

## **Title I, Part A Parent and Family Engagement Plan- Imagine School at Town Center**

I, **Lisa O'Grady**, 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. This plan shall meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

### **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 of 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;
- \*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;
- \*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;
- \*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;
- \*if the plan for Title I, Part A, developed under ESEA Section 1116, 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;
- \*provide to each parent an individualized student report about the performance of their child(ren) on the state assessments [ESEA 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 out of field; 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.

**Lisa O'Grady**  
**May 25, 2017**

**Mission Statement** We deliver quality instruction that exceeds the academic needs of each learner by fostering relationships through communication and collaboration.

## **Involvement of Parents**

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decision making regarding how funds for parental involvement will be used [ESEA Section 1116]

Response: The school will establish a Parental Advisory Council (PAC) for interested parents to review initiatives resulting from Title I funds, review data from parent surveys, recognize barriers that may exist and provide suggestions for how to overcome those barriers, solicit parent input for recommendations and provide suggestions. Meeting notes, parent survey results, parent evaluation of the effectiveness of the previous year's plan, parent recommendations will be kept by the Title I Coordinator in order to make the necessary changes to the plan based on parent recommendations.

To ensure ongoing parental notification:

- The school will post our Parent and Family Engagement Plan on the school's website.
- The school will share parent survey results with the PAC.
- The school will use school level "Open House" and Annual Title I Parent Meeting to provide parental involvement information and encourage parent participation throughout the school year.
- The school will use their "All Call" system and email system to provide information to families.
- The school will provide information to parents using the school's website as well as school newsletters.

The Title I Coordinator will ensure that a minimum of 1% of the school's Title I funds are reserved for parental involvement services.

## **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 [ESEA Section 1116].

Count	Program	Coordination
1	Title I - Parent Involvement Set Aside	Parent Resource Center will encourage and support parents with resources/manipulatives to assist parents with their children at home.
2	Title III	Translated communication made available to parents.
3	ESE	Supplemental instruction support provided by the school with parents during the development of the student's IEP.

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual parent meeting designed to inform parents and families of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), how the meeting will cover the Adequate 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.

One week into the new school year, the Title I Coordinator will work with the Principal, ESE Director, and Academic Coaches to host a Title I Informational Family Night. This meeting will communicate that ISTC is a schoolwide Title I school, discuss AYP, school choice, parents' rights, as well as lay out the calendar of monthly parent meetings which will allow the families the opportunity to actively be involved so that parents can be informed.

Account	Content/Type of Activity	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I Informational Family Night	Michelle Emden	August 21, 2017	Parent Attendance and the Attendance

				at the Subsequent Parent Meetings
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## 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 and family engagement [ESEA Section 1116].

**Response:** Monthly parent nights will be hosted in the evening hours, allowing for working parents to attend. Child care (with dinner) will be provided to eliminate that barrier for parents to participate. For parents unable to attend at the scheduled meeting time, it will be advertised in our school's newsletter, that they are able to meet with the Title I Coordinator to have access to the presentation or activity individually, at the convenience of the parent's schedule. Home visits can be made as needed.

## Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parental/family 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. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

Account	Content/Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Reading Make and Take for Parents	Nancy Presnell, Academic Coach	Students make greater gains when parents	Once Annually	Increased parent attendance by evidence

			partner in school activities		of parent sign in sheets  Parent Meeting Evaluations
2	Math Make and Take for Parents Community Relationship Building (Publix Math Night)	Shannon Larsson, Data Coach	Students make greater gains when parents partner in school activities	Once Annually	Increased parent attendance by evidence of parent sign in sheets  Parent Meeting Evaluations
3	Writing Make and Take for Parents	Nancy Presnell, Academic Coach	Students make greater gains when parents partner in school activities	Once Annually	Increased parent attendance by evidence of parent sign in sheets  Parent Meeting Evaluations
4	STEM Make and Take for Parents	Beth Franklin, STEM Coordinator	Students make greater gains when parents partner in school activities	Twice Annually	Increased parent attendance by evidence of parent sign in sheets  Parent Meeting Evaluations
5	Technology Make and Take for Parents	Michelle Emden, Title I Coordinator	Students make greater gains when parents partner in school activities	Once Annually	Increased parent attendance by evidence of parent sign in sheets

