

Osteen Elementary Title I, Part A Parent & Family Engagement Plan (PFEP).

I, James K. Bambrick, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise with parents the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
- 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- 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;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; 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.

James K. Bambrick

Signature of Principal or Designee

9/9/19

Date Signed

****Please use the data from the school's survey(s) (*Advance Ed and 5Essentials*) to complete this Parent & Family Engagement Plan!**

Mission Statement

Parent & Family Engagement Mission Statement

Response: The Osteen Elementary family of parents, teachers and the community is dedicated to the total development of each child in a positive learning environment.

Engagement of Parents & Families

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 parent and family engagement will be used.

Response: Osteen Elementary School Advisory Council (SAC) meets monthly. SAC membership is composed of parents, teachers, staff members and community members as well as Osteen Administration. Members are elected by their respective group and/or appointed by the Principal. The membership must be composed of at least 51% non-school members. The draft of the State School Improvement Plan (including use of funds), the Parent Involvement Plan, and the Parent Involvement budget are presented in draft form to parents at School Advisory Council Meeting in September or October 2016. Parents, teachers and staff are asked to offer suggestions for utilizing these funds. Suggestion forms are offered to all stakeholders, so their suggestions are in writing. Parents are notified that Osteen Elementary is a Title I School at every SAC and PTA meeting as well as stated in the school newsletter each month.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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.

count	Program	Coordination
1	Title I, Part C	Parent support is offered through migrant services such as translation and food assistance programs. Parental support through parent /kid activity nights and workshops of school success.
2	Title X, Homeless	Title X Coordinator as well as our Guidance Counselor and Parent Liaison provide services to families to ensure that students have school supplies, community resources and transportation.
3	Title I, Part D	Osteen Head Start VPK works with our school KG staff to coordinate transition plans for students and ensure continuity of services.
4	Title I Part A	Supplemental tutoring before or after school. Supplemental materials and supplies needed to close the achievement gap. Supplemental funds for on-going staff development as determined by the results of FSA data.

Annual Title I 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), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop handouts that address the required documents.	Principal	September, 2019	Copies of Title I handouts
2	Develop and disseminate invitations to open house/annual Title 1 parent meeting.	Assistant Principal	September, 2019	Flyer/Connect Ed Message

3	Advertise/publicize event	Principal	September, 2019	September newsletter, connect ed message, flyers, marquee sign, and announcements.
4	Develop and print sign in sheets	Parent Liaison	September, 2019	Sign in sheets for individual classrooms

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 parent and family engagement.

Response: The school will offer a flexible number of meetings and time to accommodate parents for attendance.

Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress.	Administration and grade level PLCs	Improve student achievement	Fall 2019	Parent Surveys
2	If requested by parents, opportunities for regular meeting to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to such suggestions as soon as possible.	General Education Teacher	Improve student achievement	Ongoing	Parent Surveys
3	Parent Resource Room in Media Center	Parent Liaison	Improve student achievement	Ongoing	Parent Surveys
4	Mentoring Program	Guidance Counselor	Improve student achievement	Ongoing	Parent Surveys
5	Parent volunteer program	Parent Liaison	Improve student Achievement	Ongoing	Parent Surveys

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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 and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Faculty meeting training on volunteer program	Guidance Counselor	Improve student achievement	Fall 2019	Faculty sign in sheet and agenda
2	Monthly faculty meetings	Principal/AP/Coach	All Academic Areas	Monthly during 2019-2020 school year	Sign in sheets and agendas
3	Collaborative planning by Grade Level Teams	Principal / AP	All Academic Areas	Weekly for 40 minutes during 2019-2020 school year	PLC notes
4	Weekly message to faculty and staff called "JB's Notes"	Principal	All academic areas/teacher effectiveness	ongoing 2019-2020 school year	JB's notes upload
5	Early release professional learning days	Principal/AP/Coach	All academic areas/teacher effectiveness	8 early release days	Sign-ins and agendas
6	Presentation of School Improvement Plan and Parent Improvement Plan	Principal / AP	Set clear goals for teachers in regard to academic and parental involvement	Fall 2019	Parent and staff feedback

Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- 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; and
- 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.

Response: Convene an annual meeting, at a convenient time, to which all parents shall be invited and encouraged to attend to inform parents of their school's participation in Title I and to explain the requirements of Title I and the right of parents to be involved. Teachers will hold annual conferences with parents to formulate individual education plans for their children.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement 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.

Response: There will be a translation of the Connect Ed messages as well as a Spanish speaking person in the front office for translation as needed. We will have the Parents to Kids Workshop offered in Spanish and English.

Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

Please upload into SharePoint and keep copies for our records.

Upload School-Parent Compact

Note: As a component of the school-level PFEP, each school shall jointly develop, with parents for all children served under this part, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload into SharePoint and keep copies for your records.

Upload Evidence of parent and family input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload into SharePoint and keep copies for your records.

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (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. Include participation data on the Title I Annual Meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title 1 Meeting	2	65	Assist parents with understanding the use of Title I funds and the classroom implementation of those materials and services.
2	Harry Potter Night	1	100	Assist parents in understanding the importance of literature and how reading strategies at home can connect with school and help students achieve more or better.
3	Orlando Science Night	1	150	Provide parents with opportunities to work on various science activities while learning about the science their children are working on at school and provide strategies to create 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	PLC Training	1 / WK	44	To improve student achievement through collective efficacy.
2	Curriculum Training	1	44	Keep staff and faculty up to date on all changes involving curriculum to ensure a teaching to the depth of the standards.
3	Technology	1	44	Demonstrate various technology services that can assist in tracking student data while also providing differentiation for students.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Low Parent Attendance	We use connect Ed calls and ask teachers to call parents and have successful phone contacts. We provide flyers for the events.
2	Sport Obligations	Students are enrolled in sports and are unable to attend events at school. We will provide events at various times and days to accommodate.
3	English Language Proficiency	Provide translators during all events to assist parents with a welcoming environment in the school.
4	Homeless and Needy Families	Provide support of resources and community assistances with the school social worker and parent liaison.

Best Practices (Optional)

Describe the parent and family engagement 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)

count	Content/Purpose	Description of the Activity
1		
2		
3		
4		

**Please return completed Parent & Family Engagement Plan (PFEP)
to your Parent & Family Engagement (PEF) facilitator by**

***PFEP must be signed by the Principal and approved by PEF
prior to upload to CIMS***
