## ROYAL PALM EXCEPTIONAL SCHOOL CENTER Title I, Part A – 2018-2019 Parent and Family Engagement Plan.

I, Robert Moretti, 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 8101 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)
* 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)
* 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 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 I, Part A, developed under Section 1116 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 within the meaning of the term in Section 1116) 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 (1116)

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| **Signature of Principal or Designee** (Robert Moretti, Principal) | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response: NA** |

**Involvement of Parents**

Describe how the school will involve parents/families 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:** During the SAC and Annual Title I Meeting in the fall of 2018, parents/families of Royal Palm Exceptional School will be given the opportunity to learn about and provide input regarding: the allocation of the 1% minimum set aside funds, the Parent and Family Engagement Plan (PFEP), and the parent/family-school compact for partnership and involvement. To increase parent involvement, parents/families of all students at Royal Palm will be invited and encouraged to join the School Advisory Committee (SAC) during Open House at the beginning of the 2018-19 school year. The School Advisory Council will review and provide input regarding how Title I funds should be allocated to support parent involvement activities. Parents will approve the 1% set aside, the compacts, and the Title I funded plans. Methods used to increase parent participation will include the school newsletter, school website, ParentLink phone calls/e-mails/texts, flyers/parent letters, Twitter posts, and personal invitations via phone or face-to-face. During select parent involvement events, and via school-to-home communication throughout the year, parents will be surveyed regarding what types of events/topics they are interested in, preferred times/days/locations, special needs such as childcare/transportation, and the impact of offering free food and resources/parent materials. Parents/families will be provided information with progress reports and newsletters including, but not limited to, upcoming events, meetings and testing information. All documentation, including agendas, sign-in sheets, meeting minutes or handouts/materials, and parent comments/evaluations will be maintained in the Title I Crate. Meeting minutes will be made available for those who are unable to attend. Information regarding parent involvement opportunities will be further advertised through school office paper invites/announcements and verbal/printed notifications to parents and families via the staffing specialist, e.g., during IEP meetings, school social worker, school counselor (meetings with individual parents), and school behavior specialist. |

**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** | **Coordination** |
| **1** | **Exceptional Student Education/FDLRS - IDEA** | **Programs and activities offered to parents and families will include those that support student academic and social/emotional/behavioral success via increasing parent knowledge and skills. Staff from ESE/FDLRS will present a minimum of 1X/semester** |

**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 | An advertised "Title I Annual Meeting" will be held in the fall of 2018 shortly after students return to school. Parent’s rights will be addressed during this meeting. | Administration, Title I Parent Involvement Specialist,Teachers | August 2018 | Flyers, ParentLink message, agenda, sign in sheets, handouts/meeting minutes, parent evaluations |
| 2 | Provide parents an explanation of their right to know and present Power Point explaining Title I. Also explain School Choice and AYP (Adequate Yearly Progress) | Administration, Title I Parent Involvement Specialist, Teachers | August 2018 | Activity announcements, agenda, sign in sheets, minutes, parent comments/evaluations |

**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:** Parents/families will be given the opportunity to choose between morning or afternoon times for meetings/workshops. When possible, the school will provide parents with ample advance notice of more than one activity, to allow for parent choice of events that are accessible. If there are transportation issues the school may provide transportation using a District Title I vehicle.  The school social worker may make home visits to those parents who are not able to make it to either option of available meeting times. Parent surveys will be utilized to help determine when meetings are best.  The school may consider alternative locations for parent/family involvement activities (ex – Lee County Public Education Center, other schools, public libraries) to address the issue of center schools serving the entire district and the resulting travel/distance for some parents. |

**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). Any or all of the activities below may involve the expenditure of Title 1 funds for materials, parent resources, and food in order to better promote parent involvement.

