

Title I, Part A 2023-2024 Parent and Family Engagement Plan for

Villas Elementary School

I, Shane Musich 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

Parent Consultations

The school shall conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Certifications

The school will inform/notify parents (in a timely manner) of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals qualifications.

The school will notify parents when a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified but teaching out-of-field by providing a written notification to each parent in a timely manner. This notification should be timely and in letter form on school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

School Parent and Family Engagement Policy

The school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Policy Involvement

The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement.

The school will 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

The school will provide parents of participating children with:

- a timely information about programs under this part;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and
- 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 respond to any such suggestions as soon as practicably possible.

If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, the parents may submit any parent comments on the plan when the school makes the plan available to the LEA.

Shared Responsibilities for High Student Academic Achievement

The school will 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 and the means by which the school and parents will build and develop a partnership to help children achieve the Florida's challenging academic standards. Such compact shall

(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time;

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum

- **parent-teacher conferences in elementary schools, at least annually**, during which the compact shall be discussed as it relates to the individual child's achievement;
- frequent reports to parents on their children's progress;

- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;
- ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Accessibility

The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Signature of Principal or Designee

Date Signed

Parent and Family Engagement Plan

In support of strengthening student academic achievement, **(Name of School)**, receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **(Name of School)** agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
 - Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child's learning;
 - (B) families are encouraged to be actively involved in their child's education at school;
 - (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

JOINTLY DEVELOPED/INVOLVEMENT OF PARENTS

Villas Elementary will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Villas Elementary understands the importance of parental involvement and because of this, all parents will be invited to be a part of the School Advisory Committee which is composed of parents, teachers, administrators and members of the community. The SAC will meet to discuss the development and implementations of all Title 1 programs, including the School Improvement Plan, as well as how Title 1 funds will be spent for the upcoming school year. All parents will also be invited to the Title 1 Annual Meeting and will have the opportunity to review, offer inputs, and approve the SIP at the first PFEP schedule meeting for the school year. Documentation for all parent meetings will include: flyers (in tow languages), agendas, handouts, minutes, sign-in sheets, and parent meeting surveys. All documentation will be maintained in the Title 1 Tool Crate.

ANNUAL TITLE I MEETING

Villas Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement plan, the schoolwide plan (SIP).

Villas Elementary understands the importance of parent presence. At open house, we will ask parents to complete a survey telling us the best day(s) and time(s) that work for them for meetings and event planning. We will use this information to determine the best day(s) and time(s) to hold events and meetings throughout the school year. The day and time of the Title 1 meeting will be determined based on this information as well. We will also ask if families prefer in-person, face-to-face or a combination.

In August, Administration, Reading Specialist, Reading Resource Teachers and Classroom Teachers will develop an agenda and advertise through various means. We will provide evidence of Effectiveness through agendas, newsletters, invitations, school website, marquee and school messenger. Annual Title I Meeting held immediately after the August PTA/SAC meeting of the year to Share the Title I PowerPoint Presentation and provide handouts that describe SIP/Parent Involvement. There will be agenda for the meeting, minutes and a sign-in sheet. All documentation will be uploaded to the Title 1 ToolKit.

COMMUNICATIONS

Our Annual Title I meeting, used to inform parents about the services provided by Title I programs, including their right to be involved in the decision-making process, will be held at the onset of the school year. There will be a variety of academic parent nights throughout the school year, Student-Led Conferences will present opportunities for our parents to gain supports, become aware of current progress, as well as information regarding their child's education for each semester of the school year.

Parents will be invited to a variety of parent involvement activity nights throughout the school year that will focus on the school improvement goals in the areas of reading, math, writing, and science. Through these experiences, parents will be provided with the necessary information, tools, and supports that they will require to make a powerful impact in their child's education. Parents will also have the opportunity to participate in the scheduled Parent Involvement activities and Student-Led Conferences that will meet the specific needs of our families.

Through provided parent meetings and Student-Led Conferences, parents will have the opportunity to discuss their child's current performance levels, strengths, weaknesses, and strategies to utilize, in order to make improvements in their child's education, as appropriate, by the teacher and the parent.

Through the use of the Parent Workshop Surveys, parents will have the opportunity to express their feelings, beliefs, and/or concerns from the events and activities provided. Suggestions and concerns that exist will be shared with the District's Title I Office in the event that parents have found the school-wide Parent Involvement Plan unsatisfactory.

