

## 2021-2022 Parent and Family Engagement Plan

School Name	Engelwood Elementary
LEA	Orange County Public Schools

The following is to ensure school-level parent and family engagement plans 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 above named school agrees to the following assurances:

- Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Jointly develop/revise plan with parent and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of 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;
- 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;
- Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
- Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

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<p>plan will assist in providing high quality instruction for all learners?</p>	<p>instruction needed for all learners to be successful. We will host multiple curriculum nights aligned to grade level standards to model instructional strategies for home and school.</p>
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### Mission Statement

#### Involvement of Parents

<p><b>2. Does the plan include:</b> How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?</p>	<p>Parents are involved in the planning, review, and improvement of Title I programs and the Parent Engagement Plan at Engelwood through the following methods:</p> <ul style="list-style-type: none"> <li>• Attending School Advisory Council meetings</li> <li>• Parent Leadership Council meetings</li> <li>• Completing parent surveys</li> <li>• Attending our annual Title I meeting in the fall</li> <li>• Participating in the Parent Teacher Organization activities.</li> </ul> <p>Parents are asked to give input into all aspects of our school through these meetings as well as informal discussions throughout the school or at evening events. Title 1 programs and reviews of student academic data are discussed with parents through these meetings.</p> <p>Decisions regarding how the funds for parental engagement are spent are discussed through the School Advisory Council meetings and shared with all parents each year at our annual Title I meeting. Parents are invited to attend individual conferences with teachers to discuss student academic progress as well as Open House, and Meet the Teacher events. Home-to-School and School-to-Home communications in both English and Spanish facilitate informing parents of all opportunities to get involved at Engelwood: planners, flyers, letters, phone call system, and website.</p>
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<p><b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement</p>	<p>At Engelwood, we provide guidance for students to acquire the skills needed to become successful, educated, responsible citizens with the support of parents. The teachers, staff and parents of Engelwood are committed to facilitating engaging activities that will create self-motivated life-long learners. We are committed to working jointly with parents and family to develop a plan for activities and workshops that support high quality</p>
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### Coordination and Integration with Other Federal Programs

<p><b>3. Does the plan include:</b> How the school will coordinate and integrate parent and family engagement programs and activities?</p> <p>How the school will coordinate and integrate parent and</p> <p>family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?</p>	<p>Engelwood Elementary will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child(ren) at home through the implementation of various best known practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program.</p>
<b>Program</b>	<b>Coordination</b>
Pre-K Varying Exceptionalities ESE - IDEA	The school will work with the VE teachers and paraprofessionals to coordinate transitions for students into the regular classroom. Meetings will be held to discuss student needs and develop new IEPs. An opportunity for orientation to kindergarten and classroom visits will occur in spring and/or summer. Pre-K families will be invited to all Family Night events.
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community.
Title II	The school will engage in staff development to assist personnel in working effectively with parents in teaching them strategies to help their children in school.
Title III	These funds are used to fund ESOL paraprofessionals who assist parents in navigating the school system and helping reduce barriers to student success.
Title X	McKinney-Vento Program provides support to our homeless students.

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### Annual Parent Meeting

<p><b>4. Does the plan include:</b> 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?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly</p>	<p>Engelwood Elementary will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> <li>• Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts</li> <li>• School Choice via district handouts and policies</li> <li>• The rights of parents via brochure and other resources</li> </ul> <p>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and</p>
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<p>progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>educational programs to help students achieve. Title I/Migrant Programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <a href="http://www.fldoe.org/bsa/title1/title_compile.asp">http://www.fldoe.org/bsa/title1/title_compile.asp</a> And our district's Title I website <a href="https://www.ocps.net/departments/title_i">https://www.ocps.net/departments/title_i</a>.</p> <p>Below are the specific steps that Engelwood Elementary will take to conduct the Title I Annual Meeting.</p>
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<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Advertise event	Principal, Title 1 Coordinator	August 2021	Marquee, Connect Orange phone messages in both English and Spanish, Flyers in both languages, Verbal invites
Create and distribute invitations to parents	Principal, Title 1 Coordinator	August 2021	Flyer/Invitation with the date, time and location of meeting or event
Create agenda, handouts, and PowerPoint presentation that addresses the required components	Principal, Title 1 Coordinator	August 2021	PowerPoint presentation Flyer/Invitation
Create Sign in sheets	Principal, Title 1 Coordinator	August 2021	Copies of the sign in sheets
Conduct Annual Meeting	Principal, Title 1 Coordinator	August 2021	Copies of sign in Sheets
Maintain documentation	Principal, Title 1 Coordinator	August 2021-May 2022	Ongoing Collection on documentation

