##

## Title I, Part A 2018- 2019 Parent and Family Engagement Plan

## TROPIC ISLES ELEMENTARY SCHOOL

I, Alane Adams, 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 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 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].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** We, the parents of brilliant kids, encourage the maximum development in our children's academic and social skills by supporting the school community at Tropic Isles Elementary. |

**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:** A School Advisory Committee (SAC) is held quarterly starting in the fall with the Parent Teacher Organization (PTO). This committee is comprised of parents, teachers, administrators and community partners. Members are selected by an interest survey distributed to the entire school in August prior to the first SAC meeting. This committee will continue to monitor, evaluate and adjust goals to align with the improvement of Title I programs. During the fall and spring meetings, members will be asked to give input on how Title I parental involvement funds will be used including but not limited to materials, training and workshops. Information will be in parent friendly terms and language that is easily understood and as needed translations will be provided. Parents/families will approve and have input into the development of the PFEP, Compact, and 1% set aside funds for Parent Involvement, which will be recorded in the SAC minutes. These meetings are advertised by school calendar, newsletter, website, parent link and marquee. Documentation of this meeting includes sign in sheets, agenda, handouts, and meeting minutes. Items 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** | **Coordination** |
| 1 | Head start | Head Start teachers make two home visits and two parent conferences per year. All Head Start families will receive all Tropic Isles communications including Parent Link, newsletters and any other school communications. Head Start families are invited to attend all Family Engagement activities.  |
| 2 | ESOL/ELL(Title III) | All programs and activities will be available to all parents. All invitations, flyers, and Parent Link messages are translated in Spanish. |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents/families of participating children about the school’s Title I program, the nature of the Title I program (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents/families. 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 | Title I meeting will be held during the first SAC/PTO meeting. Title I power point will be shared during Open House. | Administrators | August/September | Postcard, marquee picture, agenda, meeting minutes, copy of Title I power point, Sign-in sheets, samples of Compacts and % of those returned. Copies in Title I Crate |

**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:** Tropic Isles Elementary believes that the success of its students is based on the joint efforts of parents, staff and students. For instance, volunteer orientation is held in the fall. Orientations are also offered before PTO/SAC meetings throughout the year as parents complete volunteer applications. PTO/SAC meetings, which are held quarterly, are held in the evening. Parent workshops are held on a variety of topics to meet the needs and respond to the concerns of the parents. This need is determined by the use of parent surveys. Student conferences are held on an ongoing basis in addition to the two set dates for Student-Led conferences per year. These conferences are at various times during the day/evening set for the convenience of the participants. As an option in reference to these meetings, childcare is provided for those parents that need it. In addition, translators are present to provide translation services for any parents/families that may need it. Transportation is arranged for those families that cannot provide it themselves with a Title I van. If necessary home visits will be arranged. |

