In support of strengthening student academic achievement, each school that receives Title I, Part A, funds must a) develop jointly with, b) agree on with, and c) distribute to parents of participating children, a written policy that contains information required by section 1118(b) (1) of the Elementary and Secondary Education Act (ESEA). The policy establishes the expectations for parent engagement and describes how the school will implement a number of specific parent engagement activities, as well as, how it is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

**Assurances**

Gateway School agrees to:

* 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 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 1118(a)(3)(B);
* 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’s parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(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 1118(b)(1)];
* 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 1118(a)(2)(E)];
* Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
* 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 1118(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)]; and
* 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)].

**Mission Statement**

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| **1. Does the mission statement include:**  How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement plan will assist in providing high quality instruction for all learners? | All the staff at Gateway School will provide support and guidance to our students and their families through effective communication and access to the school community and supporting community agencies.  The parent and family engagement plan will assist in providing high quality instruction for all learners by consistently working with parents and family in developing creative plans tailored to our students’ specific learning needs in order for them to be productive and successful. We will host a number of activities, in accordance with grade level standards and individual education plans, that model instructional strategies for home and school. |

**Involvement of Parents**

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| **2. Does the plan include:**  How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]? | Gateway School will ensure the organized, ongoing and timely manner of involving parents through the following methods:   * Student and Parent Orientations which will be held three times per week at different hours. On Tuesday and Friday mornings from 8:00am to 10:00am and on Thursday afternoons from 1:30pm to 4:00pm to accommodate parents work schedule. * During orientation, parents will collaborate and will be provided vital information regarding our Title I setting. The policies and procedures, recommendations and input from the parents in the orientation will be used as guidelines in working with our parents in the development of the school’s Parental Involvement Plan (PIP). To maintain a positive rapport with our parents, Gateway will provide follow-up meeting throughout the year via phone conferences or face- to-face contact as needed. Our administration, staff and parents will collaboratively assume accountability for the effectiveness of the plan. This will be measured and assessed through surveys, evaluations and review of academic and behavioral data processes. * SAC Meetings will be held in order for parents to attend (open parent invitation). * Transitional, IEP and Behavioral meetings will be conducted as needed and every nine (9) weeks. * The Behavior Team, Teachers, Parents/Guardians and overall school-wide staffing will be responsible.   We will show accountability through full revisions of IEP's, BIP's, student worksheets, classroom observations and interventions. |

**Coordination and Integration with Other Federal Programs**

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| **3. Does the plan include:**  How the school will coordinate and integrate parent and family engagement programs and activities?  How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]? | Gateway School will coordinate and integrate parent and family engagement programs and activities through a number of events throughout the 2017-18 school year. Our goal is to provide parents with useful tools needed to help their student(s) at home by implementing best known practices specific to our students’ learning. Listed below are the programs and coordination for each school-based program:  Below you will find the delineated program and coordination for each school-based program: |
| **Program** | **Coordination** |
| Academic Recovery Program | During the 2017-2018 school year, the CRT staff at Gateway School will be responsible for identifying and recommending students for the Academic Recovery Program. The school will offer tutoring in Math and Reading to students in grades 6-12 who are in danger of failing. |
| Career and Technical Education | During the 2017-2018 school year, the Industrial Art Teacher at Gateway School will be responsible for the coordination and supervision of the four Vocational Academic Programs. Gateway School offers four vocational academies: Cosmetology, Practical Arts, Culinary Arts, and Basic Patient Care to students with disabilities (SWD) in grades 9-12. Career Exploration is available to students in grades 7 and 8. Students are also afforded the opportunity to take elective courses in Career Education and Career Preparation |
| Title I | The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community. |
| Title II | The school will continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds. |
| Title III | Provides funding for our ELL students’ Imagine Learning to support their oral language development. |
| Title X | McKinney-Vento Program provides support to our homeless students. |