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### Flexible Parent Meetings

<p><b>5. Does the plan include:</b>          How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<p>The administration and the staff at Engelwood Elementary believe in forming partnerships with parents. By being flexible with meeting times we can give parents the opportunities to attend functions, meetings and conferences. We often conduct parent meetings on the same night as other events so that parents do not have to come to the school twice. Our PTA offers food or snacks at evening events so families can eat together and then attend events or meetings. Meetings and conferences with teachers are scheduled to fit the parent's schedule: before, during or after school, or later in the evening if needed. Parent Committees decide what time of day and day of the week works best for them to meet. Future meetings are scheduled to meet those needs. Sessions are offered in English and Spanish.</p>
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### Building Capacity

<p><b>6. Does the plan include:</b>          How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p>	<p>Engelwood Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.</p> <p>Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.</p> <p>Below are the specific steps that Engelwood Elementary will take to build capacity for meaningful parent and family engagement.</p>
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<b>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</b>				
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Report cards and assessment data are discussed during individual conferences	Classroom Teachers	Teachers conduct individual conferences to discuss each student's tests results, expectations, progress towards benchmark goals and individual achievement goals for the school year	October 2021-May 2022	Conference Notes Form and sign in sheets
Literacy Night	Instructional support teachers and Media Specialist	Teachers will demonstrate skills and strategies that parents can use at home to help their student with reading comprehension and vocabulary development	February 2022	Agendas, sign in sheets and handouts

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FSA Parent Night	Teachers	Teachers discuss the requirements of FSA and specific skills in reading, math, science, and writing that are required to meet grade level requirements. Parents are	January 2022	Agendas, sign in sheets, and handouts
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		given sample questions and resources to use with their student at home		
Report Card Conference Night	Classroom Teachers	Classroom teachers conduct individual conferences with parents to discuss their student's report card.	October 2021	Sign in sheets, agendas, handouts
SAC Meetings	PTA, Compliance Teacher, PLC President	By providing parents with leadership opportunities we will increase the level of parental engagement and becoming active in the decision making process at the school	Ongoing 2021-2022	Agendas, minutes, handouts, sign in sheets



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Maintain a parent resource section on the school website	PLC President, Title 1 Coordinator	Parents, teachers, and students can suggest links, documents, information, video and other resources parents can use to help their student at home with homework, skills and practice.	Ongoing 2021-2022	Copies of resources or lists or website links provided.
Math Workshop	Teachers, Math Coach, PEL	Small group of targeted families will be asked to participate in math workshop sessions throughout the year. Teachers will show	Ongoing 2021-2022	Copies of Surveys from teachers, families, and students. Assessment data

		families strategies to work with their child at home in math.		
Open House	Principal, Classroom Teachers	Informational sessions for parents will provide specific grade level expectations, state standards, assessment methods, standardized tests, and strategies parents can use at home.	September 2021	Sign in sheets, agendas, handouts

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<b>Extended Media Center Hours</b>	<b>Assistant Principal, Media Specialist</b>	Media Center will open for 3 additional hours a week after school 2 days a week. This will provide families access to check out books, attend story hours, use computers and get assistance in both English and Spanish.	October 2021 through May 2022	Sign in sheets, handouts, log of help provided
<b>Retention Meetings</b>	<b>Teachers, Administration</b>	Administration and teachers will conduct retention meetings with parents to discuss yearlong data and assessment results. FL Law and OCPS policies will be explained.	January 2022 through May 2022	Meeting minutes with signatures of those in attendance
<b>Curriculum Night</b>	<b>Principal, Classroom Teachers</b>	Informational sessions for parents will provide specific grade level expectations, state standards, assessment methods, standardized tests, and strategies.	September 2021 through April 2022	Sign in sheets, agendas, handouts