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I meeting | Administration | Provide information to parents on the content of state standards and Royal Palm program specific details which will increase their ability to assist their children regarding their educational program, and create a positive impact on their child’s academic and social/behavioral achievement by expanding the support to the home environment and increasing parent communication and involvement with the school staff. | August | Flyers, ParentLink, Agenda, Sign-In sheets, minutes/handouts, parent comments and evaluations |
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| 2 | Pastries with Parents | Behavior Specialist, PBS Coach, Parent Involvement Specialist, school staff | Parents receive information on positive behavior strategies, academic support used in the classroom, the importance of home-school communication, and resources to use at home. Goal is to create a positive impact on their child’s academic and social/behavioral achievement by expanding the support to the home environment and increasing parent communication and involvement with school staff. | Minimum of once each semester | Flyers, ParentLink, Agenda, Sign-In sheets, handouts, parent comments and evaluations |
| 3 | Read Across America - Parent | Reading Specialist, Instructional Coaches, Title I Parent Involvement Specialist, Career Tech Ed Teacher, Administration | Increase awareness of importance of reading and supporting reading in the home in order to create a positive impact on student academic and social/behavioral achievement. | Semester 2 | Flyers, sign in sheets ParentLink, agenda, handouts, Follow up Evaluation |
| 4 | “Big Rigs” Books/Book Drive | Reading Specialist, Instructional Coaches, Parent Involvement Specialist | Increase awareness of importance of reading and supporting reading in the home in order to create a positive impact on student academic and social/behavioral achievement. | Semester 2 | Flyers, sign in sheets ParentLink, agenda, Handouts, Follow up Evaluation |
| 5 | Storytime/Christmas with Santa | Title I Parent Involvement Specialist,  Reading Specialist, Instructional Coach, Teachers, administration | Outcome will be improved/increased student interest in reading, social skills application, and increased parent interest in and focus on the benefits of reading to their children in order to positively impact student academic and social/behavioral achievement. | December | Flyers, sign in sheets ParentLink, agenda, Handouts, Follow up Evaluation |
| 6 | Parent and student support workshops | Administration, Title I Parent Involvement Specialist, support from district ESE Department Parent Liaison, guest speakers/trainers | Increase parent knowledge of community resources, Exceptional Student Education (ESE) processes and procedures techniques to use in the home, with the goal of improving student academic and social/behavioral achievement. | Minimum of 1X/quarter | Flyers, ParentLink, sign-in sheets, agendas, minutes/notes on workshop content, handouts/materials, parent comments/evaluations |
| 7 | Fall/Halloween Festival and/or Spring Fling | Teachers, Title I Parent Involvement Specialist, Administration | Reading and/or math activities will be utilized using a Fall/Spring theme to improve student academic and social/behavioral achievement via increased parent involvement and interaction with school staff, increased parent knowledge of Royal Palm program | 1st semester and/or 2nd semester | Flyers, ParentLink message(s), agenda,  Handouts/materials, parent comments/ evaluations |
| 8 | Science Fair | Teachers, Title I parent Involvement Specialist, Administration | Improve student academic and social/behavioral achievement via increased parent involvement and interaction with school staff, increased parent knowledge of Royal Palm program | March | Flyers, ParentLink message(s), agenda,  handouts/materials parent comments/ evaluations |
| 9 | Awards Ceremony for Student Achievement | Teachers, Title I parent Involvement Specialist, Administration | Improve student academic and social/behavioral achievement via increased parent involvement and interaction with school staff, increased parent knowledge of Royal Palm program | Semester 1 (Dec) and/or Semester 2 (May) | Flyers, ParentLink message(s),agenda, handouts/materials related to how parents can support their child’s academic program at home, parent comments/ evaluations |
| 10 | Technology Parents Should Know About | Royal Palm Technology Specialist, Instructional Coach, Reading Coach, School Counselor | Improve student academic and social/behavioral achievement via increased parent involvement and interaction with school staff, increased parent knowledge of Royal Palm program, increased parent ability to support instructional program and improve student outcomes | Quarter 1  If applicable, may also be offered again during the year based on student population changes (new students/parents enrolling). | Flyers, ParentLink message(s),agenda, handouts/materials, parent comments/ evaluations |

**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)

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | PLC Model | Administrative Team | Research based practices to build ties between parents/families and school | Monthly | Agendas, sign in sheets, minutes/notes |
| 2 | School Newsletter | Teachers, Administration, parent Liaison, Title I Parent Involvement Specialist | Articles directly related to parent/teacher communication and student achievement to help build ties between parents/families and school | Quarterly | Copies of newsletters |
| 3 | Faculty/Staff Workshops | Administration | Student Achievement and to help build ties between parents/families and school | Throughout the school year | Agendas, sign in sheets |
| 4 | Parent Involvement Training | Administration, Title I Parent Involvement Specialist, Guest Speakers | Enhances parent involvement and learning while improving the ability of teachers to work with and help build ties between parents/families and school. | Quarter 1 | In-service records, staff development documents, and/or agendas and sign-in sheets |
| 5 | APPLES | Administration | Improves the ability of new teachers to increase student academic and behavioral/social achievement, and to help build ties between parents/families and school | On-going throughout the school year | Participant Sign-in sheets |
| 6 | HERO K12 | Administration, Behavior Specialist | Use of technology to enhance timely home-school communication of student behavioral and academic data relating to progress. | Preschool and in staff/faculty meetings as needed | Agenda, sign-in sheet, program purchase and implementation |

**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:** We will create a family friendly school environment by providing a welcoming atmosphere. We will answer questions and address concerns with courteous behavior.  Various methods will be utilized to increase parent participation in annual IEP meetings.  A parent resource center exists in order to provide resources and other assistance for parents/families. Resource center is open when needed. Workshops will be held in the resource center at the convenience of parents/families. |