**Annual Parent Meeting**

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| **4. Does the plan include:**  A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s  Title I program?  A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?  A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting? | Gateway School will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host and conduct separate activities and tasks to educate and inform parents through the following methods:  Parents and families are informed of the nature of the Title I program by the following statement:  Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of $500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.  For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <http://www.fldoe.org/bsa/title1/title_compile.asp> and le our district’s Title I website <https://www.ocps.net/departments/title_i>.  Below are the specific steps that Gateway School will take to conduct the Title I Annual Meeting: | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Right to Know letter and notices sent home to parents | Title I Contact | August 14, 2017 | Signed copy of correspondence with date of dissemination |
| Open House | School Administrators | October 11, 2017 | Flyer/letters sent home, school messenger, phone contact |
| SAC Meeting | School Administrators | November 2, 2017 | Flyer sent home, school website, Connect Ed, parent inquiries of event |
| Annual Title I Meeting | School Administrators | November 2, 2017 | Copy of agenda, handout, |
| Telephone Calls | School Administrators | Daily | Telephone log, |
| Create Sign-in Sheets | Title I Contact | As needed for corresponding activity | Signed sign-in sheets |
| Connect Orange message sent | School Administrators | As needed for dissemination of pertinent information | Copy of message, follow-up letter/flyer |

**Flexible Parent Meetings**

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| **5. Does the plan include:**  How will the school offer a flexible number of meetings, such as meeting in the morning or evening?  How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]? | The staff at Gateway School is available for parental contacts and meetings during school hours (7:00 am – 2:30 pm). We also accommodate parents/guardians who cannot attend meeting during the regular school hours with home visits and phone conferences. Parent/Student Orientation is held three times per week. Tuesday and Thursday mornings from 8:00 am to 10:00 am EST and on Thursday afternoons at 1:30 pm.  If parents are unable to attend the orientation at the regular time, accommodations are made to meet the parent’s needs.  Examples: home visits and conference calls. It is the responsibility of all Teachers, Social Workers, SAFE Coordinators, Mental Health Counselors, Deans and School Administrators to make every necessary attempt to accommodate parents to facilitate effective communication between the school and parents. The staff member(s) will make the first contact by phone. Each phone call is logged with the date, time, and the person contacted. Spanish and Creole interpreters are available for all ESOL parents. All visits and meetings will be documented through sign-in sheets/parent conference notes/referrals/recommendations. |

**Building Capacity**

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| **6. Does the plan include:**  How the school will implement activities that will build the capacity for meaningful parent/family involvement?  How will the school implement activities that will build relationships with the community to improve student achievement?  How the school will provide material and training to assist parents/families to work with their child(ren)?  How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | Gateway School will implement activities that will build the capacity for meaningful parent/family involvement and take pride in building and maintaining a strong relationship with our parents and the community. We work hard to ensure our parents and students feel valued, supported, and confident knowing they are an intricate part in the success of their student(s) learning.  Our Parent and Family Engagement contact is a main source for parents to receive resources, support and information on planned activities that involve parents and family.  Gateway School will implement activities and provide material and training to assist parents/families, by taking the following steps: | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Advertise Events School website, newsletters and Connect ED (School messenger) | Tile I Coordinators/ Teachers/Assistant Principal /Principal |  | August 2017 to June 2018 | Flyer /School Messenger information,  Phone calls |
| General Meeting | General Meeting Sign-in sheet/Flyers/ Agenda/ Power points/ Notes |  |  | Sign-in sheet/ Flyers/Agenda/ Power points/ Notes |
| Conduct Annual Meeting | Title I Contact/Dean |  | November 2017 | Agenda/Sign-in sheet/Power point |
| Maintain Documentation | Title I Contact/AP/ Teacher/CRT Personnel |  | August 2017 to June 2018 | Uploaded copies in the Title I documentation box |
| Scheduled SAC/IEP Meetings | Principal, Parent, Designated Representatives | Parents will participate in the decision-making process student related topics | Ongoing | Agenda, Meeting minutes, Sign-in sheet |
| Professional Development/PLC  Professional Development/PLC (continued) | Instructional Staff  Instructional Staff | Teachers will discuss student specific, grade levels skills and provide parents with strategies and resources to assist their student in developing specific skills according to their Individual Education Plan (IEP) | Ongoing  Ongoing | Sign-in sheets, handouts, flyers  Sign-in sheets, handouts, flyers |
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**Staff Development**

