**Title I, Part A 2018-2019 Parental and Family Engagement Plan**

**TORTUGA PRESERVE ELEMENTARY SCHOOL**

 I, Mrs. Jennifer Shonak, 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, 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 student's classroom teachers and paraprofessionals [Section 1116)].

|  |  |
| --- | --- |
| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement

**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)].

|  |
| --- |
| **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. SAC meetings will be scheduled with 10 days advance notice. If voting needs to take place, meetings will be scheduled with 3 days advance notice. As needed, virtual meetings can take plan per parent request.** **Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be maintained in the Title I Toolkit.****Tortuga Preserve Elementary values the parent involvement and feedback that contributes to academic and behavioral success of its students. Tortuga Preserve Elementary will create a SAC group with a variety of representation of our student population including gender, ethnicity, teachers, administration, staff and community/business partners. Our PTA members will be recruited from our parents, teachers and community. PTA positions/office holders will be voted on at a PTA meeting on May 3, 2018.** **Parents will be invited to be involved in a quarterly SAC and monthly PTA meetings through School Newsletter, website, flyers, ParentLink messages, marquee postings, parent letters and personal invitations. All parent communication will be provided in a parent friendly format and the language requested of the parent (Spanish, Haitian-Creole, etc.). The meetings will take place on designated days, at times which are convenient to parents. Tortuga Preserve Elementary will jointly develop, with parents and the SAC committee, a plan that describes how the parent involvement funds will be used. An open discussion regarding the use of Title I funds, reserved for parent involvement at the school level, will take place and decisions regarding how the funds will be spent will be recommended. The Plan will be provided to parents in a format and language the parents can easily understand. The Plan will be reviewed and updated as needed, but not less than annually. All documentation of SAC and parent meetings including, agendas, handouts, meeting minutes and sign in sheets 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].

|  |  |
| --- | --- |
| **Program** |  |
|

|  |  |  |
| --- | --- | --- |
| 1 | Individuals with Disabilities Act (IDEA) | Supplemental instructional support provided by Title I will be discussed with parents during the development of students’ Individual Education Plan (IEP). ESE Parent Nights |
| 2 | 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. Rosetta Stone will be made available to assist families.  |

 |  |

**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)].

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| The Annual Title I Meeting will be held in September. At this time the Title I Program, status on school performance, the Student-Parent Compact, and Parent Rights will be discussed. After reviewing this information with the parents there will be an opportunity to ask questions/make comments. Any comments will be noted and taken back to the SAC. Any SAC approved revisions will be published in the school newsletter. A Title I PowerPoint presentation will run in front lobby throughout the school day at various times throughout the first 2 weeks of school and at Open House. | Administration, School Staff, Classroom Teachers, SAC, Parent Involvement | August and September | * Agenda
* Sign-in sheets
* Flyers
* Newsletters
* Meeting Minutes
* School Calendar
* Parent Evaluation Forms
* % of Compacts Returned
* Title I PowerPoint
 |

**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)].

|  |
| --- |
| **Tortuga Preserve Elementary works to maximize parent involvement by offering meetings in a flexible format. We will provide meetings at various times throughout the day. Child care and talk translation system will be available at all meetings. In special circumstances we may conduct in-home conferences, with the assistance of our social worker, to establish an open two-way system of communication between the school and the parents of the students we serve. Spanish translators are available for meetings, trainings, SAC Meetings, PTA Meetings, and conferences. As needed, virtual meetings can take place per parent request.**  |