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### Staff Development

<p><b>7. Does the plan include:</b>          A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders, and other staff: - with the assistance of parents/families, in the value and utility of contributions of parents/families? - in how to reach out to, communicate with, and work with parents/families as equal partners? - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>	<p>Engelwood Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities and tasks that Engelwood Elementary will implement to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Principal, Coordinator, Team Leaders	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships	October 2021	Sign-in sheets, exit slips

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Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Principal, Coordinator, Team Leaders	Improved ability of staff to work with parents and families	November 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Principal, Coordinator, Team Leaders	Increased parent and family participation in school activities which support student achievement	January 2022	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Principal, Coordinator, Team Leaders	Improved relationship, communication and collaboration between parents and school	March 2022	Sign-in sheets, exit slips

### Other Activities

<p><b>8. Does the plan include:</b> How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful</p>	<p>Engelwood Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that Engelwood Elementary will implement that are funded by Title I, Part A.</p>
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<p>engagement in the education of their child(ren) [ESEA Section 1116]?</p>	<p>computer skills, apply for jobs on line, use the internet, attend story hour, and any other internet services.</p>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>

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<p>New Parent Orientation</p> <p>Volunteering/ADDitions</p> <p>PTA</p> <p>SAC</p> <p>Grade Level Interactive Parent Workshops</p> <p>Parent Engagement Academy- Tools to Chart a Successful school year</p>	<p>PEL</p> <p>PEL/PIE</p> <p>PTA</p> <p>Principal</p> <p>PEL, Teachers</p> <p>PEL</p>	<p>August 2021</p> <p>August 2021</p> <p>Monthly 2021-2022</p> <p>Monthly 2021-2022</p> <p>Monthly 2021-2022</p> <p>September 2021</p>	<p>Sign-in sheets, Parent program survey</p> <p>Sign in sheets, Agenda</p> <p>Sign in sheets, Agenda</p> <p>Sign in sheets, Agenda Minutes</p> <p>Sign in sheets, Agenda Minutes</p> <p>Sign in sheets, Handouts</p> <p>Sign in sheets, Pictures</p>
<p>Maximizing parent engagement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school</p>	<p>Principal; Assistant principal; CRT</p>	<p>Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom.</p>	<p>Sign-in sheets, Parent program survey</p>
<p>Provides extended hours in our Media Center for community members to come into the school and</p>	<p>Principal; Media Specialist</p>	<p>Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom.</p>	<p>Sign-in sheets, Parent program survey</p>

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<p>use our resources one night a week throughout the school year. The Media Center is kept open for four hours after school is out and staff is there to assist students and their families. Parents can come with their children to check out books, get help with</p>			

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### Communication

<p><b>9. Does the plan include:</b></p> <p>How the school will provide timely information about the Title I programs?</p> <p>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?</p> <p>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)?</p> <p>How the school will submit parents/families comments if the schoolwide plan is not satisfactory to</p>	<p>In September, Engelwood Elementary holds a general meeting where information is presented about Title I programs, the curriculum, as well as school and state assessments. Parents were informed about our school wide programs, how to contact teachers, and have opportunities for participation in decisions related to the education of their child. Translation in Spanish is provided. Parents are given a copy of the parent handbook in their child's folders and planners, which includes more detailed information on these topics and how they can get involved in our school. Upon conclusion of the general meeting, parents are invited to visit their child's classrooms and meet the teacher for specific information for the school year. During the classroom visits, teachers provide additional information on the curriculum they teach, assessment plans, and how parents can help at home. The teachers send home the same information the following day for all parents unable to attend. Teachers maintained sign-in sheets and provided a copy to the principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines.</p> <p>Information and communication go home in both English and Spanish. Parents can request a meeting or conference at any time with the teacher or the administration.</p> <p>Parent conferences are held throughout the year and during Report card conferences and as requested by parents. Staffing, LEP Committee, and MTSS meetings are also conducted</p>
<p>them [ESEA Section 1116]?</p>	<p>throughout the school year to give parents the opportunity to be part of the decision making process of their child's education. The school wide plan is developed with parents and is shared with parents. Parents provide input on what worked and what did not work as well as recommendations.</p>