					Parent Meeting Evaluations
6	Test Prep Make and Take for Parents	Shannon Larsson, Data Coach	Students make greater gains when parents partner in school activities	Once Annually	Increased parent attendance by evidence of parent sign in sheets  Parent Meeting Evaluations
7	Equipping Parents with Student Data Outcomes	Shannon Larsson, Data Coach	Students make greater gains when parents partner in school activities	Twice Annually	Increased parent attendance by evidence of parent sign in sheets  Parent Meeting Evaluations

**Staff Development**

Describe the professional development activities the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners. Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 116]

Account	Content/Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
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1	Mentor Program for new teachers includes the importance of parent communication and engagement, teaching staff the value of parent contributions and how to reach families	Nancy Presnell, Academic Coach	Meaningful communication between parents and teachers builds ties between home and school.	August ongoing	Student learning gains
2	Cultural Sensitivity Training	Nancy Presnell, Academic Coach	Students of other cultures make greater gains when the teacher understands differences among cultures and the student feels respected.	August ongoing	Minority sub groups making gains
3	Resource Developed to Give "Top 25 ways to Get Involved in Your Child's Education"	Michelle Emden, Title I Coordinator	Improve the ability of the staff to work with parents effectively.	September ongoing	Parent Survey Results
4	Student Led Data Conferencing	Shannon Larsson, Data Coach	Meaningful communication between parents and teachers builds ties between home and school.	August ongoing	Learning Gains

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## Other Activities

Describe how other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [Section ESEA 1116].

**Response:** A parent resource center will be located in the Title I Coordinator's office. It will be available for parents to check out educational literature and other materials as needed. Parents will be notified and reminded of this service throughout the year through the school newsletter as well as parent conferences to address specific student/parent needs.

## Communication

Describe how the school will provide parents 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 achievement levels students are expected to obtain;  
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, how the school will submit the parents/families comments [ESEA Section 1116]

**Response:** The school will make notifications available to parents through the school website as well as the school newsletter, and hard copies will go home via student backpacks. Updates will be given at the quarterly Parental Advisory Committee (PAC) meetings, these meetings will also serve as a forum for parents to give input into our programs. The school will discuss curriculum types and assessments with parents to keep them notified and informed, and will provide a means for parents to submit comments for feedback should they not be satisfied with the schoolwide plan. Student specific communications will be provided through teacher communication, including classroom newsletters.

## Accessibility



Describe how the school will provide full opportunities for participation in parent/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/family 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:** All communications will be available in Spanish and other languages provided by TRANSACT. STAR Parent Information Reports are available in Spanish. The school will provide translators upon parent request. The ESOL contact will hold an ELL Parent Night. All areas of campus are handicap accessible to allow all parents or family members to actively participate in their child's education.

### Discretionary Activities (optional)

Discretionary School Level Parental Involvement Policy Components: include any activities that are not required, but will be paid for through Title I, Part A funding (for example home visits, transportation for meeting, activities related to parent/family engagement, etc.

Account	Content/Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness

Attach Evidence of Input from Parents

Attach Parent-School Compact

Attach Evidence of Parent Involvement in Development of Parent-School Compact

**Below is the Evaluation of 2016-2017 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. Include participation data on the Title I annual meeting.

<b>Account</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				

## 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.

Account	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## Barriers

Describe the barriers that hindered participation by parents during the previous school year. Include a description of 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) [ESEA Section 1116].

Account	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1		
2		

## 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)

Account	Content/Purpose	Description of the Activity