

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

I, Tennille Wallace, 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)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement

Response: We, the Port Orange Tiger, inspire each other to learn, grow, and strive for excellence each day!

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

Response: The School Advisory Committee meets once per month and is responsible for planning, review, and implementation of the Title I program. All parents are invited to be members of the Port Orange Elementary SAC. SAC members provide input on the Parent Involvement Plan, the School-Parent Compact and Title I budget, as well as, all other plans related to School Improvement. Parent surveys are used to solicit parent input. Comments from parents are documented on the SAC meeting minutes.

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)].

count	Program	Coordination
1	Title I, Part C	Title X Coordinator provides services to families to ensure that students have school supplies, community resources and transportation. Tutoring services are also provided.
2	Title X, Homeless	VPK works with our school staff to coordinate transition plans for students entering kindergarten.
3	Title I, Part D	School provides after school tutoring (STAR) using Title I funds.
4	Title I Part A	Supplemental materials and supplies are purchased to assist in closing achievement gap.
5	Title II	The district provides ongoing professional development opportunities in the core subject area to ensure quality instruction and students success.
6	Title III	Currently, our school population doesn't support additional resources from Title III.

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)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish Schoolwide Open House K-5 dates and activities	Principal and SAC members	September 2017	Dates set on school calendar
2	Prepare agenda for Title I Annual Meeting and Open House	Principal	September 2017	Completion of Agenda
3	Gather information for Title I Annual meeting such as brochures and Powerpoint outlining services	Principal	September 2017	Information prepared for distribution
4	Train teachers about plans/goals of events	Principal	August 2017	Faculty meeting agenda
5	Advertise Open House / Annual Title I Meeting	Principal	August and Sept 2017	Number of attendees on sign-in sheets, newsletter, flyer, connect Ed phone message, marquee

6	Prepare information on curriculum and class expectations	Teachers	September 2017	Title I Parent survey
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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: Workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. Meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as Open House are held in the evening. Generally, SAC meetings are held at 6:00 to accommodate parents' work schedules. Childcare is provided for evening activities such as SAC meetings. Parent input on the School Improvement Plan is solicited at three different times during the day. Teachers schedule conferences in the morning or after school as needed. School social worker is utilized for home visits to provide parents without transportation access to information or documents which require signature. Bus passes are provided to parents without other transportation to use for parent/teacher conferences as available. PTA holds meetings at different times. Phone conferences are utilized as needed. Administration and Counselor attempt to be flexible in meeting immediate needs of parents. Resources for parents are housed in Counselor's office and Media Center and are available for checkout.

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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Program Information	Principal	Parent understanding of Title I support and additional learning opportunities for students and parents	September 2017	Parent exit survey
2	Celebrate the Arts / Artist Trading Card Night	Teacher Facilitators	Provide parents with information about the importance for the arts in learning and the arts impact on student achievement. Increase Parent Involvement and	Spring 2017	Parent sign-in sheets

			achievement scores		
3	Cozy Winter Reading Night	Literacy Team	Parents participate in reading activities and training about how to work with students at home regarding reading	January 2018	Parent Exit Survey
4					
5					

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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	PST/RTI Training	District liaison, administration, and PST chairperson	Teachers will gain understanding of the PST process, interventions, and the importance of parent involvement in the process	September 2017 and ongoing	Agenda/Sign In sheet
2	Student Assessment	Academic Coach & School Leadership Team	Teachers will gain an understanding of effective parent and student feedback to give students the ability to track and communicate academic progress	Ongoing throughout the 2017 – 2018 school year	Agendas and sign-in sheets
3	Effective PLC	Administration, Academic coach, and faculty	Teachers will effectively implement PLC meetings to support instructional planning and student achievement	Throughout the 2017 – 2018 school year	PLC agendas / minutes

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)].

Communication

Response: Port Orange Elementary holds numerous activities throughout the school year to encourage families to take an active interest in their child's education. Parents are encouraged to partner with the school through PTA, SAC, or volunteering at the school. Information about Title I programs will be provided through newsletters, booklets/brochures, and an informational PowerPoint during the Annual Title I Meeting. Parent surveys are distributed and utilized in planning. The Title I booklet is sent home with each student. Copies are available at the front desk. Curriculum and assessment information is shared by teachers at Open

House, during parent teacher conferences and via the newsletter. The Port Orange School – Parent Compact was created through input from students, parents, and staff and is reviewed in an on-going manner at conferences. Assessment information is sent home for parents. Parents are provided information via interim reports and student report cards. By utilizing the school marquee, Parent ConnectEd, individual calls, our school website, fliers, and monthly newsletter we encourage and maintain open communication with parents. Parents have access to grades and progress via Gradebook. Administration and Counselor attempts to have an “open door” policy to address parents’ immediate concerns.

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)].

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: Information regarding parent participation is provided to parents via the website, phone messaging, parent/teacher conferences, student folders, workshops, and meetings. The complete Parent Family Engagement Plan is posted on our website. Parents can access a hard copy of the PIP in the main office and media center. District information is available in English and Spanish. District provides a translator when needed for parent meetings when requested. Parents with special needs are accommodated. Port Orange Elementary is wheelchair accessible. School Social Worker makes home visits as needed.

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
	Maximizing parental involvement and participation in their children's education by arranging school meetings	Parent conferences and various parent activities will be available before or	Teachers, Leadership Team, SAC Chair, PTA Board	Improve communication between home and school. Increase	2017 – 2018 school year

1	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	after school as well as in the evenings to accommodate parent schedules.		parent involvement in school activities as well as their child's education.	
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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Annual Meeting	3	75	At the annual meeting, we shared activities planned for the year to build capacity. We emphasized the importance of active involvement by families to be able to support student achievement. In addition, we asked for input on parent needs. We felt that by building parent capacity, we would increase student self-confidence resulting in increased student achievement.
2	Family Writing Night	1	41	Parents visited grade level appropriate interactive presentations about the writing process. By building parent capacity, we provided parents with the skills to support student writing at home. As the year went on, we noticed student writing in all grade levels improving.

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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Development of School Compact	2	35	By building parent support, academic achievement will increase.
2	PST Training	2	35	Increased understanding by teachers of the PST process emphasized the importance of parent involvement and support in student achievement
3	Conferencing	2	35	We provided teachers with training in productive conferencing skills with both students and parents. By giving effective, useful feedback, student achievement would increase.

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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
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1	Out of school clubs and activities	We will attempt to schedule activities around student outside sports and club activities
2	Religious activities	We will attempt to plan events on evenings when religious activities are not occurring.
3	Parent work schedules	We will attempt to accommodate parent work schedules by varying activity days and times.

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