**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 [Section 1116)
* 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)
* If the schoolwide program plan under Section 1116) 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:** Royal Palm continues to work towards developing a culture that both informs and empowers our parents/families. The main focus is to engage parents/families in becoming partners with the school to support student learning. For those parents/families unable to attend, the necessary information will be available through articles posted on the school website and/or newsletter. On-going communication will occur through newsletters, the school website, student progress reports, teacher and parent conferences, and phone calls. Title I parent’s rights plus achievements will be explained during the Annual Title I meeting. Student’s expected achievement levels will be explained to parents/families as well. Royal Palm adheres to the best practice of notifying parents/families of the various parental involvement opportunities via parent notices, ParentLink messages, and newsletter notifications.     Specific parental concerns regarding the Title I program can be directed to the school and/or district Title I 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: Royal Palm is an ESE Center School, thus 100% of the student population is comprised of students with disabilities. Parents meetings under the IDEA requirements are conducted as needed.** All parent notifications will be sent home in English/Spanish/Creole based on home language. ParentLink offers choices of languages (English/Spanish/Creole). Royal Palm instructional and support staff include those that are bi-lingual. Royal Palm will ensure that parents of limited English speaking ability or those who have disabilities will have access to all parental involvement activities and/or services the meet their needs. Royal Palm will provide transportation or translators for parent/teacher conferences and IEP meetings when feasible/necessary. The school social worker will make home visits to deliver information when 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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | Royal Palm may provide transportation services to parent involvement activities. | Administration, Title I Parent Involvement Specialist, School Social Worker, School Counselor | Research supports that increased parent involvement is directly related to student academic achievements | ongoing throughout the 18-19 school year |
| 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)]; | Royal Palm may provide transportation services to parent involvement activities. | Administration,, Title I Parent Involvement Specialist, School Social Worker, School Counselor, Staffing Specialist | Research supports that increased parent involvement is directly related to student academic achievement | ongoing throughout the 18-19 school year |

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.

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| [Uploaded Document](file:///C:\Users\latorialw\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\4PKN45IX\fileUploads\360651_2016-2017_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\latorialw\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\4PKN45IX\fileUploads\360651_2016-2017_uploadCompact.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\latorialw\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\4PKN45IX\fileUploads\360651_2016-2017_uploadCompactEvidence.pdf) |

## Evaluation of the previous year's – 2017/2018 -Parental Involvement Plan (PIP)

**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 | Annual Title I meeting | 1 | 15 | Parents were able to learn about the Royal Palm educational and social/behavioral program, processes and procedures in order to better assist their students at home. |
| 2 | Pastries with Parents | 1 | 4 | Improved parent-home communication and academic/social/behavioral progress. |
| 3 | Career/Truck Day | 0 | 0 | Not applicable to parent/family engagement and academic progress |
| 4 | Healthy Living Day | 0 | 0 | Not a priority relating to parent and family engagement. |
| 5 | Storytime/Reading/Christmas with Santa | 1 | 18 | Improved/increased student interest in reading, provided venue for applying social, communication and problem-solving skills, and increased parent interest in and focus on the benefits of reading to their children and on the benefits of community-home-school partnerships. |
| 6 | Parent and student support workshops | 5 | 38 | Increase parent knowledge of community resources, techniques to use in the home to improve student academic and social/behavioral achievement, Exceptional Student Education (ESE) processes and procedures. |
| 7 | Fall Festival and/or Spring Fling | 0 | 0 | Fall activity held around Halloween themes but was not done as a parent involvement event. |
| 8 | Science Fair | 1 | 11 | Increase parent involvement and interaction with school staff, increase parent knowledge of educational program and class(es). |
| 9 | Awards Ceremony for Student Achievement | 1 |  |  |

**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)

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | PLC meetings | 72 | 28 | PLCs organized and conducted in grade level (EL-MS-HS) groups. Implement best practices in the classroom for student academic/behavioral progress that enhance school/parent/family ties. |
| 2 | Faculty/staff workshops | 24 | 10-30(attendance varied depending on target audience and purpose of training) | Strategies implemented to positively impact student academic, behavioral and social/emotional progress, and enhance parent/family/school communication and involvement. |

**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 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Limited response to school communications regarding parent/family activities | Increase frequency and modes of communication; increase number of staff who “reach out” to advertise and invite parents; analyze relevancy of what is offered, offer flexible /multiple options |
| 2 | Child Care | Provide parent activities during school hours; provide area for childcare during workshops |
| 3 | Personal home and living situations | School social worker involvement |
| 4 | Distance of school from parent home | Look at option of using a different site to offer parent activities/workshops, look at option to use Title 1 vans |
| 5 | All Royal Palm are students with disabilities, thus already expectation parent will participate in required IDEA activities such as IEP meetings | Use IEP meetings as a way to disseminate info and/or talk to parents regarding upcoming activities they may want to participate in |

**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** |