

## 2021-2022 Parent and Family Engagement Plan

<b>School Name</b>	<b>Palmetto Elementary</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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]

### Mission Statement

<p><b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement</p>	<p>The mission of Palmetto Elementary is to lead our students to success with the support and engagement of families and the community. Our mission is to bring our diverse families, school, and community together in order to empower parents and families to be proactive in their child's education in order to sustain academic growth and achievement. We believe that parent and family engagement is a driving force in a child's education and is a</p>
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<p>plan will assist in providing high quality instruction for all learners?</p>	<p>shared responsibility. We are committed to working jointly with parents and families to develop a plan for activities and workshops that support high quality instruction which is needed in order for all learners to be successful. We will host multiple curriculum nights aligned to standards in order to model instructional strategies for home and school.</p>
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### 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>Palmetto Elementary will ensure the organized, ongoing, and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and other languages (Haitian Creole, Spanish)</li> <li>• Student planners</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Orange messages</li> <li>• School website</li> <li>• Email</li> <li>• Direct contact with our Parent Engagement Liaison</li> </ul> <p>At Palmetto Elementary parents and families are involved in the planning, review, and improvement of Title I programs, including involvement in the decision-making of how funds for Title I will be used by:</p> <p><b>Attending</b></p> <ul style="list-style-type: none"> <li>• School Advisory Council (SAC) meetings</li> <li>• Multilingual Parent Leadership Council (MPLC) meetings</li> <li>• Title I Annual Meeting</li> </ul> <p><b>Participating in</b></p> <ul style="list-style-type: none"> <li>• Parent and family engagement capacity-building activities</li> </ul> <p><b>Reviewing</b></p> <ul style="list-style-type: none"> <li>• Academic data</li> <li>• Previous school year Parent and Family Engagement Plan</li> </ul>
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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</p>	<p>Palmetto 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</p>
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<p>family engagement programs and activities?</p> <p>How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?</p>	<p>teach parents how to help their child or children at home through the implementation of various best known practices that are linked to learning. Below you will find the delineated programs and the coordination for each of these school-based programs.</p>
<b>Program</b>	<b>Coordination</b>
Pre-K Varying Exceptionalities ESE - IDEA	The school will work with the ESE teachers and paraprofessionals to coordinate transitions for students into the regular classroom. Meeting will be held to discuss students' 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 the 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 I funds are used for staff development activities that are designed to improve instruction and student achievement. The staff development activities are selected by the principal and coordinated by the academic coaches. Title I funds are also used to support the Parent and Family Engagement events which are held once a month. During these events, teachers and coaches work with parents to focus on specific standards and skills necessary for students to achieve at each grade level. Parents and families who attend leave with resources and strategies to support the academic growth and success of their children. Title I funds support the position of the Parent and Family Engagement Liaison (PEL) who works closely with teachers, parents, and families in order to help coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home.
Title II	Palmetto Elementary will continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds.
Title III	Provides funding for our ELL students' Imagine Learning program to support their oral language development. Palmetto Elementary has bilingual paraprofessionals, through Title III, who provide assistance to teachers and families in the effective use of ESOL Strategies. Our administration and compliance support person meets regularly with parents and families in order to apprise them of their child's language proficiency level and share effective ESOL strategies specifically aligned to their child's needs. Palmetto parents and families are provided language support in all aspects of school involvement in addition to our scheduled MPLC.
Title X	McKinney Vento Program provides support to our homeless students. Upon registration, all families complete the OCPS Housing Questionnaire and from that point, the school's guidance counselor reviews the answers to the questions to see if the children qualify for homeless services through Orange County Public Schools. This includes transportation to and from the home and school.

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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?           A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?           A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Palmetto Elementary will hold an annual Title I meeting to inform parents and families of children participating in Title I programs at the beginning of the school year. We will host a single meeting to educate parents and families using the following methods:</p> <ul style="list-style-type: none"> <li>• Annual Yearly Progress (AYP) via PowerPoint and handouts</li> <li>• School Choice via district handouts and policies</li> <li>• The rights of parents via brochure and other resources</li> <li>•</li> </ul> <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 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 student 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 at our district's Title I website <a href="http://www.ocps.net/departments/title_1">http://www.ocps.net/departments/title_1</a></p> <p>Below are the specific steps that Palmetto Elementary will take to conduct the Title I Annual Meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notices sent home in English and other languages	Title I Contact Person	9/7/21	Copy of Notice with the date of dissemination

