

**2023-2024 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.

*Catherine Hiltunen*

Catherine Hiltunen

4/21/23

**Signature of Principal or Designee**

**Date Signed**

**School Name: Mill Creek Elementary**

**Mission Statement (Optional)**

**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, social media, 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]**

At our three events (STEAM Night, Literacy Night, and the Parent Teacher Conference Night) for parents and students, we will prepare and demonstrate a wide variety of learning games and activities for parents/guardians and students to engage in and then extend the learning at home. These include math, science, and reading learning games and activities for students in Pre-K – 5<sup>th</sup> grades that are designed to help parents/guardians help their children at home. These events will be face-to-face.

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 events.
3.	Title IX (Families in Transitions)	The Families In Transition (FIT) parents are provided axis 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 (SSA ) 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.**

A flyer in English and Spanish, announcing two dates and times for the Title I Annual Parent meeting, will be sent home with all students in Pre-K-5<sup>th</sup> grades. The same information, also in English and Spanish, will be posted on our social media platforms, our school’s web page, and on our Remind messaging app. The events will also be advertised on our school’s marquee.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1.	Create flyer, PowerPoint, agenda	Catherine Hiltunen	September	Copies of agenda, minutes, sign-in sheets, flyer, PowerPoint presentation
2.	Advertise in school newsletter, on school marquee, utilize Iris out dial	Catherine Hiltunen	September	Emails, newsletter
3.	Sign-in sheet for multiple sessions	Catherine Hiltunen	September	Collection of sign-sheets
4.	Compile documents	Catherine Hiltunen	September	Scan documents uploaded 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 events and activities, on a variety of weeknights and mornings offered at different times. Our Annual Meeting will be offered on different dates and two different times to accommodate different work schedules.

**How will the school provide, with Title I funds, transportations, childcare or home visits, as services relate to parents and family engagement? [Every Student Education Act Section 1116]**

We do not use Title I funds for the above-listed services; however, we do use SAC funds to provide childcare at all monthly SAC meetings. This enables parents/guardians with young children to attend and participate in our SAC meetings.

**Building Capacity**

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

At teacher conferences, teachers provide parents/guardians with ideas and materials to use at home to help their children with reading, math, writing, and science. In addition, academic coaches and the ESOL Education Specialist also meet with parents/guardians to model ways to help children learn and help parents/guardians understand the content being taught in the classroom.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1.	STEAM Night	Catherine Hiltunen, Jackie Acosta,	Students and parents will participate in hands-on STEAM activities that reinforce required academic skills.	December 2023	Flyers, Sign sheets, and pictures of materials, and participation
2.	Literacy Night	Catherine Hiltunen, Connie Kocher	Students and parents will participate in multi-sensory literacy activities that support students in their reading skills.	November 2023	Flyers, Sign sheets, and pictures of materials, and participation
3.	Parent/Teacher Conference Night	Catherine Hiltunen, Latricia Pinder	Students and parents will have the opportunity to meet with the classroom teacher to confer and collaborate strategies to support the areas of need for their child.	September 2023	Flyers, Sign sheets, and pictures of materials, and participation

**Staff Training**

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1.	We will design a Power Point to review ways to increase parent involvement.	Latricia Pinder and Catherine Hiltunen	Providing information about increasing parent involvement in academic and social events will help to increase student achievement.	October 2023	sign-in sheets, minutes agenda Power Point Presentation
2.	We will design a Power Point to review cultural sensitivity.	Latricia Pinder and Catherine Hiltunen	Providing information about increasing parent involvement in academic and social events will help to increase student achievement.	October 2023	sign-in sheets, minutes agenda Power Point Presentation
3.					
4.					
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]**

Guidance counselors provide lessons to students titled "Safer, Smarter, Students". In addition to the classroom lesson, these lessons provide opportunities for students to share information with his/her parents/guardians. The Guidance counselors and/or social worker provide parents/guardians with strategies for helping their children with homework and assist parents/guardians with finding strategies to help their children behaviorally and academically.

## 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. Each month, invitations are physically and digitally sent to parents inviting them to participate in PTO & SAC, where more information about Title I programs is shared.

**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)?**

Parents/guardians can request a parent/teacher conference in person or by telephone. Parents/guardians may contact teachers via email or telephone. The school will also provide parents/guardians the opportunity to participate in school-wide teacher conferences nightly. 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]**

Digital or paper copies of the Title I is sent to parents/guardians to request feedback on curriculum, testing, barriers, etc. All surveys are collected and reviewed. Results from the surveys are provided in the spring and shared with parents/guardians. All parents/guardians 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 multiple social media platforms and a website to provide information to parents/guardians regarding upcoming school events. In addition, flyers are sent home in English and Spanish to every student about upcoming school events. Osceola County School District has a virtual backpack website that parents/guardians can visit in order to see the various community businesses that are involved with the district schools and areas. All Title I sponsored events are designed to engage parents/guardians of all students, Pre-K – 5<sup>th</sup> grade, and Spanish translation is available upon request.

**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?**

Flyers announcing school events are sent home in English and Spanish. In addition, activities and upcoming events are promoted on social media platforms, Remind, and our school marquee and website.

**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.	n/a				
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.**

Work schedules, time, and language barriers were cited by parents/guardians as their main barriers to participation.

**A description of the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children?)**

A benefit of being a neighborhood school is that many parents/guardians can walk or bike to our school events, which is helpful because we are unable to provide transportation for parents/guardians to and from the events. At all family events, children of all ages are invited to participate; therefore, childcare is not needed. Were we to receive any migrant families, we would provide them with school supplies, school uniforms, and a connection to resources within our community which could provide additional support.

Count	Barrier (Including the Specific Subgroup)	Steps the school will take to overcome
1.	Transportation	Create short clips to post on social media about some of the activities that can be done from home from our events.
2.	Time	Other than set day and times for PTO and SAC meetings, we will have events on different days and times throughout the school year.
3.		