**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/families 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/families 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 I AnnualMeeting/Open House  | Administrators | Increase the level of involvement of parents to become active in the decisions made at the school. Provide information to parents on expectations and how parents can help their children. | August | Postcard, sign in sheet, agenda, minutes, workshop comments.  |
| 2 | Curriculum Night | 3-5th grade teachers/Curriculum Specialist | Provide information on how parents can support their children with state assessment testing. | Fall | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 3 | Positive ParentingWorkshop | Parent Involvement Specialist, ESE Teacher | Provide information to parents on how parents can help their children. | Quarterly | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 4 | SAC/PTO Meetings | PTO President/SAC Chairperson | Increase the level of involvement of parents to become active in the decisions made at the school. | September– May | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, minutes, workshop comments |
| 5 | Literacy Night | Media Specialist, Literacy Action Team | Provide information to parents on expectations and how parents can help their children with reading strategies at home. | February | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 6 | Science, Tech, Engineering,Art, Math  | STEAM Action Team | Provide information to parents on the content of standards. | April | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 7 | Volunteer Orientation | Volunteer Coordinator | Provide information to parents on how they can support students in academic achievement. | August – May | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 8 | Fall Festival | Light House Action Team/PTO President | Provide resources and services from the community for families, students, and the school. | Fall | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 9 | Watch DOGS | Parent Involvement Specialist/Top Dog | Provide information to parents on how they can support students in academic achievement | August-May | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 10 | ESOL Parent Classes | Parent Involvement Specialist/Literacy Council Volunteer | Provide English classes to non-English speaking Parents. | September-May | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 11 | Doughnuts with Dad | Parent Involvement/TIES Action Team | I Provide information to parents on how they can support students in academic achievement | February | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 12 | Muffins with Mom | Parent Involvement/TIES Action Team | Provide opportunities for parents to help their children at home | May | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 13 | Student-Led Conferences | Curriculum Specialist | Improve the ability of parents to help their children with school work and understand the curriculum | Fall & Spring | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 14 | Bingo with Grandparents | Parent Involvement/TIES Action Team | Enhance the grandparent’s educational literacy and academic interaction with their grandchildren. | September | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
| 15 | Direct Instruction Curriculum Workshop | ESE Teacher | Information provided to parents of ESE students on how to support their children emotionally and academically. | Fall | Flyer, marquee, Parent Link, sign- in sheet, agenda, handouts, workshop comments |
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**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 | Restorative Practice | Administration | Improve the ability of staff to work effectively with parents/families. | Monthly August – May | In-service record, sign in sheet, agenda |
| 2 | District Trainings | Staff | Improve the ability of staff to work effectively with parents/families. | As opportunities arise August – May | In-service record, sign in sheet, agenda |
| 3 | Action Teams | Chairperson/Staff | Improve the ability of staff to work effectively with parents/families. | Monthly August – May | Sign in sheet, agenda, minutes |
| 4 | APPLESMeetings | Assistant Principal | Improve the ability of new teachers to work effectively with parents/families, students and staff. | August – May | Sign in sheet, agenda, minutes |
| 5 | School Newsletter | Clerk/typist | Improve the ability of staff to work effectively with parents/families. | Monthly | Expectation that newsletter is read by teachers |
| 6 | New Parent Communication System | Tech Specialist | Improve the ability of staff to communicate effectively with parents/families. | September | Sign in sheet, agenda, minutes  |

**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:** Tropic Isles Elementary will continue to encourage and support parents in more fully participating in the education of their children. The school will be offering parent English classes during the day twice a week for our ESOL population with language barriers. Tropic Isles continues to build positive relationships between the school and parents/families with our family friendly atmosphere. Our Parent Involvement Specialist makes sure that parent questions, concerns, and suggestions are answered and addressed in a timely manner.  |

**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;
* If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents’ comments with the plan that will be made available to the local education agency [Section 1116].