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| **7. Does the plan include:**  A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff:  - with the assistance of parents/families, in the value and utility of contributions of parents/families?  - in how to reach out to, communicate with, and work with parents/families as equal partners?  - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]? | Gateway School aims to build the capacity of all school staff. Professional development activities are ongoing throughout the year and focus on educating and improving our staff to be the best and provide our students with quality education.  Below are the specific steps that Gateway School will take to build capacity for a meaningful parent and family engagement: | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
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| Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families | School  Administration, Title I contact | Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships | October 11,  2017 –  November 2, 2017 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 2:  Building Ties  Between Home and School | School  Administration, Title I contact | Improved ability of staff to work with parents and families. | November 2, 2017 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 3:  Implementation and  Coordination of  Parent and Family Engagement  Programs | School  Administration,  Title I contact | Increased parent and family participation in school activities which support student achievement. | January 2018 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 4:  Communicating  and Working with  Parents as Equal Partners | School  Administration,  Title I coordinator | Improved relationship, communication and collaboration between  parents and school. | March 2018 | Sign-in sheets, exit slips |
| Parent conferences: Face-to-Face Phone Conference and Home Visits | All Staff | Parents input to reinforce academic performances and decrease referrals and suspensions. | Throughout the 2017-2018 school year | Sign in sheets,  Teacher/parent contact logs |
| Training programs for parents in different languages | All Staff | Training programs for parents in different languages | Throughout the 2017 – 2018 school year | Sign-in sheets, signed compacts, power point and parents’ feedback |
| Home visits | School Social Worker and Attendance Social Worker | Decreasing identified barriers (limited mobility, financial resources and health difficulties) | Throughout the 2017-2018 school year | Parent signatures and feedback |
| Title I Annual Meeting | School Administration, Title I Contact | Information given on the assistance programs provided to Gateway School to assist students academically | November 2, 2017 | Agenda, Power point, Sign-in sheets |

**Other Activities**

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| **8. Does the plan include:**  How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]? | During the 2017-2018 school year, the Title I Coordinator, CRT staff and Media Specialist at Gateway School are responsible for the organization and supervision of activities. The anticipated impact on parent involvement include: to increase cultural awareness, communication with teachers and parents and parental involvement. Communication with parents regarding these events will be via emails, telephone calls, flyers and newsletter which will be available in various languages. Evidence of effectiveness will be measured by, sign in sheet, increase in parental attendance, parental interactions at the events, and communication between parents and teachers.   * Middle and High School Spelling Bee May 2018 * Hispanic Heritage Month October 2017 * Holiday Celebrations Around the World December 2017 * Celebrating Literacy Week January 2018 * Black History Month February 2018 * Career Day Fair April 2018, * Awards Ceremony June 2018 | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Student Resource Center | Guidance Counselor, ESE Contact, Parent and Family Engagement contact | Ongoing | Sign-in sheets |
| Media Center | Media Specialist, Parent and Family Engagement contact | Ongoing | Sign-in sheets |
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**Communication**

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| **9. Does the plan include:**  How the school will provide timely information about the Title I programs?  How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?  How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)  How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? | Gateway School will continue to maintain consistent communication with parents and families to keep them informed of pertinent information regarding Title I programs. In addition, parents will be provided with brochures in different languages about Title I programs. The school newsletter will be available in different languages. Copies will be placed in the attendance office and on the school website.    Parents will receive information in a native language in a timely manner on the curriculum at the school. The forms for academic assessment to measure student progress will be based on proficiency levels that each student is expected to meet.    Parents will be invited to review the recommendations on the Parent and Family Engagement Plan (PFEP) and the parent-student compact. The identified recommendations will be used to revise the PIP. There will be a sign in sheet available to parents to verify their participation in the revision of the PIP and compact.  All Parents will be provided with the flyers and information of resources of school wide program under section 1114 (b) (2) Parents will be encouraged to give comments and recommendations to the plan. The school will make the necessary recommendations submitted by parents available to the community. Newsletters and flyers will be given to parents in their native language via mail, in person and on the school web page. Copies will be available in the admissions office. |

**Accessibility**

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| **10. Does the plan include:**  A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?  A description of how the school will share information related to school an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand? | Gateway School will establish a host of opportunities for parents and families to participate in school activities. All staff are culturally aware of the needs of the students from different ethnic and diverse backgrounds. To meet the needs of each individual student, all teachers are ESE trained. They have the knowledge and language background to take on the role of translators to interpret and assist our parents. The school has several staff members who speak and read Spanish and Creole. The parents are informed in their native language about school activities through flyers, letters, phone calls, emails, in person and by translators. Additional assistance is available to the parents through home visits. For parents requiring assistance with languages other than Spanish and Creole, district resources are utilized.    Provide invitations to parent meetings and/or workshops that are presented in an understandable language. Such meetings and workshops shall be conducted at varied times and dates throughout the school year, and notification will be sent in a timely manner.  Provide transportation, childcare and translators for parent involvement activities when applicable and where/if funds are available.  Provide opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children. |

