# 2018-2019 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 Date Signed

**School Name: Ventura Elementary**

**Mission Statement (Optional)**

**Parental and Family Engagement Mission Statement (Optional)**

 **Response:** Ventura Elementary Believes that parent involvement is essential to increasing students’ academic success. Through this Parent Involvement Plan we strive to provide meaningful opportunities for our parents and families to learn together.

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

**Response:** The responsibility of reaching all of Ventura’s Shareholders (families, community, business, partners) is shared across our campus through the events provided.

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

# Involvement of Parents

How the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, reviewing and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used? [Elementary Student Education Act 1116]

Our school strives to involve all parents in the planning, review, and improvement of Title I programs and our Parent & Family Engagement Plan. All parents are invited to attend meetings regarding the development of the required plan through flyers, school marquee, and REMIND. Parents are asked for their input on activities and trainings provided by the school. The school uses the notes from the group discussion to guide writing the plan.

# Coordination and Integration with Other Federal Programs

How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [Elementary Student Education Act Section 1116]

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| **Count** | **Program** | **Coordination** |
| 1. | IDEA (ESE) | Provide information to parents about the resources available upon development of the student’s IEP. |
| 2. | Title III (ESOL) | The school and district ELL rep will provide literature and resources to parents at various evening events, and parent events. |
| 3. | Title IX (Families in Transitions) | The Families In Transition (FIT) parents are provided taxis for registrations and parent conferences. Also, health and social services. |
| 4. | Title II (Staff Development) | The professional development activities are facilitated and monitored by the resource teacher and District Professional Development department in relation to parent involvement. |

# Annual Parent Meeting

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.

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| **Count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1. | Create flyer, PowerPoint, agenda | Principal, Assistant Principal | August | Copies of agenda, minutes, sign-in sheets, flyer, PowerPoint presentation |
| 2. | Advertise in school newsletter, on school marquee, utilize Iris out dial | Principal, Assistant Principal, office staff | September  | Emails, newsletter |
| 3. | Sign-in sheet formultiple sessions | Principal, Assistant Principal, office staff | September | Collection of sign-in sheets |
| 4. | Compile documents | Principal, Assistant Principal, office staff | September | Scan documents upload to LEA SharePoint for monitoring |

# Flexible Parent Meetings

How will the school offer a flexible number of meetings, such as meetings in the morning or evening?

Throughout the school year we will offer various events and activities on a variety of weekly nights and mornings offered at different times. Our Annual Meeting will be offered on different days and two different times to accommodate different work schedules.

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]

**Response:** By knowing the needs of our families, Ventura is able to provide services on an as needed basis to assure our families are able to be engaged with our school mission and events on campus.

# Building Capacity

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

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| **Count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence or Effectiveness** |
| 1. | STEM Family Night(Elementary Only) | Math/Science Coach  | Children and parents will participate in hands on STEM activities that reinforce required academic skills. | February | Sign-in sheets, flyers, meeting notes, Agenda |
| 2. | Family Literacy Night | Literacy Council; Literacy Coach  | Parents will participate in curriculum based Reading activities developed using the Florida Standards. Parents can use the information presented to help improve the achievement of their child.  | January and April | Parent participation and feedback |
| 3. | All Pro Dad | Office staff; Assistant Principal | Fathers are invited to breakfast with their child and are provided information on how to help their children be successful in school  | Bi-Monthly | Parent participation feedback; sign in sheets |
| 4. | iMOM | Office staff; Assistant Principal | Mothers are invited to breakfast with their child and are provided information on how to help their children be successful in school | Bi-Monthly | Parent participation feedback; sign in sheets |
| 5. | SAC Meetings | SAC Chair, Principal | Student achievement, development and monitoring of school goals | Monthly Aug-May | Parent participations; data |
| 6. | PTO Meetings  | PTO President, Assistant Principal | Student Achievement, parent and community involvement  | MonthlyAug-May | Parent participations; data |
| 7. | Assessment discussed during conferences  | Classroom Teachers  | Teachers will conduct individual conferences with parents to discuss results of assessments, goals, expectations and academic progress.  | Throughout the year specifically at progress report time.  | Conference logs; parent sign in sheets.  |
| 8. | Florida Standards  | Math/Science and Literacy Coach | Parents will be provided with information on the state standards and strategies they can use to help their child at home. Links to such information can be found on the district and our website.  | November | Notice on Social Media; school website; documentation of materials distributed  |
| 9. | FSA Information Day/Night | Instructional Coaches | Student Achievement- Parents will participate in curriculum based reading and mathematics activities developed using the state standards. Parents are able to use the information represented to help improve the achievement of their child  | March | Parent Participation Feedback |
| 10 | Parent Portal Assistance | Office Staff, Assistant Principal | Parents will be offered assistance in registering for parent portal so they may monitor their child’s academic progress.  | Throughtout the year as needed by parents  | Parent participation and feedback  |