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Annual meeting date posted on the marquee	Assistant Principal over custodians	9/7/21	Picture of Marquee with the announcement
Connect Orange message via phone and email	Principal	9/7/21	Copy of message
Agenda and presentation materials developed	Title I Contact Person	9/7/21	Copy of agenda Meet the Teacher
Develop sign-in sheets	PEL	9/7/21	Sign-in sheets for each
Conduct Title I Annual meeting: 3 concurrent sessions offered in English, Spanish, and Creole	Title I Contact Person, Dean, ESE Staffing Specialist, a Fourth Grade Teacher, and a Second Grade Teacher	9/2021 Session in Spanish: Cafeteria Session in Creole: Media Center Session in English: Atrium	Sign-in sheets and copy of agenda
Maintain documents	Title I Coordinator	9/2020	Copies of all documents

### 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>Palmetto Elementary will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> <li>• Morning, afternoon, and evening opportunities for activities and teacher conferences</li> <li>• Developing and providing a yearlong calendar in the first nine weeks of school and update as needed</li> <li>• Conduct parent surveys and use the results to accommodate most requested times for school-wide activities</li> <li>• As it pertains to services related to parent and family engagement, the school will provide the following:             <ul style="list-style-type: none"> <li>• Transportation to a minimum of 1 Parent Academy days</li> <li>• Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings</li> </ul> </li> </ul>
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### Building Capacity

<p><b>6. Does the plan include:</b> How the school will implement activities</p>	<p>Palmetto 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</p>
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<p>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>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>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) is a main point of contact for parents to receive resources support and information about activities that engage parents and families.</p> <p>Below are the specific steps that Palmetto Elementary will take 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
Meet the Teacher	Instructional Staff	Teachers introduce classroom expectations, routines, and establish a positive rapport with parents and students	8/5/21	Connect Orange
Kindergarten Boo-Hoo Breakfast	Parent and Family Engagement Liaison, Title I Coordinator	Provide Kindergarten parents and families with activities and strategies to support Kindergarten readiness at home	8/10/21	Sign-in sheets, Copies of flyers sent home
Open House	Grade Level Teachers, PEL, Title I Coordinator	Provide parents and families a specific standards-based strategy to use at home in order to increase student achievement in reading and math	9/23/21	Sign-in sheets, Copies of flyers sent home and samples of the strategies share with parents and families

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Virtual Parent Academy	PEL, Title I Coordinator, Tech Support	Provide parents and students with activities and strategies that they can do at home to promote student success	10/6/21 10/21/21 11/13/21	Sign-in sheets, Copies of flyers sent home
Family Literacy Night	Reading Coach, PFE team, PEL, Title I Coordinator	Provide parents and families with activities and strategies to use at home in order to increase student achievement in reading.	11/2/21	Sign-in sheets, Copies of flyers sent home and samples of the strategies share with parents and families
Report Card Conference Week	Classroom Teachers	Teachers will conduct individual conferences to discuss child's test results, expectations, progress toward proficiency of grade level standards, and individual needs.	10/2020	Conference/Parent communication logs or documentation
Family Math Night	Math Coach, PFE team, PEL, Title I Coordinator	Provide parents and families with activities and strategies to use at home in order to increase student achievement in math.	11/18/21	Sign-in sheets, Copies of flyers sent home and samples of the strategies share with parents and families
Winter Holiday Concert	Music Teacher, PEL, Title I Coordinator	Provide parents and families with strategies and activities to promote student interest and improve academic achievement in understanding the Fine Arts.	12/9/21	Sign-in sheets, Copies of flyers sent home
Report Card Conference Week	Classroom Teachers	Teachers will conduct individual conferences to discuss child's test results, expectations, progress toward proficiency of grade	1/2021	Conference/Parent communication logs or documentation

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		level standards, and individual needs.		
FSA Night	All Instructional Coaches	Inform parents and families about the testing format and scoring rubric of the Florida Standards Assessment and possible suggestions for working with their child on specific test-taking strategies and skills to help promote student achievement.	1/20/2022	Sign-in sheets, Copies of flyers sent home and samples of the strategies share with parents and families
Family Cultural Explosion	PFE team, PEL, Title I Administrator, Classroom Teachers	Provide parents and families with activities and opportunities to share family heritage and backgrounds. This night is aligned to Social Studies standards	2/24/2022	Sign-in sheets, Copies of flyers sent home and samples of the information shared with and among families
Family Wellness and Fitness Night	PE Coaches, PFE team, PEL, Title I administrator	Provide parents and families with activities that they can do at home to promote wellness and fitness with their child.	3/10/2022	Sign-in sheets, Copies of flyers sent home and samples of the strategies share with parents and families
Report Card Conference Week	Classroom Teachers	Teachers will conduct individual conferences to discuss child's test results, expectations, progress toward proficiency of grade level standards, and individual needs.	3/2021	Conference/Parent communication logs or documentation
Grade Level Award Ceremonies	Principal	Empower parents with the desire to continue to be actively involved in their child's academics, which will increase student	5/2021	Sign-in sheets, Copies of flyers sent home



