**Re TITLE 1, PART A 2018-2019 Parental and Family Engagement Plan**

**Buckingham Exceptional Student Center**

**I, Dr. Ruthie Lohmeyer,** 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 statues, regulations, and procedures; administrative and programmatic requirements; and 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 Section8101, ESEA;
* Involved the parents of children served in Title 1, Part A in decisions about how Title 1, Part A funds reserved for parental involvement are spent [Section 1116];
* Jointly develop/revise with parents the school parental policy, distribute it to parents of participating children, and make available the parental involvement plan to the local community. [Section 1116]
* 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 school wide program plan under section 1116.
* 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];
* If the plan for Title 1, Part A, developed, 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];
* 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 1116];
* 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 [Section 1116];
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the students’ classroom teachers and paraprofessionals [Section 1116].

**Signature of Principal Date Signed**

**Mission Statement**

Parental Involvement Mission Statement

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| **Response:** |

Buckingham will involve parents in a cohesive, inviting, and comfortable experience throughout their years with our school.

**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)].

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| **Response: Buckingham Exceptional Student Center** will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title I programs. All parents will be invited through the school newsletter, invitations, parent link, and personal phone calls to attend the SAC/Title I meetings. The procedures for selecting this group will include the input of parents, staff members and the SAC committee. Input from parents will be collected through surveys and quality tools like parking lots, affinity surveys and open discussions. These communications will be flexible in format such as online, in person or on paper; allowing for all parents to give input. Formats will be in different languages and simple terms that parents can easily understand. Information gathered from this data will be used to create a plan. The plan will be created and reviewed during SAC/Title I quarterly meetings. During a scheduled SAC meeting, the committee will hold an open discussion and will decide, with input from parents, how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be documented in the SAC Meeting Minutes. In order to provide additional support for parental involvement transportation or flexible meeting times will be available. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, sign-in sheets and workshop comments will be maintained in the Title I Toolkit. |

**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].

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| **count** | **Program** |  |
|  | |  |  |  | | --- | --- | --- | |  | | | | 1 | ESOL/ELL (Title III) | All programs and activities will be available to all parents. All invitations, flyers, and Parent Link messages are translated into Spanish. | | |  |
|  | Preschool programs are implemented in the school the same as our regular programs. Parents are invited to all programs. Information is sent home on a nightly notebook for suggestions, help, and assistance. Teachers provide monthly newsletters home to parents with tips and tricks for increasing student achievement and support. Parents are encouraged and supported to attend all Individual Education Plans to help support their child’s goals and growth needs. |  |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I meeting during back to school. | Administrators, teachers, parent involvement specialist and support personnel | August 2018 | \* Proof of Advertisement of the meeting \* Agenda and minutes from the Title I meeting with the specific discussion on compact and expenditure of funds \* Hard copy of the Title I Power Point presented to parents explaining what it means to be a Title I school. \* Sign-In Sheets from Title I Meeting. |

**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)].

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| **Response: Buckingham Exceptional Student Center** will provide flexible dates and times for meetings and workshops when possible. We will conduct a survey of all parents to determine the dates, times and subject matter for parental programs. Spanish and English translators will be available during all parent and family engagement opportunities including parent workshop trainings, PTO meetings, SAC meetings, and conferences.   Teachers schedule parent/teacher meetings at flexible times during the day, throughout the year. |

**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)]. 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title 1 Annual Meeting/Parent Involvement  Open House | Administration/ teachers | Provide information to parents about the Title1 program, about expectations and how they can support their children at home. | SAC Meeting September | Flyers, Agenda, handouts, sign-in sheets, workshop comments/forms, handouts |
| 2 | Parent to Parent Academic Informational | Administrators/teachers | Parents provided with resources improving academic achievement from each other and the school. | September | Flyers, Agenda, handouts, sign-in sheets, workshop comments/forms, handouts |
| 3 | SAC/PTO meetings  Review compact/plan | Administration/teachers | Parents participate in school decision making for increased student achievement. | 4 Times a Year | Flyers, Agenda, handouts, sign-in sheets, workshop comments/forms and meeting minutes |
| 4 | Breakfast at Buckingham | Administration/teachers | Provide overview of Achievement Scores on Florida Standards Alternate Assessment | October | Flyers, Parent link, sign-in, handouts/workshop comment forms, meeting minutes |
| 5 | Social Studies Unit: Let’s talk Turkey | Administration/teachers | Provide parents ways in how to help their children with social studies content. Helping build content knowledge. | November | Flyers, Parent link, sign-in, handouts, workshop comments/ forms, meeting minutes, handouts |
| 6 | Dr. Seuss and building Reading Skills | Administration/teachers | Provide parents opportunities to help develop and support reading with their children. (provide free book for every participant) | March | Flyers, Parent link, sign-in, handouts, workshop comment/, forms, meeting minutes, handouts |
| 7 | Science/Health Inquiry Day | Administration/teachers, nurses, occupational and physical therapists | Provide parents with training on helping their children build inquiry skills through science lessons. Provide information on keeping children healthy for improved learning skills. | April | Flyers, Parent link, sign-in sheets, handouts, workshop comments, forms, meeting minutes, handouts |

**SAC meetings need to have an educational component related to parent and family engagement and student achievement in order to be included as a parent involvement event**

All SAC meetings contain an educational component related to parent and family engagement and student achievement. The SAC is composed of the principal and a balanced number of teachers, education support employees, students, and parents, along with business and community people. Parents participate in school decision making and are provided with the overall scores for the school. Educational components of the SAC include scores for school and groups, family and parent engagement plan and how it relates to academic achievement. All SAC meetings will have an educational component for parents and their child’s academic success. During our SAC meetings, we will also ask for approval of the activities and plans that we will provide throughout the school year.

