



Parent and Family Engagement Plan 2025-2026

I, Monique Keaton, 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 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 Parent and Family Engagement Plan and distribute to parents of participating children and make available to the local community;
- Involve parents, in an organized, ongoing, and timely way, in the joint development of planning, reviewing, and making improvements to the school Parent and Family Engagement Plan;
- Use the findings from the Parent and Family Engagement Plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent and Family Engagement Plan;
- 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.

September 11, 2025

Signature of Principal

Date

Parent and Family Engagement Mission Statement (optional)

Response:. At Otis A. Mason Elementary School, we believe student success is fostered by a continuous commitment to improvement, which ensures well-rounded and motivated learners. We do this by maintaining a safe and dynamic learning environment, promoting high expectations for all students, nurturing determination, developing personal relationships, and involving our community

Involvement of Parents

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 parental involvement will be used [ESEA Section 1116].

Response:. Otis A. Mason Elementary School plans to include parents and our community in every step of our Title I progression (for example, School Improvement Plan, Compact, et cetera). We offer an “all are welcome” approach to our School Advisory Council (SAC) and Parent-Teacher Organization (PTO). We plan to keep all parents informed of when these meetings occur as well as with what is going on with our school through our website, inside and outside digital marquees, monthly school newsletters, weekly classroom newsletters, and School Messenger. We will aim to involve parents by gathering their input and opinions at these monthly meetings as well as with a parent input survey (on our website).

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 1116].

	Program	Coordination
1	Block Party – Unity in the Community, July 31	Block Party Event: Brave – UF Health, Children’s Home Society of Florida, EPIC, Fire Rescue, Fresh Heads, Hanley Foundation, Girl Scouts, Health Department, Library Mobile, PAL, Shoes of Hope, SJSO, Vision is Priceless, PTO, SAC, OMES Extended Day, District Transportation, Title I, School Staff
2	Block Party – Unity in the Community, July 31	Parents will be shown how to access HAC and other online platforms that will enhance the communication between parents and school, in addition to providing home support.
3	Kindergarten Signing Day	This celebratory school kickoff event welcomes our youngest learners and their families into the school community. Families will participate in a symbolic “signing day,” committing to support their child’s educational journey while receiving important information about parent and family engagement and early childhood academic expectations and classroom resources.
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Annual 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, Adequate Yearly Progress, school choice, and the rights of parents.

	Activity/Tasks
1	Welcome with Snacks
2	Title I presentation with details about our funding and their part in a partnership with the school
3	School data will be shared in detail highlighting the Adequate Yearly Progress in the Power Point
4	School Choice will be explained and highlighted in the presentation
5	The Parents Right to Know will be shared and signed by parents

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 [ESEA Section 1116].

Response: We hope to provide flexibility in our parent meetings by holding them after school/work hours but conveniently timing them with the end of school and close to our Trunk or Treat parent event. We hope to convince parents to stay a little while longer while they may be here anyway. Many parents will choose to have students stay after school for ease of transportation. Meetings will have food like pizza, drinks and snacks provided so that dinner or hunger is not a worry. Many of our parents work during the school day so having these meetings after school usually works best for them. Parents often bring children, and they are permitted to play, do homework, etc., in the designated areas.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/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)].

PFE Allocation \$3,557.00

	Month of Event/Training	Content or Type of Activity	Description of PFE Event/ Training Description of the overall event/training, goals, specific resources needed, and anticipated number of participants	Event/Training Projected Expenses	Total Expense
	July 2025-June 2026	PFE Parent Liaison	This role will be filled by teachers or other certified personnel. Parent liaisons will help plan and implement activities within the Title I Parent and Family Engagement Plan, including submission	<input checked="" type="checkbox"/> Food <input checked="" type="checkbox"/> Consumable Materials <input checked="" type="checkbox"/> Resources	\$2,800

