for students and ensure continuity of services. |
| 4 | Title I Part A | Supplemental tutoring before or after school. Supplemental materials and supplies needed to close the achievement gap. Supplemental funds for on-going staff development as determined by the results of FSA data. |
| 5 | Title II | The district provides ongoing professional development in the core subject areas to ensure quality instruction and student success. |
| 6 | Title III | Additional support and resources provided by the school will be discussed with parents during LEP committee meetings. The district ESOL coordinator and staff provide ongoing support and professional development to teachers and paraprofessionals to ensure instruction best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation. |

# 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 (schoolwide 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 1116(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop handouts that address the required documents. | Principal | September, 2017 | Copies of Title I handouts |
| 2 | Develop and disseminate invitations to open house/annual Title 1 parent meeting. | Assistant Principal | August, 2017 | Flyer/Connect Ed Message |
| 3 | Advertise/publicize event | Principal | September, 2017 | September newsletter, connect ed message, flyers, marquee sign, and announcements. |
| 4 | Develop and print sign in sheets | Parent Liaison | September, 2017 | Sign in sheets for individual classrooms |
| 5 | Maintain required documentation | Assistant Principal | September, 2017 | Title 1 documentation uploaded to the SharePoint. |
| 6 | Reminder meeting flyer will be sent home with information pertaining to the annual meeting | Parent Liaison | September, 2017 | Number of participants |
| 7 | Copy of Title I presentation for parents | Principal | September, 2017 | Number of participants |
| 8 | Send home Title I handouts to all parents that did not attend | Assistant Principal | September, 2017 | Number of participants |

# 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 1116(c)(2)].

**Response:** The school will offer a flexible number of meetings and time to accommodate parents for attendance.

# 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 1116(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 1116(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116(e)(14)].

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| **count** | | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | | **Timeline** | | **Evidence of Effectiveness** | |
| 1 | | A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress. | Administration and grade level PLCs | Improve student achievement | | Fall 2017 | | Parent Surveys | |
| 2 | If requested by parents, opportunities for regular meeting to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to such suggestions as soon as possible. | | General Education Teacher | improve student achievement | ongoing | | Parent Surveys | |
| 3 | Parent Resource Room in Media Center | | Parent Liaison | improve student achievement | ongoing | | Parent Surveys | |
| 4 | Parent volunteer program | | Parent Liaison | improve student Achievement | ongoing | | Parent Surveys | |
| 5 | Mentoring Program | | Parent Liaison/guidance counselor | improve student achievement | ongoing | | Parent Surveys | |

# 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 1116(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Faculty meeting training on volunteer program | Guidance Counselor | improve student achievement | Fall 2017 | Faculty sign in sheet and agenda |
| 2 | Monthly faculty meetings | Principal/AP/Coaches | All Academic Areas | Monthly during 2017-2018 school year | Sign in sheets and agendas |
| 3 | Collaborative planning by Grade Level Teams | Principal / AP | All Academic Areas | Weekly for 40 minutes during 2017-2018 school year | PLC notes |
| 4 | Weekly message to faculty and staff call the "JB's Notes" | Principal | All academic areas/teacher effectiveness | ongoing 2017-2018 school year | JB's notes upload |
| 5 | Early release professional learning days | Principal/AP/Coaches | All academic areas/teacher effectiveness | 8 early release days | Sign-ins and agendas |
| 6 | Presentation of School Improvement Plan and Parent Improvement Plan | Principal / AP | Set clear goals for teachers in regard to academic and parental involvement | Fall 2017 | Parent and staff feedback |

# 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 1116 (e)(4)].

**Response:** Osteen will have a parent resource room in building 3 which will be run by the Parent Liaison.

# Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

* Timely information about the Title I programs [Section 1116(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1116(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1116(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1116(c)(5)].

**Response:**  Convene an annual meeting, at a convenient time, to which all parents shall be invited and encouraged to attend to inform parents of their school's participation in Title I and to explain the requirements of Title I and the right of parents to be involved. Teachers will hold annual conferences with parents to formulate individual education plans for their children.

# 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 1116(e)(5) and 1116(f)].

**Response:** There will be a translation of the Connect Ed messages as well as a Spanish speaking person in the front office for translation as needed. We will have the Parents to Kids Workshop offered in Spanish and English and the ESOL teacher will be heading up the ESOL Parent Council meetings monthly.

# 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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Reading and Art Parent Night | Laura Figueroa | Provide an evening when parents can come to learn how to use reading in all aspects of life at home as well as how it connects with art. | Ongoing 2017-2018 |
| 2 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | ESOL Parent Council Meeting | Dayana Garcia | ESOL parents will be able to meet at various times throughout the day on various days to maximize parent participation. | Ongoing 2017-2018 |
| 3 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Parent Science Night | Laura Figueroa | Provide an evening when parents can come to learn how to use various home products to represent Science at home. | Ongoing 2017-2018 |
| 4 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Storybook Dress Up Day; Vehicle Day; Career Day | School Staff/PTA/Business Partners/Guidance Counselor/ Parent Liaison | Provide a fun, educational alternative to trick or treating for parents and students together; parents assist with providing educational opportunities involving in college and careers | Ongoing 2017-2018 |

# Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the plan. Please upload into SharePoint and keep copies for your records.

# 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 1116(d)].

Please upload into SharePoint and keep copies for your records.

# 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 1116(d)].

Please upload into SharePoint and keep copies for your records.

## 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 1116 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Science Night | 1 | 170 | Involve parents in hands-on activities/improve student engagement/improve home/school connection |
| 2 | Title 1 Meeting | 2 | 50 | Involve parents in developing programs to improve parent input |
| 3 | Bronco Fact Fair | 1 | 150 | Involve parents in communicating with district academic offices and community assistance offices. |
| 4 | Harry Potter Night | 1 | 130 | Involve parents in reading with their children and celebrating reading for pleasure. |

# 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 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | PLC training | 1 | 45 | improve student achievement |
| 2 | Modules and Curriculum Maps | 1 | 45 | Keep families informed regarding assessments/assignments. Selecting proper at home assignments. |
| 3 | Technology | 1 | 55 | introduction to resources to improve student achievement in math and reading |

# 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 1116(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Low Parent Attendance | Phone calls home a night before for reminders. |
| 2 | Sport obligations for the students. | Varied times for student participation. |
| 3 | English Language Proficiency | Provide translators during all events to assist parents with a welcoming environment in the school. |
| 4 | Homeless or Needy Families | Provide support with the school social worker and parent liaison. |

# 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)

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| --- | --- | --- |
| **count** | **Content/Purpose** | **Description of the Activity** |

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.