



Mobile County  
PUBLIC SCHOOLS

# Castlen Elementary

9960 Schoolhouse Road  
Grand Bay, AL 36541

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Principal  
Lisa Overstreet

[castlencubs.com](http://castlencubs.com)

66. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall provide such other reasonable support for parental involvement activities as parents may request.

Parents of all participating children are informed of school and parent activities through diverse communications. School website, teacher websites, school calendar, school messenger, MCPSS website, newsletters, and the Remind App are used to contact parents regarding any activities they should be involved in for the benefit of their child. At the present time, Castlen Elementary has a small percentage of ELL students. Information is provided to parents of these children in their native language.

7. Describe how the school will ensure the provision for 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

Castlen Elementary School, to the extent practicable, provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. Castlen presently has a small percentage of ELL students; therefore, all parent notifications are sent to parents of these children in their home language when practicable. In addition, we have an ELL teacher/paraprofessional who is available to obtain assistance in verbal communications with these ELL parents. Every effort is made to accommodate parents and students with disabilities. Castlen is a handicapped-accessible school.

# Castlen Elementary

Parent and Family Engagement Plan  
2024-2025



Teaching Today's Cubs  
To Be Tomorrow's Tigers

LEARNING TODAY. LEADING TOMORROW.

**1. Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% parent and family engagement set-aside, and the rights of parents involved.**

During the first quarter of school, Castlen Elementary will hold its annual Title I meeting. Parents will be notified of the meeting through teacher newsletters, school messenger, and on our website. We will host two meetings, one in the morning and one in the afternoon, to provide the opportunity for more parents to attend. Topics to be discussed at the year's meeting are: Title I program, services, and parents' rights, the school curriculum, the ACP plan, parental involvement plan, school and parent compacts, parent surveys, EOP, and parent meetings. Parents are made aware that of the 1% LEA EOY evaluation for parent and family engagement, 90% of that 1% goes to Title I schools to implement school-level parent and family engagement and those funds are used with clear expectations and objectives for meaningful involvement and engagement. The Parent and Family Engagement Plan will be posted on the school website page.

**2a. Describe how there will be a flexible number and format of parent meetings offered, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.**

The leadership and staff at Castlen Elementary have a strong belief in the importance of parental involvement and have put measures in place to offer our parent meetings on a flexible schedule. Parents are strongly encouraged to serve on the Parent Advisory Committee, and to serve on the ACP committee. Funds allocated for parental involvement are used to purchase parent resources and summer reading books.

**2b. Describe how parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making).**

Parenting advisory council reviews budget, plans, surveys and parent compact. Parents are invited to participate in the fall and spring. Summer reading books for all students will be purchased through parenting money as well as TumbleBooks for online reading.

**2c. Describe how funds allocated for parent involvement are being used in the school.**

The total allocated amount for Castlen Elementary for SY23 is \$2432.91. We met as a committee and decided that summer reading books are what the parents felt would be best for money allocated. The Tumblebooks will be available for parents and families to view throughout the summer for reading at home together and working through book reports. Summer reading books for all students are purchased through parenting money as well as TumbleBooks for online reading.

**3. Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.**

During the parent meeting, an explanation will be given regarding Title I services that will be offered, and how parents have the right to be involved in their children's education. Castlen Elementary teachers work with families virtually, face to face, and through phone conferences. State academic content standards, academic achievement standards, and assessments are discussed and parents are informed about individual class assessments, our discipline policy, and what their role will be in helping their child succeed and expectations for the school year. In addition to the Annual Title I Meeting, Castlen Elementary School will hold quarterly parent advisory meetings and a statewide parenting day.

**4. Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents, how it is used, reviewed, and updated).**

Castlen Elementary makes every effort to work with parents in meeting their requests as related to their involvement in their child's education. The Parent Advisory Committee will review the Parent Compact at the end of each school year and make changes as needed. Parents and families participate through surveys, quarterly parent meetings, and statewide parenting day. Parent needs and activity suggestions will be reviewed by the ACP committee and parent advisory committee.

**5. Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.**

After the plan is finalized and approved, if a parent finds the plan to be unsatisfactory, they have the right to submit their concerns in writing to the school, and the school will submit their concerns to central office. Castlen Elementary School parents can also request a meeting with the principal and /or Title I teacher to discuss concerns with the ACP. The concerns will be addressed and the parent will be informed of the date for the next ACP meeting. During the ACP meeting, the concerns may be addressed with the group and the concerns may be resolved.

**6a. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school: Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

In addition to the Annual Title I Meeting, Castlen Elementary School will hold quarterly parent advisory meetings. Families and parents have the opportunity to work with the school virtually through the Schoology program. Resources, information, and communication opportunities are provided through Schoology as well as on social media, school website, newsletters, and on campus activities through the year.

**6b. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

Castlen Elementary will continue to work with its parents to help them understand the importance of parental involvement and that parents are our partners. The ACP committee will continue to place special emphasis on the need to ensure a closer connection between our schools identified goals and our parent involvement activities. Office personnel and staff members are included in these faculty meetings. The principal will set the expectation that teachers work closely with our parenting coordinator to welcome parents to the school as appropriate, in planning activities and meeting parents' needs for their children.

**6c. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

The ACP committee works diligently to ensure that all parent trainings and materials are closely aligned with the school's identified needs. Castlen involved parents and supported partnerships among the school, parents and the community through meetings, parent conferences, email, the Remind app and Schoology messaging. Parents are invited to participate on District Parent Advisory Committee.

**6d. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

Castlen Elementary coordinates its parent involvement for all parents through a number of outlets including Schoology, face to face meetings, and phone and virtual conferences. In addition, our school presently has a PTO, which often provides a focus on parental involvement activities. Our parent coordinator regularly meets with the ACP Committee in an effort to maximize the benefit of all offered parental involvement activities and to ensure that all activities are aligned with our school's goals.