			of all required documentation outside of regular work hours. Focus of activities will be on building the capacity of parents.	<input type="checkbox"/> Contract Services <input checked="" type="checkbox"/> Parent Liaison	
1	August	Pre- K and Kindergarten Signing Day Event	<p>This celebratory school kickoff event welcomes our youngest learners and their families into the school community. Families will participate in a symbolic “signing day,” committing to support their child’s educational journey while receiving important information about parent and family engagement and early childhood academic expectations and classroom resources.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Foster early family engagement and school pride. • Strengthen the home-school connection from the start. • Provide families with tools and contacts to support Pre-K and Kindergarten readiness. <p>Resources Needed: Welcome signage, student folders with readiness materials, “signing day” certificates, balloons/decor, snacks, and staff greeters.</p> <p>Number of Participants: 100 Projected</p>	<input type="checkbox"/> Food <input checked="" type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	
2	September / October	Title I Annual Meeting/ Open House/ Curriculum Night	<p>This joint event serves as the official Title I Annual Meeting and an opportunity for families to engage with school staff, understand curriculum standards, and explore the supports available to all students under Title I.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Inform families of their rights under Title I and school accountability measures. • Provide transparency about curriculum, assessments, and teacher expectations. • Strengthen communication between parents and teachers. <p>Resources Needed: Title I presentation, family compacts, handouts by grade level, sign-in sheets, translators if needed, refreshments, student work displays.</p> <p>Number of Participants: 50 Projected</p>	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	\$100
3	October	Parent Engagement at Trunk or Treat	<p>Our annual Trunk or Treat event, hosted by our PTO, is more than just a festive celebration—it’s a vital part of our Title I Parent and Family Engagement Plan. With over 200 students, families, and staff participating, this event fosters meaningful, two-way communication between home and school.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Strengthen family-school partnerships by creating a welcoming, inclusive environment. • Promote academic awareness through themed activities that connect learning with fun. 	<input type="checkbox"/> Food <input checked="" type="checkbox"/> Consumable Materials <input checked="" type="checkbox"/> Resources <input type="checkbox"/> Contract Services	

			<ul style="list-style-type: none"> • Encourage parent participation in school planning and decision-making, a key requirement of Title I programs Resources Needed: <ul style="list-style-type: none"> • Volunteers (staff and parents) to decorate trunks and facilitate activities. • Educational materials to distribute (e.g., literacy tips, Title I info, school-parent compacts). • Community partnerships for donations (candy, decorations, safety supplies). • Translation services to ensure accessibility for families with limited English proficiency <p>By integrating Title I goals into this beloved tradition, we ensure that every family feels valued, informed, and empowered to support their child's success.</p> <p>Number of Participants: 200 Projected</p>		
4	November	Parent and Family Engagement Month Event	<p>In celebration of Florida's Parent and Family Engagement Month, this event highlights the power of informed educational choices. Families will explore available school choice options and learn how to navigate the application process. Parents in Grades K & 2 will be targeted through an invite to participate in their child's Native American Experience and Hands-On History Program, respectively.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Educate families on School Choice programs and deadlines. • Empower parents to advocate for the best academic fit for their child. • Build family awareness of district and state educational pathways. <p>Resources Needed: School Choice brochures, online application stations, district representative Q&A, flyers, refreshments.</p> <p>Number of Participants: 75 Projected</p>	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	\$100
5	January	Literacy Week Event	<p>Held during Celebrate Literacy Week, Florida!, this event promotes a love of reading through interactive literacy activities like Bingo for Books, a New Worlds Reading Program celebration, or a theme tied to Florida's culture, history, or natural wonders.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Engage families in at-home reading habits. • Introduce literacy-based programs and community resources. • Make reading fun and accessible to all learners. <p>Resources Needed: Books for prizes, themed décor, literacy game stations, volunteer readers, activity take-home bags.</p> <p>Number of Participants: 75 Projected</p>	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	\$100