**All parent and family engagement events need to have an educational component related to parent and family engagement and student achievement**

Each parent and family engagement activity has an academic/educational component connected with it. For the initial back to school, SAC meeting parents are provided with tips and tricks to help engage their students academically and be ready for the new school year. Our parent to parent meeting helps connect parents with various agencies, but also includes activities on how they can help their children be successful with the academic challenges and materials teachers use to help support their children’s academic success throughout the school day. During our social studies unit and activity, parents will learn how to engage their children with aspects that relate to civics, social studies, and U.S. History. This activity will help parents to engage their children with academic content in the area of social studies. During our Dr. Seuss reading event, parents will be invited to read to classrooms and they will be provided with reading lessons/activities that they can use at home. Our science inquiry day helps parents learn about activities and lessons they can use at home with their children to help increase science skills. Science will also include mathematics activities, such as measuring, counting, and timing. Our activities attempt to cover all areas of academics, these will be reviewed during the SAC meetings, and we will ask for suggestions for improvements.

**Staff Training**  
  
Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Classroom newsletters with research based articles on parent involvement | Classroom Teachers | Research based tips for increasing parent involvement | Monthly | Parent and Faculty surveys/website traffic |
| 2 | Faculty Training on Parent Link | Technology Specialist | Building communication with parents | September | Parent Link Usage Report |
| 3 | Training for teachers using data and involving parents | Administration/ Teachers | Providing teachers with the resources and tools to discuss data with parents and involve them in their child’s education. | Ongoing/PLC | In-Service Records |
| 4 | Safety Training | Administration/ Teachers/School Resource Officer | Provide information on safety training/district expectations/procedures | Ongoing | Written Documentation |

**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)].

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| **Response: Other activities would include individual education plans yearly, sending home monthly teacher news letters to parents for support of the home/school relationship, providing parents with communication booklets for students that staff use at school, parents will have available resources in the school available to them.**  Documentation of parent hours spent at school will be filed in toolkit. The Parent Resource Center will be open to and provide resources to students and families in grades K-5. |

**Communication**  
  
Describe how the school will provide parents of participating children the following [Section 1116]:

* Timely information about the Title I programs [Section 1116];
* 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;
* 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
* If the school wide program plan 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].

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| **Response:**   Buckingham Exceptional Student Center will communicate with parents through parent link, school newsletters, phone calls, home visits, letters, Annual Title 1 meeting curriculum nights and SAC meetings. If parents are not satisfied with the school’s Title 1 program, concerns will be submitted to the District Title 1 office. |

**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)].

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| **Response:**  \* Provide all communication sent home to families in both English and Spanish.  \* Translators will be provided for all school wide events and available for all conferences   and meetings.   \* Events will be advertised with flyers, on the website, in the newsletter both English and Spanish.   \* Business partners donate food for some functions to accommodate our busy families  \* Babysitting will be provided for some events   \* Parent Link will give parents the opportunity to choose to hear the message in English or Spanish.  \* We will make every effort to provide full opportunities for parents with disabilities and those with special needs. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the 2018-2019 school year

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**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].  
  
Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the 2018-2019 school year

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**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)].  
  
Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2018-2019 school year

## IIn this section you are reviewing the 2017-2018 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

**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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| **1** | **Back to school Night** | **1** | **10** | **The activity welcomed parents back to the new school year. Impact for student learning is research based on helping parents get involved.** |
| **2** | **ELA Workshop Night** | **10 (1 each classroom)** | **59** | **Many parents have attended this event in the past. This event made an impact overall and parents learned about the connections between language arts and music.** |
| **3** | **Science on the Horizon** | **7 learning stations** | **3** | **This event did not draw as many parents as we were anticipating, but for those that attended the comments were positive. Impact on student learning positive for building science inquiry skills.** |
| **4** | **Pot Luck Learning** | **1** | **6** | **This event was successful. Parents directed how to gather resources in the community for community based learning and accessing community learning to raise student achievement.** |

## In this section you are reviewing the 2017-2018 staff training activities. You will need to put in the number of times you offered the events and how many participated

**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)].

Staff were trained on Parent link and it was very successful. Parents commented that Parent link is very good because it cuts down on the number of papers coming home. Staff were given research-based materials to help increase parent involvement. Staff invited parents to community-based instruction and many parents attended with staff. Teachers also provided news articles to parents. Teachers were trained on data use in the professional learning communities and how to share data at the annual individual education plan meetings with parents.

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Work/Time | Flexibility in times events are planned. Parent Survey for best times. |
| 2 | Language | Provide translator for parent involvement activities. Do not use “academic” language rather use language that parents can understand not jargon from the schools- |
| 3 | Lack of Child Care | Childcare will be provided during the parent and family engagement event when possible. |
| 4 | Lack of Transportation | Provide flexible times for parents |
| 5 | Other students in other schools have same time and conflicts | Offer various times/work with parents to develop better times/provide survey. |

**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** |
| **59** | **ELA Workshop Night**  **Share the connections between language**  **and music for students with disabilities.** | **Presented parents with research.**  **Presented parents with words from demonstrations.**  **Had each classroom prepare and perform scripted presentation.** |