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		achievement in all academic areas.		
Connect Orange Messages	Principal	Increased parental awareness of school events and participation	Ongoing	Copies of messages on file
Website, daily planners, flyers, email communication	Principal, classroom teachers	Parents and students will have access to information about school events and activities	Ongoing	Website resources, survey feedback, copies of flyers, emails
Regularly scheduled SAC/PTO/PLC meetings	Assistant Principal, Parent Representatives	Parents will actively participate in decision-making process for school	Ongoing	Meeting minutes

### 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>Palmetto 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. Below are the specific activities and tasks that Palmetto 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
Title I Annual Meeting	Title I Coordinator	Information given about the assistance programs provided to the school to help support students academically	10/28/2021	Agenda, PowerPoint, and sign-in sheets
Parent and Family Engagement Professional Development with Parents and Families	Module 1 - Building Strong Partnerships PEL, Title I Coordinator	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	10/26/2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	PEL, Title I Coordinator	Improved ability of staff to work with parents and families	12/1/21	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	PEL, Title I Coordinator	Increased parent and family participation in school activities which support student achievement	2/9/22	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	PEL, Title I Coordinator	Improved relationship, communication and collaboration between parents and school	4/7/22	Sign-in sheets, exit slips

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### 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 engagement in the education of their child(ren) [ESEA Section 1116]?</p>	<p>Palmetto Elementary will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:</p> <ul style="list-style-type: none"> <li>• The ESE and Guidance office have resources that include information about not limited to the following:                             <ul style="list-style-type: none"> <li>○ Homeless Education</li> <li>○ Retention</li> <li>○ Counseling Services</li> <li>○ Exceptional Education Services</li> <li>○ Behavioral Support Services</li> <li>○ Additional resources outside of the school</li> </ul> </li> <li>• District Parent Academy and Virtual Academy events offered throughout the year</li> </ul> <p>Below are specific activities and tasks that Palmetto Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their children.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Love Pantry	Guidance Counselor, PEL	Ongoing	Sign-in Sheets
Parent Academy	PEL, Title I Coordinator	TBD	Parent registration, sign in sheets
Virtual Academy	PEL, Title I Coordinator	TBD	Parent registration, sign in sheets

### Communication

<p><b>9. Does the plan include:</b> How the school will provide timely information about the Title I programs?  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.</p>	<p>Palmetto Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> <li>• Hosting the Title I Annual Meeting</li> </ul> <p>Teachers and other staff members will support parents' understanding of curriculum, forms, and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> <li>• School Compact</li> <li>• Report Card Conference Weeks</li> <li>• Progress Book</li> </ul>
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<p>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 them [ESEA Section 1116]?</p>	<ul style="list-style-type: none"> <li>• Students Planners</li> <li>• Parent Conferences</li> <li>• Connect Orange Messages</li> <li>• Other school communication methods such as flyers</li> </ul>
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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?</p> <p>A description of how the school will share information related to school an 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>Palmetto Elementary will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. The following methods will be used:</p> <ul style="list-style-type: none"> <li>• Family Nights will be presented in multiple languages to serve the needs of our ELL families</li> </ul> <p>We will share information through various best known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:</p> <ul style="list-style-type: none"> <li>• Home to school and school to home communication in both English and other languages</li> <li>• Students planners</li> <li>• Flyers</li> <li>• Connect Orange messages</li> <li>• School website</li> <li>• Email</li> <li>• Other known best practices as needed</li> </ul>
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### Discretionary Activities

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<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>Palmetto 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 Palmetto 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
Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions	Principal	Increase the engagement of parents and families and their knowledge of student's level of performance and needs in the classroom	Ongoing	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?  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 limited English</p>	<p>Palmetto Elementary, after reviewing the previous year's Parent and Family Engagement Plan and the accompanying feedback, acknowledge the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Language</li> <li>• Education</li> <li>• Economically disadvantaged</li> </ul> <p>Below are the specific steps that Palmetto Elementary will take to address barriers that existed in the previous year.</p>
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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>
Transportation for parents (FRL)	Look into transportation options for parents as needed.
Language barrier (ELL).	Provide Spanish and Haitian Creole translation as needed
Education barrier (FRL, SWD, ELL)	Open House and Family Nights- provide explanation of grade level expectations and accompany information with specific strategies to support student success with the grade level expectations presented. Give parents and families time to practice strategies with specific feedback from grade level teachers.
Economically disadvantaged (FRL)	Provide food during evening events, free breakfast and lunch for all students, food pantry, clothing, Thanksgiving food baskets, Holiday gifts and food. Gift donation for every child.

### 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 School-Parent Compact and evidence of parent input in the development of the compact.</b>
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### Adoption


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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  and will be in effect for the period of .

The School will distribute this policy to all parents of participating Title I, Part A children on or before .

Signature of Authorized Personnel	
Date	<input type="text" value="11/2/2021"/>

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