**Discretionary Activities (optional)**

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| **11. Does the plan include:**  Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.) | Gateway School will utilize Title I, Part A, funding for additional activities to support student achievement. Although not required, these activities support student achievement.  Below are additional activities and tasks that Gateway School will implement that are funded by Title I, Part A:   * Training parents to enhance the involvement of other parents [Section 1118(e)(9)] * 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) and * Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Train parents to enhance the involvement of other parents | Administrative Staff; Staffing Specialist/ Placement Specialist;Transition  Coordinator;Title I Coordinator; Staff and Faculty to include all Teachers. | Increase students’ academic achievement; Enhanced social skills and increase parental involvement and communication with the school through appropriate training and modeling. | Ongoing | Sign-in sheets; Exit slips; Parent surveys; SAC Meetings; Annual Meeting; Newsletter; Telephone calls; Invitation letters; Connect ED (School messenger); Offering tutoring to parents;  Parenting workshops Staff takes on the role of mentoring parents that they can mentor other parents, especially in their native  cultures/ language |
| Maximize parental involvement and participation in their children’s education by arranging school meetings at various times or conducting in-home conferences | All teachers, Behavior Personnel, Health Care Providers, SAFE Coordinators and Social Workers | Increase students’ academic achievements, decrease discipline referrals and increase parental involvement and communication with the school. Increase cultural awareness between the school and parents; Sign in sheets, parental input and power points. | Ongoing | Sign-in sheets; Exit slips; Parent surveys;  Annual Meeting; Newsletter Telephone calls Invitation letters; Connect ED ( School messenger) Individual word of mouth  All teachers, behavior personnel and mental health care providers which includes SAFE coordinators, Social Workers and Staffing Specialists, will be responsible for implementing and conducting the conferences and home visits. |
| Develop appropriate roles for community- based organizations and businesses including faith-based organizations in parental activities | Principal; Assistant Principal; Faculty and staff to include all Teachers, Behavior Personnel, Health Care Providers, SAFE Coordinators and Social Worker | Develop awareness of the roles of the school in the community; Develop a partnership in increasing parental involvement to be more involved in playing principal roles in their children’s academic success; Learn how to access their children’s grades on the Internet | Ongoing | Sign-in sheets; Exit slips; Parent surveys |

**Barriers**

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| **12. Does the plan include:**  A description of the barriers that hindered participation by parents during the previous school year?  A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]? | Upon reviewing the previous year’s Parent and Family Engagement Plan and receiving feedback from our parents, Gateway School acknowledges the following barriers which hindered participation by parents during the previous school year:   * Transportation * Economically disadvantaged | |
| **Barriers (Including the Specific Subgroup)** | | **Steps the School will Take to Overcome** |
| Transportation | | Research coordinating transportation for those in need; examine changing location to a site located within the community. |
| Economically Disadvantaged | | Provide food during evening events to include gifts during holiday seasons (Thanksgiving and Christmas). |

**School-Parent Compact**

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| **13. Does the plan include:**  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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement? | As a component of the school-level Parental and Family Engagement Plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement, Section 1118(d)].  The following is a copy of the approved 2017-2018 Gateway School Parent Compact. The compact was reviewed and provided to our parents and students during Open House, Report Card Conference Night, Orientation, and individual student-parent conferences. Signed compacts are located in the Attendance Office:  C:\Users\100750\Desktop\Capture.PNG    C:\Users\100750\Desktop\Capture2.PNG |

**Adoption**

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A, programs as evidence by SAC meetings, agendas, sign-in sheets and meeting minutes; PFEP Activities Tracking Form and parent surveys and exit slips from PFE activities. Evidence is scanned and attached to this document.

This policy/plan was adopted by the school on November 13, 2017 and will be in effect for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_.

The School will distribute this policy to all parents of participating Title I, Part A, children on or before 11/13/2017.

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| **Signature of Authorized Personnel** |  |
| **Date** |  |

Provide evidence that this policy/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be scanned with this document and submitted as evidence:

* Parent surveys of previous year’s events and activities
* Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
* Parent Feedback Summary of PFEP Evaluation
* Parent and Family Engagement Activities Tracking Form