6	March	STEAM Night Event	<p>STEM Night immerses families in hands-on science, technology, engineering, and math activities, encouraging collaboration and creative problem-solving. In partnership with programs like Challenge Island, families will work together on exciting STEM challenges.</p> <p>Goals:</p> <ul style="list-style-type: none"> Promote critical thinking and real-world problem-solving skills. Show parents how STEM is integrated into classroom instruction. Encourage family collaboration through fun learning experiences. <p>Resources Needed: Challenge Island to provide activities, take home items, and facilitators. Food and Sign-In Sheets.</p> <p>Number of Participants: 75 Projected</p>	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	
7	April / May (may be held in the fall)	Arts in Excellence Event	<p>This celebration showcases student talent and creativity through visual arts, music, dance, and theater. Families are invited to attend performances, explore art exhibits, and participate in interactive arts activities. Parents will partake in some of the fun activities with their students while also enjoying a delicious meal.</p> <p>Goals:</p> <ul style="list-style-type: none"> Celebrate student achievements in the fine and performing arts. Encourage family appreciation and support of arts education. Provide students with a platform for creative expression. <p>Resources Needed: Student artwork, performance schedule, programs or playbills, art activity stations.</p> <p>Number of Participants: 150 Projected</p>	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	\$350
8	May	Donuts for Grown-Ups	<p>Our Grade 1 Donuts for Grown Ups morning is a warm, welcoming opportunity for families to experience their child's learning environment firsthand. This event supports our Title I Parent and Family Engagement Plan by fostering regular, two-way, and meaningful communication between families and school staff</p> <p>Event Highlights:</p> <ul style="list-style-type: none"> Families enjoy donuts and coffee while engaging in their child's classroom routines. Parents explore student work, classroom displays, and learning centers. Teachers share academic goals and strategies for supporting learning at home. <p>Goals:</p> <ul style="list-style-type: none"> Build strong school-family partnerships that support student achievement. 	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	\$107

			<ul style="list-style-type: none"> • Increase parent understanding of grade-level expectations and classroom instruction. • Encourage ongoing involvement in school activities and decision-making. Resources Needed: <ul style="list-style-type: none"> • Refreshments (donuts, coffee, juice, napkins, etc.). • Classroom displays of student work and learning objectives. • Take-home materials (literacy tips, Title I info, school-parent compact). • Volunteers for setup, greeting, and cleanup. • Translation services to ensure accessibility for all families <p>By inviting families into the classroom, we create a shared sense of purpose and community—key components of effective Title I engagement.</p>		
9			And many more!	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	
				Total	\$3,557.00

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 1116]

	Activity	Building Ties Between Parents/Families and the School
1	PrePlanning Parent Involvement	Encouraging teachers to permit parents to volunteer on a more frequent basis, communication in school and teacher newsletters regarding how to access information and share what students are learning.
2	Weekly PLTs	Engage the staff in understanding the benefits of communicating with parents on a regular basis for positive feedback about their child. This will reap benefits when having to make connections about areas of focus.
3.	United Wednesday Planning & Trainings	Teachers will be informed of the expectation of holding two parent conferences per year.

Other Activities

Describe the 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 [ESEA Section 1116].

Response: We do have a wealth of resources and information available in our Front Office and lobby with flyers to take home as well as the inside and outside information marquees that provide access to invitations and information regarding events and how to help bridge the gap between home and school. Our class and school newsletters and emails are informational too.

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 proficiency 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 school-wide program plan is not satisfactory to the parents of participating children, how the parents will submit the parent/family comments [ESEA 1116].

Response: All events, Title I and otherwise, will be advertised with morning and afternoon announcements, the inside and outside marquees, regular school messenger messages, school website updates, monthly school newsletters, weekly classroom emails and daily teacher communication via the student's communication folder. Parent input is welcome in the student's daily communication folder as well as during parent-teacher conferences, RTI/MTSS meetings, and IEP meetings as well as at SAC, PTO, and parent information evenings.