Villas Elementary has a strong need for parent involvement and provides a flexible schedule for attendance to meet the needs of our parents. Villas Elementary will offer parent workshops throughout the school year by advertising such meetings through the use of parent invitations, School Messenger, marquee messages, newsletters and school website. Villas will provide evening parent involvement activities will be offered to accommodate the needs of our parent's daily schedules with translation provided. Planned parent involvement activities will include academic nights specific to each grade level, as well as a school-wide science, math, and writing topics that will focus on the Florida Standards. By providing meetings such as parent conferences with flexible scheduling, designated Student-Led Conferences, day, evening, and weekend parent events, our parents will have the opportunity to choose activities that best suit their needs.

In order to provide unlimited opportunities for participation in parental involvement activities, all school communications will be sent home in English and Spanish to meet the needs of our families. Translators will be available during, before, and after school hours, as well as during planned parental involvement night activities to increase understanding. Through the utilization of School Messenger, parents will have the opportunity to choose their preferred language, and messages will be delivered in both languages to ensure parent understanding. Written communication will also be provided in both languages to ensure the school's message is clearly communicated. All written communications and information for parents will be maintained as documentation in the Title I Tool Crate. One way we address the fluctuation of student population throughout the school year is providing our "Getting to Know Villas" information packet to every student regardless of their first day of school at Villas Elementary. This packet includes school information, as well as Title I information, and the Right to Know letter. We will make every effort to provide full opportunities for parents with disabilities and those with special needs also.

Villas Elementary will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

SCHOOL-PARENT COMPACT

Villas Elementary will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

Villas Elementary will provide parents with the school-parent compact at the final SAC/PTA meeting in May 2023. A copy will also be provided electronically with a Google form as chance for parents to respond providing feedback and 'parent impact'. The school-parent compact will be discussed at the Annual Title 1 meeting held in August. An agreed upon school-parent compact will be decided upon and will be distributed to all parents/students for signatures at that time.

RESERVATION OF FUNDS

Villas Elementary will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

During the review of the current PFEP how the 1 percent of Title 1 was spent and how it will be spent for the upcoming school year. Documentation for all parent meeting will include: Flyers, agendas, handouts, minutes, sign-up sheets, and parent meeting surveys. All documentation will b maintained in the Title 1 Tool Crate. Villas Elementary is providing parents with a virtual input form to discuss how the 1% set aside will be allocated.

COORDINATION OF SERVICES

Villas Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

Head Start: Head Start Pre-Kindergarten teachers will conduct four conferences with their parents during the school year. All Head Start parents receive all school wide newsletters/flyers, and are invited to participate in all school activities.

ESOL/ELL (Title III): All programs and activities will be available to all parents. All invitations, flyers, and Parent Link messages are translated into Spanish.

Evaluation of the 2022-2023 Parental Involvement Activities

2022-2023 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.

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Annual Title 1 Meeting	1	11	
2	New Parent Orientation	1	22	
3	Curriculum Nights	2	300/TBD	The curriculum utilized during each activity directly correlates to the adequate yearly progress goals identified with the School Improvement Plan.
4	SAC Meetings	4	10	To provide a joint partnership for decision-making between the school, parents, and community members that will focus of the identified goals to increase student achievement identified as indicated in the School Improvement Plan.
5	Science Night	1	TBD	Happening on April 20 th . Live science show and hands on lessons tied to standards and curriculum.
6	Virtual Student-Led Conferences	1	TBD	Occurring April 4-6: Provide Information on how parents can support their children at home through research strategies and tips
7	Family Movie Nights	1	450	Parents and students build a positive relationship with the school and have the opportunity to showcase student work and club performances.
8	Literacy Night	6	TBD	Oct. 12 – Each grade level will create a literacy themed room for hands on activities for all families to participate in as well as has taken home items to
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		Total: 11	Total: 793	

2022-2023 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)].

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Effective collaborative Team Time	1	65	Leading and Learning Representatives will know how to lead/facilitate weekly Collaborative Team Time (formerly known as PLC).
2	Testing Review	1	27	Review best testing practices, procedures, state guidelines and testing accommodations.
3	Student Led Conference	1	55	Partnership with Parents, Allows for Accountability, Collaboration.
4	Q4 PD	1	Upcoming	Survey sent to staff
5	Just for Parents Tips and Suggestions Website	1	78	Improve the ability of staff to work effectively with parents
6	Parent Involvement Research-Based Articles	1	78	The bus used to have assigned seats, but since the new bus, the names were not put back up so the students sit wherever. One student who is being mean to Gavin couldn't find a seat and sat in the same row, but not the same seat. He was talking to others about Gavin being fat. He was talking to Angel (seated behind) who is in Mrs. Talbert's class. Gavin said that Angel did not say anything.
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2022-2023 Barriers Summary

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].