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### Accessibility

<p><b>10. Does the plan include:</b>          A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?           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?</p>	<p>Engelwood is committed to providing parents with every opportunity to participate in school activities. Translations are provided at all events to provide comprehensible communication with parents who are not fluent in English. Opportunities for parents to ask questions provide parents the opportunity for the school to provide further explanation of school activities. Low or free of cost events provide opportunity for families of low income. Activities provide food during some evening events, free breakfast and lunch are provided daily for all students, Clothing, Thanksgiving food baskets, Christmas gifts and food are also provided.</p> <p>Written communication from the school and/or the classroom teacher will be provided for parents in English and Spanish. Translators will be available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings, events and conferences. Resources and website information will be available in both English and Spanish whenever possible.</p>
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### Discretionary Activities

<p><b>11. Does the plan include:</b>          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.)</p>	<p>Engelwood Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that Engelwood Elementary will implement that are funded by Title I, Part A.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
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Parent Workshops-Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	PTA president, CT, SAC Chair, Assistant Principal, Principal	Parents who are involved and take on leadership roles are more informed about their child's education and communicate more often with teachers and school personnel.	Monthly 2021-2022	Sign-in sheets, Parent program survey
Maximizing parental involvement and participation	Classroom teachers, CT, Staffing Specialist, Principal	Increase the level of engagement of parents and their knowledge of how they can help their student.	Early morning, during the day, after school; or in the evening Ongoing 2021-2022	Sign-in sheets, Parent program survey
Developing appropriate roles for community-based organizations and businesses, including faithbased organizations, in parental involvement activities [Section 1118(e)(13)].	Counselor, Parent Engagement Coordinator	Increase parental engagement	Ongoing 2021-2022	Sign-in sheets, Parent program survey

### Barriers

<p><b>12. Does the plan include:</b> A description of the barriers that hindered participation by parents during the previous school year?</p> <p>A description of 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</p>	<p>Engelwood Elementary, after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> <li>• Language</li> <li>• Education</li> <li>• Economically disadvantaged</li> </ul> <p>Below are the specific steps that Engelwood Elementary will take to address barriers that existed in the previous year.</p>
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limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?	
<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Language barrier (ELL)	Provide Spanish translation as needed. Newsletters, and connect messages are send in English and Spanish.
Education barrier (FRL, SWD, ELL)	Engelwood provides Parent Nights, FSA, Literacy, STEM, Math Preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand
Economically disadvantaged (FRL) Provide	All students receive free lunch and breakfast. Food is provided during some evening events, Thanksgiving food baskets.

### School-Parent Compact

<b>13. Does the plan include:</b> As a component of the school-level parental involvement policy/plan, each school shall 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?	<b>Provide a scanned copy with this document of the SchoolParent Compact and evidence of parent input in the development of the compact.</b>
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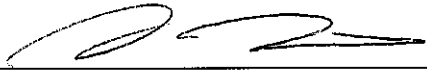
### Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

This policy/plan was adopted by the school on 10/13/21 and will be in effect for the period of 2021-2022.

The School will distribute this policy to all parents of participating Title I, Part

A children on or before 10/28/21.

Signature of Authorized Personnel	
Date	<u>10/13/21</u>

Provide evidence that this policy/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

- Parent survey of previous year's events and activities
- Any SAC and PTA artifacts where Title I/PFE topics were on the agenda
- Parent Feedback Summary of PFEP Evaluation
- Parent and Family Engagement Activities Tracking Form.