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: We work very hard to reach all of our parents and to make them feel welcome at our school. Interpreters are always an option available to our families whether for special events or for meetings. Many of our communications offer messages in simple terms and educational opportunities for parents as well as students. We also regularly share resource information for resources in the community such as our very own St. Johns County Public Library System.

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.).

	Activity
1	
2	

Evaluation of the Previous Year's Parent and Family Engagement Plan

Barriers

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 paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].

	Barrier	Steps the School will Take to Overcome
1	None	We made sure to invite sign language interpreters and Spanish interpreters based on student and family needs.
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Building Capacity Summary for the Previous Year

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.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher	1	350	Meet the Teacher is anticipated to positively impact student achievement by fostering early, meaningful connections between families and educators, which supports stronger communication, increased parental involvement, and a smoother transition into the academic year.
2	SAC	8	104	Participation in the School Advisory Council (SAC) is anticipated to enhance student achievement by promoting shared decision-making, aligning school improvement efforts with student needs, and fostering a collaborative culture of accountability and support.
3	Character Counts	2	300	A Character Counts celebration with parents is anticipated to enhance student achievement by reinforcing positive behavior, fostering a supportive school culture, and strengthening the home-school connection that underpins academic and social-emotional success.
4	Holiday Shop	1	50	Parent volunteering at the Holiday Shop is anticipated to support student achievement by fostering a sense of community, modeling positive involvement, and creating a joyful, supportive environment that enhances students' emotional well-being and engagement in school.

5	Dance	1	200	Parents attending the school dance with their child is anticipated to boost student achievement by strengthening family-school bonds, enhancing students' sense of belonging, and promoting a positive school climate that supports academic motivation and engagement.
6	Kids Heart Challenge	1	300	Families participating in the Kids Heart Challenge are anticipated to positively impact student achievement by promoting physical wellness, fostering family engagement, and reinforcing the connection between healthy lifestyles and academic success.
7	AR Party	1	30	Parents volunteering to organize the AR (Accelerated Reader) party are anticipated to positively impact student achievement by celebrating reading milestones, motivating students to reach literacy goals, and reinforcing the value of academic effort through family involvement.
8	Chorus Concert	1	150	Parents attending their children's chorus concert and supporting after-school rehearsals are anticipated to enhance student achievement by fostering confidence, encouraging dedication to the arts, and strengthening the home-school connection that supports overall academic and personal growth.
9	Masons Got Talent	1	200	Parents attending the talent show and supporting their children's after-school rehearsals are anticipated to positively impact student achievement by nurturing self-expression, building confidence, and strengthening the family-school partnership that encourages student engagement and perseverance.
10	Basketball Games	6	300	Parents supporting their child's participation on the basketball and cheer teams and attending games are anticipated to positively impact student achievement by fostering teamwork, discipline, and school pride, while reinforcing the importance of commitment and family encouragement in both academics and extracurricular success.
11	Veteran's Day Celebration	1	200	Family participation in the spectacular Veterans Day Parade is anticipated to positively impact student achievement by fostering a sense of community, honoring civic values, and strengthening the connection between home, school, and national pride—all of which contribute to a supportive and motivating learning environment.
12	Title I Night	1	20	Family attendance at the Title I Annual Parent Engagement Meeting is anticipated to positively impact student achievement by increasing awareness of academic programs and resources, fostering collaborative goal-setting, and empowering families to actively support their child's educational success.
13	Trunk or Treat	1	200+	Family attendance at the annual Trunk or Treat event is anticipated to positively impact student achievement by fostering a welcoming school community, strengthening family-school relationships, and increasing parental engagement, which are all key contributors to student motivation and academic success.
14	PTO	8	40	Parent participation in PTO meetings is anticipated to positively impact student achievement by fostering collaborative decision-making, enhancing school programs through family input, and strengthening the partnership between home and school that supports student learning and success.
15	Raise Craze	1	395	Parents allowing their children to participate in the Raise Craze event is anticipated to positively impact student achievement by promoting kindness, responsibility, and community involvement—traits that support a well-rounded character and a positive, engaged approach to learning.