



(Highlands)

School-Level Parent and Family Engagement Plan Checklist

Use this checklist to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

Ensure your school-level plans contain the following components:

Assurances about the Parent and Family Engagement Plan

Do the assurances include:

- | | |
|---|---|
| • Involving the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent? | ✓ |
| • A description of how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA? | ✓ |
| • How the plan was jointly developed/revised with parent and made available to the local community? | ✓ |
| • How the parents and families are involved in planning, reviewing and improving the schoolwide program plan? | ✓ |
| • How the plan uses the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan? | ✓ |
| • How the school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals? | ✓ |
| • How the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teachers who is out of field? | ✓ |
| • How the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments?
[ESEA Section 1116] | ✓ |

Ensure your school-level plans contain the following components:

Mission Statement (optional) Does the mission statement include:	✓
• How the parent and family engagement plan is a shared responsibility?	✓
• How the parent and family engagement will assist in providing high quality instruction for all learners?	✓
Involvement of Parents 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]	✓
Coordination and Integration with Other Federal Programs 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]	✓
Annual Parent Meeting 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?	✓
Flexible Parent Meetings Does the plan include:	✓
• How will the school offer a flexible number of meetings, such as meetings 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]	✓

Ensure your school-level plans contain the following components:

Building Capacity

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 materials and trainings 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] ✓

Staff Development

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? ✓
- A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners? ✓
- A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school?
[ESEA Section 1116] ✓

Other Activities

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] ✓

Ensure your school-level plans contain the following components:

Communication	✓
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]	✓
Accessibility	✓
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 and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?	missing response
Discretionary Activities (optional)	✓
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.)	N/A
Barriers	✓
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]	✓

2017-2018 Title I, Part A Parental and Family Engagement Plan

Assurances

- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent.
- The school will carry out the programs, activities, and procedures in accordance with the definitions in Section 80101 of Every Student Education Act (ESEA).
- The plan was jointly developed/revised with parents and made available to the local community.
- How the parents and families are involved in planning, reviewing and improving the school-wide program plan.
- The plan uses the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- The school will notify each family, in a timely manner, when their child has been assigned, or had been taught for four or more consecutive weeks, by a teacher who is out of the field.
- The school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments.



Signature of Principal or Designee

12/18/17

Date Signed

Highlands Elementary School

School Name

Mission Statement (Optional)

The mission of Highlands Elementary is to nurture, guide, and challenge all of our students to achieve their maximum potential.

Parental and Family Engagement Mission Statement (Optional)

Highlands Elementary School believes that positive parent/family involvement is essential to student achievement. Highlands encourages positive parent/family

How the parent and family engagement plan is a shared responsibility? (Optional)

How the parent and family engagement will assist in providing high quality instruction for all learners? (Optional)

How will the school provide, with Title I funds, transportations, child care or home visits, as such services relate to parents and family engagement? [Every Student Education Act Section 1116]

Throughout the school year, Highlands Elementary hosts events and activities on a variety of nights and mornings. Our annual meeting will be offered the afternoon of September 27, 2017 and the morning of October 6, 2017. Every third Wednesday we hold our afternoon SAC meeting and on the first Thursday of each month, we hold the SAC meeting in the morning. Parents will report the Title I parent news from district Title I meetings, along with school staff, to share SIP updates.

Building Capacity

How the school will provide other reasonable support for parent/family engagement activities. [Every Student Education Act Section 1116]

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence or Effectiveness
1.	STEM Family Night (Elementary Only)	Medrano	Children and parents will participate in hands on STEM activities that reinforce required academic skills.	September	Sign-in sheets, flyers, meeting notes, Agenda
2.	Reading Night	Wilson/Reading Council	Parents and students will be presented information	October	Flyer to parents, sign-in
3.	Math Night	Medrano/Math Council	Math committee will facilitate interactive math activities for	October	Flyer, Sign-in sheets
4.					
5.					

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?

Curriculum being used at the school is addressed at the school SAC and PTO meetings. At our Title I Annual Meeting a PowerPoint is shared with the parents and families regarding information on the standards the child is expected to achieve, what the child is learning, how the child is being evaluated and how to get in touch with the teacher.

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)?

Any parent is able to request a parent/teacher conference in person or by phone. Parents may contact teachers via email. All teacher email addresses are available on our school website.

How the school will submit parents/families comments if the school-wide plan is not satisfactory to them? [Every Student Education Act Section 1116]

A Title I survey is sent home to parents in order to get feedback on curriculum, testing, barriers, etc. All surveys are collected and evaluated. Results from the surveys are provided in the Spring and shared with parents. All parents are invited to discuss the results and ways to improve our school for the upcoming year.

Accessibility

A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?

Our school has an outdial system called School Messenger that is used to contact parents in regards to events happening at the school as well as in emergency situations. Automated messages are provided in English and Spanish. Osceola County School District has a virtual backpack website that parents can visit in order to see the various community businesses that are involved with our schools.

A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?

missing response

Discretionary (Optional)

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.)

(Optional)

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1.					
2.					
3.					
4.					
5.					

Barriers

A description of the barriers that hindered participation by parents during the previous school year from the school end of year survey?

Parent work schedules and child care both hindered parent participation.

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?

The steps listed below will help increase parent involvement.

Count	Barrier (Including the Specific Subgroup)	Steps the school will take to overcome
1.	Transportation	Neighborhood school- walking distance
2.	Language Barrier	Staff translation offered
3.	Child Care	Students invited with activities offered
4.	Time of meetings	Provide a variety of times and days for meetings
5.		