**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)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Open House Meet Your TeacherTitle I Annual Meeting | Administration/ Teachers | Provide information to parents about the Title I program, about expectations and how they can support their children at home. | August | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| PTA/SAC Meetings | Administration/Teachers/PTA/SAC | Parents participate in school decision making for increased student achievement. Discussion of data and discussions of ways to improve | monthly | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms and meeting minutes |
| Curriculum Meeting Nights (FSA make and take)FSA Parent Night | Administration/ Teachers | Provide information to parents on curriculum expectations and how parents could better help their children. Parents will create games and resources to use at home. 3rd Grade Parents informed of FSA Expectations.  | Throughout the school year |  Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| STEM Night | Administration/ Teachers | Provide hands-on experiences to parents and their children succeed on the FSA test. | January/March | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| Student Led Conferences | Administration/ Teachers | Research based tips for increasing parent involvement and improving student achievement/ To educate parents on what the students are achieving academically, as well as to inform parents of student academic needs. | First and Third Quarter | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| Parent Training for resources available to help their child including: ParentLink, Lee County School Website, Tortuga Preserve Elementary Website, Focus, and Twitter, provide information to parents about classes and tutoring services available. | Technology Specialist, Administration, Teachers | To provide information for parents on how to access information daily on their student’s progress and have resources available to help their student’s academic success | September, November, February, and April | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| Family Math Night | Administration/ Teachers | To teach families Math strategies that students' have been taught throughout the year, so that additional support can be given at home. | February | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| Families Building Better Readers | Administration/ Teachers | To teach families Reading strategies that students' have been taught throughout the year, so that additional support can be given at home. | Throughout the school year | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| Active Parenting  | Administration/Teachers | Teaches families strategies to help children at home and have conversations regarding what children face in today’s world and how parents are involved.  | 5x year | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| Families First Breakfast | Administration/Teachers/Guidance Counselor/Reading Resource, TL, and Coaches | Provide families with tools to use at home to work with their students in all aspects of their lives. | 1x year | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |

**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)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Technology Training: Parent-Link; Focus (report card comments); Castle; Oncourse, Focus Gradebook; PeopleSoft; SIOP Model and ESOL Strategies, Developing Teacher Websites. Student Planner comments; training to enable teachers to communicate effectively with parents on specific student achievement including FSA, assessments and assessments | Tech Specialist; Administration | Improve the quality of communication to assist in the student academic achievement | Once Per Year | Agenda, Sign-In Sheets, Evaluations |
| Student Planner comments; training to enable teachers to communicate effectively with parents on specific student achievement including FSA, assessments | TL/Coaches, Administration | Improve the quality of communication to assist in the student academic achievement | Once Per Year | Agenda, Sign-In Sheets, Evaluations |
| Training for teachers on Student-Led Conferences | Administration/TL/Coaches | Providing teachers with the resources and tools to instruct students on leading a student led conference | Once Per Year | Agenda, Sign-In Sheets, Evaluations |
| Training of staff to effectively use volunteers | Parent/Volunteer Coordinator, Administration | Improve the quality of volunteer use in the classroom to assist with student achievement |  | Once Per Year | Agenda, Sign-In Sheets, Evaluations |
| Parent Involvement newsletter articles | Parent/Volunteer Coordinator, Webmaster, Newsletter Editor, Administration | Research – based strategies for parent involvement providing knowledge and resources for staff members to assist parents in knowing how they can help their children |  | Once Per Year | School website, Copies of articles provided |
| Staff Workshops: \*Title I requirements and the Teacher’s Role\*Student Led Conferences (Leadership Nights)\*What are barriers for parents? | Administration, Volunteer Coordinator, Teachers | Research – based strategies for parent involvement providing knowledge and resources for staff members to effectively involve parents |  | Once Per Year | Agenda, Sign-In Sheets, Evaluations |

 **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)].

|  |
| --- |
| **We will enhance our family-friendly school by welcoming parents and providing caring and efficient service to their needs in person and on the phone. In all areas of our school we will answer questions in a courteous manner that demonstrates our concern for them to be a partner in their child’s education. We will conduct a survey in order to evaluate our success and make changes as indicated.****Parent Volunteer/Resource Center (led by PTA) in which parents volunteer time to listen to children read and read to children from 7:30-8:00 in the morning.** |

**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 schoolwide 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].

|  |
| --- |
| **One of Tortuga Preserve Elementary staff’s main focus is to engage parents in becoming partners with the school to support student academic growth. Our Title I/SAC meeting will embody this process with a cohesive action plan for communicating, training and reflecting about our Title I programs as well as our professional development opportunities. Throughout the year there will be numerous activities and opportunities for parents to participate in the school community and be educated on the academic progress of their student and how they can better assist their child’s academic progress. For parents that are unable to attend these activities information will be posted on the website, in the school newsletter, information sent home, emails and phone calls. Attendance sign in sheets, surveys, and meeting minutes will monitor the parental involvement participation and additional input.** **Some methods that will be used to disseminate information will be:*** 1. **Title I/SAC Monthly Meetings**
	2. **Curriculum Nights**
	3. **STEM Night/Math Night/Families Building Better Readers**
	4. **Student-Led Conferences**
	5. **Title I PowerPoint**
	6. **On-going communication through newsletters, website, progress reports, phone calls and emails**
	7. **Meetings designed to specifically discuss school academic progress plan (SIP)**
	8. **Annual IEP meetings**