#	Barrier (Including the specific subgroup)- Be specific	Steps you put in place to overcome barriers - Be specific
1	Villas Elementary continues to address the Limited English proficient families and their participation in parental involvement activities. With such a diverse population, many of our families require translation services in order to fully understand the information that is presented.	Continued use of translators and talk systems for limited English parents at each planned parent event will be utilized to ensure successful parental involvement and increased understanding of the information that is being communicated. The offering of weekly school-based English classes will be provided to our Spanish speaking families to increase understanding and communication skills.
2	Parent attendance to planned parent involvement activities	Surveys for families to submit best dates and times for meeting and events. Flexible scheduling for events will be offered to increase parent attendance for planned parent involvement activities. Daytime, evening, and weekend scheduling will be provided to accommodate the needs of our families.
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Evidence-Based Interventions/Strategies

Evidence-based interventions are practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. The kind of evidence described in ESSA has generally been produced through formal studies and research. Under ESSA, there are four tiers, or levels, of evidence:

- Tier 1 –Strong Evidence:** supported by one or more well-designed and well-implemented randomized control experimental studies.

•**Tier 2 –Moderate Evidence:** supported by one or more well-designed and well-implemented quasi-experimental studies.

•**Tier 3 –Promising Evidence:** supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).

•**Tier 4 –Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a SEA, LEA, or outside research organization to determine their effectiveness.

NEW 2023-2024 Parental Involvement Activities

2023-2024 Building Capacity Activities

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 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 may request [Section 1116)].

Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement;

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier (see previous page)	Cost Associated with Activity
1	Annual Title 1 Meeting	Administration, SAC Members, Reading Specialist	Provide information to parents about the Title I program, about expectations and how they can support their children at home	August/September	Flyer, agenda, handouts and or meeting minutes, sign in sheets and workshop comments Tier 3	25.00
2	New Parent Orientation	Administration Reading Specialist Reading Resource Guidance Counselor	Provide information to all new Villas Parents about our school policies, procedures and expectations Launchpad, Focus, Ren Place curriculum and academic expectations.	August	Flyers, Agenda, handouts, sign-in sheets, workshop comments forms Tier 3	25.00

3	Curriculum Family Night	Administration, Reading Resource, Reading Specialist, and Classroom/Special Area Teachers	Provide Information on how parents can support their children at home through research strategies and tips.	October	Flyer, agenda, handouts and or meeting minutes, sign in sheets and workshop	300.00
4	FAST Success Night	Administration/3-5 Teachers Reading Resource Guidance Counselor	Administrators and teachers will educate and inform parents on how they can help their children succeed on the FSA test	March/April	Flyers, Agenda, handouts, sign-in sheets, workshop comments forms Tier 3	300.00
5	SAC Meetings	Administration	Increase the level of involvement of parent to become better active in the decision making at school.	Quarterly	Flyers, Agenda, handouts, sign-in sheets, workshop comments forms Tier 3	
6	Science Night	Administration, Science Teacher, Reading Resource, Reading Specialist, and Classroom Teachers.	Parents and students will participate in a science Live Show and Science Centers to familiarize them with our Science Curriculum. Curriculum utilized and provided during each activity will directly correlate to the adequate yearly progress goals as identified within the school improvement plan.	April	Flyer, agenda, handouts and or meeting minutes, sign in sheets and workshop comments Tier 3	200.00
7	Student-Led Conferences	Administration, Classroom teachers, Special Area Teachers, Resource Teachers, Reading Specialists.	Parents will see the standards being taught to their child and see the progress their child is making towards mastering the standards. To review the curriculum utilized and provided during each the school year that directly correlates to the adequate yearly progress goals identified within the School Improvement Plan	Quarter 3	Flyer, agenda, handouts and or meeting minutes, sign in sheets and workshop comments Tier 3	200.00
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2023-2024 Staff Training Activities

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)].

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier
1	Just for Parents Tips and Suggestions Website	Technology Specialist	Improve the ability of staff to work effectively with parents	Daily	Usage of Website
2	Parent Involvement research-based articles	Administration & Office Staff	Improve the ability of staff to work effectively with parents	Monthly	Expectation of reading provided newsletters and articles
3	Volunteer Coordinator Staff Training	Volunteer Coordinator	Improve the ability of staff to work effectively with parents	September	Agenda/ Sign in sheet/Minutes
4	Student-Led Conferences	Reading Specialist	Provide parents with information regarding their child's current level & set goals	Quarter 3	Sign-In Sheet and Survey
5	Suggestions Website	Technology Specialist	Improve the ability of staff to work effectively with parents	Daily	Usage of Website
6	Focus Gradebook and Google Classroom	Technology Specialist/Reading Specialist	Improve the ability of our staff members to utilize a program that provides parents information on their child's current academic level.	Throughout the year	Agenda/Sign In Sheets/Minutes