



*Don John*

## 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?<br>[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] ✓



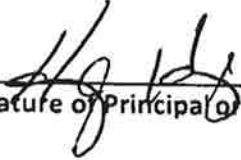
## Ensure your school-level plans contain the following components:

<b>Communication</b>	
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]	✓
<b>Accessibility</b>	
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?	✓
<b>Discretionary Activities (optional)</b>	
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
<b>Barriers</b>	
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]	✓

## 2019-2020 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**

**Mission Statement (Optional)**

Preparing all students for College and Career Readiness through the power of FIRE (Focus, Integrity, Respect, Engaged in Learning).

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

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)

### **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]

All Stakeholders will be invited via e-mail, social media, marquee, REMIND, and the use of fliers to attend quarterly meetings such as the Building Capacity meetings and Student Advisory Council (SAC). These meetings will address the DJMS community needs presented by the stakeholder in conferences, registration, SAC meetings, and parent survey.

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.
5.	Title IV	The Student Support and Academic Enrichment (SSAE) program is designed to help schools provide a well-rounded education, improve safe & healthy school conditions for student learning, and improve the use of technology.

### 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.

The Title I Coordinator/ Parent Liaison will present the Title I Annual Meeting Power-point on two different dates and times (AM & PM). The meetings will also be presented in two separate hours (1-hour English & 1-hour Spanish) on each selected date to decrease communication barriers and give parents the opportunity to select the time or language of their preference/ convenience.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1.	Create flyer, PowerPoint, agenda	Mrs. M Cruz Ms. M Figueroa	August	Copies of agenda, minutes, sign-in sheets, flyer, PowerPoint presentation
2.	Advertise in school newsletter, on school marquee, utilize Iris out dial	Mrs. W Pedraza Mrs. S Dolhon REMIND 101 Ms. M Figueroa	August	Emails, newsletter
3.	Sign-in sheet for multiple sessions	Ms. M Figueroa	August	Collection of sign-in sheets
4.	Compile documents	All members listed on the LEA Share Point list.	September	Scan documents upload to LEA monitoring site

### 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]

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.

### Building Capacity

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

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.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence or Effectiveness
1.	STEM Family night	Math/ Science Coach	Students and parents will participate in hands on STEM activities that reinforce required academic skills.	March	Sign-in sheets, flyers, meeting minutes/ notes, Agenda.
2.	Literacy Night	Mrs. P Daniels	Parents will be encouraged to learn why literacy is so important and what they can do to make it easier for themselves and their students.	November	Sign-in sheets, flyers, meeting minutes/ notes, Agenda.
3.	PI Night	Mrs. A Bonet	Parents and students will interact in stations to gain knowledge on the topics and techniques utilize to present and reinforce topics.	March	Sign-in sheets, flyers, meeting minutes/ notes, Agenda.
4.	Parent Portal Night	Mrs. N Mendez	Instruct parents on the use of technology available to increase parent involvement in student academic progress.	August-January	Sign-in sheets, flyers, meeting minutes/ notes, Agenda.
5.					



## Staff Training

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1.	Cultural Sensitivity	Mrs. M Cruz	Provide framework for developing cultural awareness to help the culture gap.	Aug-Sept	sign-in sheets, minutes, agenda, PowerPoint Presentation
2.	5 Levels of Parent Involvement	Ms. M Figueroa	Provide information about the 5 levels of parent involvement and parent's rights.	Aug-Sept	sign-in sheets, minutes, agenda, PowerPoint Presentation
3.	PD Workshops	Mrs. A Bonet	PDs will provide different strategies to help teachers develop and improve.	PLCs & PD days	sign-in sheets, agenda, Power-point presentation.
4.	Moodle Courses	Mr. H Hoyle	All staff will complete courses offered to improve knowledge	Aug-May	My PGS- Moodle
5.					

## 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]

The Guidance department will invite parents and students to meet for "easing the Middle School transition."

## 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 is able to 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 outdial 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 district 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?

All events and important school information will be posted via Social Media, on the school marquee, and flyers will go home with students to inform parents. All notification will be distributed in both English and Spanish.

**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?

The ELL and Guidance departments increased the building capacity events to maintain communication with parents going through life changing events such as loss of income, resulting loss of their home. Survey input also noted concerns with language barriers and child care needs during meetings.

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?

Translation services are being provided in SAC meetings and Building Capacity events. Parents and families who are disabled are welcome to visit their student's classroom (InD units) to volunteer. Migrant students, parents, and teachers are provided information on services offered to students in SAC meetings and throughout the school year such as breakfast club (tutoring), Saturday school (to make up missing assignments), intervention classes, and YMCA tutoring to support the academic needs of students.

Count	Barrier (Including the Specific Subgroup)	Steps the school will take to overcome
1.	Transportation	Communication with local LYNX to try and get passes donated.
2.	Language Barrier	Translation in SAC, Building capacity meetings, and a bi-lingual staff member always available.
3.	Child Care	Will be provided during Title I events.
4.		
5.		