**In the event that Tortuga Preserve Elementary’s Parent and Family Engagement Plan is not satisfactory to a parent of participating children, the school will submit the parent’s comments on the plan to the Lee County School 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)].

|  |
| --- |
| **Tortuga Preserve Elementary strives to ensure that every opportunity is provided for parent participation. Parent participation is crucial for developing awareness and knowledge of expectations for student academic progress. To satisfy this goal effective parent communication is needed. The language the parent is most comfortable with will be used either through a school or district staff member as well as any accommodation needed for parents with special needs. Some of the options our school will provide to increase parental involvement for parents that have limited English proficiency, disability, or migratory children include: translation services, ParentLink, newsletters, report cards, progress reports, emails, website, and school reports, all in language of choice. As new students enroll throughout the school year, they will receive a welcome packet that includes school information, as well as, Title I information and the Right to Know letter. Simultaneous translations of meetings are available with the talk system. In the event a parent with special needs requests an accommodation a timely request to the district office will assist in providing that accommodation. Sign in sheets, surveys, agendas and meeting minutes are used to monitor parental involvement and request additional parental input.** |

**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

|  |
| --- |
|  |

**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

|  |
| --- |
|  |

**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

**Building Capacity Summary-2017-2018 School Year**
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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Open HouseTitle 1 Annual MeetingWGCU Curious Kids WorkshopsState and local assessments and reports; provide “ParentLink” portal so parents can access information on their child’s progress, grades, etc.Provide research-based articles on parent involvement to schools for schools newsletters.Student Led ConferencesSAC MeetingsSTEM Night/Math NightFamilies Building Better ReadersKindergarten Round-UpActive ParentingFamilies First Breakfast3rd Grade FSA Night | 101916111611 | 7860381,000 (whole school)1st Qtr-2353rd Qtr-188Average of 7 per meeting1400120Average of 16 per meeting3708 | Provide information to parents on expectations and how parents can help their children be successful.Families will be given opportunities to learn and improve reading skills. Did not do this year.Provide information to parents on the progress of their child.Provide parents with information to work more effectively with their children at home.Provide current grades/data and goals to parents. Strategies for growth.Parents are provided with information about curriculum, assessments, Current State of the Student-Data, and Parent Involvement.Provide enrichments to families in the area of STEM. Provide enrichments to families in the area of Math. (Combined two events)Did not have due to Hurricane Irma. To go over expectations and provide suggestions for incoming Kindergarten students.Parenting discussion and forum which provides tools for parents and helpful hints for parenting in today’s world Families meeting and discussion regarding tools to help their students in all aspects of their lives. Informational Parent Night to discuss expectations of FSA in 3rd Grade and what is covered on assessment. Also showed parents how to take practice tests to better get acquainted with what assessment looks like.  |

**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)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Professional Development on ParentLink | 1 | 85 | \*On a consistent basis parents are aware of academic progress of their students |
| 2 | Professional Development on communication via student planners, report card comments and newsletter. | 1 | 85 | On a consistent basis parents are informed of pertinent information eg. grades, homework, behavior and school events. |
| 3 | Training for teachers on how to hold parent conferences | 1 | 85 | Increasing the effectiveness of teacher communication with parents and guiding them on supporting their children for academic success. |
| 4 | Training for teachers on Student Led Conferences | 1 | 85 | Providing teachers with the resources and tolls to instruct students on how to implement their Student-Led Conference |

**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)].

|  |  |  |
| --- | --- | --- |
| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Transportation (Lack of) | Provide transportation with Parent Involvement Van with assistant of School Social Worker or Administration. Virtual meetings as needed per parent request.  |
| 2 | Work/Time |  Provide flexible dates and times for all parent activities/events. Provide enough notice for families. Virtual meetings as needed per parent request. |
| 3 | Language | Parent involvement specialist who is bilingual will translate. Provide translated handouts. Utilize Talk System to translate if needed.  |
| 4  | Lack of Child Care  | Every effort is made to provide child care during meetings and events. |

**Best Practices**

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)