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| **Response:** Tropic Isles Elementary will provide information about Title I programming to its families by school newsletter, marquee, Parent Link, school website, and flyers. During our Title I Annual Meeting /Open House information is provided to parents about our Title I Program. All teachers provide an overview of the grade level curriculum and expectations students are responsible for meeting.In the fall, a curriculum night is held for parents/families of grades 3, 4, and 5 to be informed of the curriculum that is used in the classroom and what material their child is expected to master for state testing in the coming year. Documentation is recorded by agendas, sign in sheets and minutes. During the quarterly PTO/SAC meetings, parents/families are able to express their concerns and offer suggestions on the education of their children. These are offered quarterly and documented by agendas, sign in sheets and minutes. The school PFEP is presented to the SAC in the spring for feedback and suggestions. These suggestions are taken into consideration and the PFEP is amended as prescribed. The amended PFEP is then presented at the annual Title I meeting in the fall where it is discussed. If there are issues raised at this meeting the PFEP is then taken back to the SAC for further revisions and then returned to the parents with those revisions for final vote. Parents/families will be informed about all testing and curriculum matters and encouraged to provide input. If the parent’s concerns about the PFEP are still not addressed then these will be forwarded to the district parent involvement office.  |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents/families (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:** Tropic Isles Elementary will provide full opportunities for participation in parental involvement activities for all parents/families by providing transportation, translators including the Talk System, childcare, and any other services at the schools disposal to assist. These include: assistance with homework help, dictionaries for the home use, liaison to outside agencies, internet use and all flyers are in parent friendly language in Spanish as well as English and any other languages necessary. To the extent possible, we will assist parents/families with disabilities have access to parental involvement activities and/or services. All reports, including report cards, are sent home in Spanish and any other language as needed or as possible. Parent Link phone calls are made in English as well as Spanish to those Spanish speaking homes and Creole as needed. All school newsletters and school websites are written to be parent friendly and easy to understand, included in these will be helpful tips and resources for parents/families to help their children. These documents will be housed in the school's Title I Crate. Tropic Isles Elementary has bi-lingual front office staff available for parents. Workshops are held especially geared toward ESOL families to assist in deciphering the educational jargon so that parents/families are better able to assist their child. These are documented by agendas, meeting sign in sheets and minutes all housed in the Title I Crate. Every child who enters, on their first day, receives a Tropic Isles packet, which includes a "Right to Know" letter identifying Tropic Isles as a Title I school. |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cannabw%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CYWDJLW0H%5CfileUploads%5C360391_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%3A%5CUsers%5Cannabw%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CYWDJLW0H%5CfileUploads%5C360391_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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## Evaluation of the previous year's Parental Involvement Plan

**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/Open House | 1 | 810 | Increase the level of involvement of parents to become active in the decisions made at the school |
| 2 | Doughnuts with Dad | 1 | 90 | Provide opportunities for parents to help their children at home |
| 3 | PTO/SAC Meeting | 4 | 70 | Increase the level of involvement of parents to become active in the decisions made at the school |
| 4 | Career Day  | 1 | 42 | Introduce students and families to opportunities that education will provide for them. |
| 5 | Literacy Night | 1 | 135 | Provide opportunities for parents to help their children at home |
| 6 | Active Parent Workshop | 1 | 10 | Provide opportunities for parents to become involved at school.  |
| 7 | STEAM Night | 1 | 212 | Provide opportunities for parents to help their children at home |
| 8 | Parent Workshop for Volunteerism | 3 | 75 | Provide information to parents on how they can support students in academic achievement. |
| 9 | Fall Festival | 1 | 400 | Opportunities for staff, parents , and students to interact and share information |
| 10 | Watch D.O.G.S. | 1 | 47 | Opportunity for dads to interact with students, families, and staff. |
| 11 | Student Led Conferences | 2 | 1032 | Improve the ability of parents to help their children with school work and understand the curriculum |
| 12 | Bingo with Grandparents | 1 | 93 | Enhance the grandparent’s educational literacy and academic interaction with their grandchildren.  |
| 13 | Muffins with Mom | 1 | 110 | Provide opportunities for parents to help their children at home |

**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 | Faculty trainings | 4 | 75 | Improve the ability of staff to work effectively with parents/families. |
| 2 | Professional Learning Community (PLC) | 32 | 75 | Improve the ability of staff to work effectively with parents/families. |
| 3 | Principal meetings | 9 | 1 | Improve the ability of staff to work effectively with parents. |
| 4 | Assistant Principal meetings | 9 | 1 | Improve the ability of staff to work effectively with parents. |
| 5 | Volunteer training for APPLES | 1 | 10 | Improve the ability of staff to work effectively with parents. |
| 6 | School Newsletter | 10 | 75 | Improve the ability of staff to work effectively 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 | Language Barriers | Translators will be available for all parent activities on school campus.  |
| 2 | Transportation | Parent Involvement van is available and will be offered to all parents for any activity on school campus.  |
| 3 | Apprehensions | Parent Involvement Specialist will work with parents to inform and assist parents with the unknown and answer questions in a non-threatening manner. |
| 4 | Work Schedules | School activities will be offered at different times throughout the day to accommodate parents work schedules. |

**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** |