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# Staff Training

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| **Count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1. | Cultural Sensitivity | Principal | Provide framework for developing cultural awareness to help the culture gap. | October  | sign-in sheets, minutes, agenda, PowerPoint Presentation |
| 2. | 5 Levels of Parent Involvement | Assistant Principal | Provide information about the 5 levels of parent involvement and parent’s rights. | September | sign-in sheets, minutes, agenda, PowerPoint Presentation |
| 3. | OASIS Training  | Assistant Principal | Increase the number of volunteers to participate in school programs therefore increase student achievement. Information will be provided on the value of parent involvement  | August | Number of parents volunteering Data |
| 4. | Literacy Council  | Literacy Coach, Principal | Increase parent involvement through parent workshops in literacy that will enhance parent confidence in working with their child at home.  | Monthly | Staff Participation |
| 5. | Large Group PLC, Monthly meeting. | Principal | Improve the ability of staff to communicate and work more effectively with parents. Provide information on various cultures to promote a better understanding of our school’s population.  | Monthly | Staff participation and feedback |
| 6.  | SAC Meetings | SAC Chair, Principal | Review implementation and coordination of parental involvement plan | MonthlyMeetings | Minutes of meetings, sign-in sheets, feedback |
| 7.  | Title 1 Information Staff Training  | Principal  | Provide staff with information on Title 1 and how to improve communication with parents to increase student achievement.  | August  | Sign in sheets |

**Other Activities**

How other activities the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren)? [Every Student Education Act Section 1116]

**Response:** Throughout the school year, the following support will be provided to the VNES stakeholders:

Office staff are available to assist parents with various needs such as completing OASIS volunteer applications, finding community and school resources, access to the parent portal and parent contact phone calls to parents and community members interested in volunteering.

Parent workshops provided included: Family Math Night, Family Science Night, Literacy Nights, Florida Standards night. Parents are also invited to share breakfast and spend time with their children during All Pro Dad and iMom activities.

# Communication

How the school will provide timely information about the Title I programs?

At the beginning of the school year Open House allows parents to visit the school and view its resources. Welcome Back Packets are provided to all students that includes a Title I booklet, District LEA Parent & Family Engagement Plan Summary and School Parent & Family Engagement Plan Summary. Every new student that is enrolled throughout the year is provided a copy of the packet upon registration. In addition, a Title I menu to access links to Title I is available through the school’s website.

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 children are 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 can request a parent/teacher conference in person or telephone. 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 out-dial system called School Messenger that is used to contact parents in regards to events happening at the school as well as emergencies. 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 the various schools and areas.

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?

Ventura Elementary makes every effort to send home communication in Spanish, English and Creole. Additionally, our outdials and Remind 101 (texts) are send in Spanish and English.

# 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)**

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| **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?

Child care and other personal commintments (work, family, etc.)

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?

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| **Count** | **Barrier (Including the Specific Subgroup)** | **Steps the school will take to overcome** |
| 1. | Transportation | As a neighborhood school, transportation is seldom an issue for our families, but when it is expressed we make every effort to provide a to/from event or to arrange carpooling with other families. |
| 2. | Language Barrier | During conferences and event nights we make sire to have bilingual staff on hand to help with translation services.  |
| 3. | Child Care | Ventura welcomes families to attend all events on campus, so child care has never been an issue. Should the need arise, we have developed a plan to provide services on campus for younger siblings.  |
| 4. |  |  |
| 5. |  |  |