

2022-2023 Parent and Family Engagement Plan

School Name	Killarney Elementary School
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 school-wide 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>1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement</p>	<p>Killarney Elementary is committed to facilitating communication to parents about ongoing education methods, and working in collaboration to plan and review meaningful and enriching Title 1 School wide programs. In an effort to align our endeavors our school hosts an annual Title 1 meeting to provide specific information about how Title 1 schools function and operate. Throughout the year parents are encouraged to take part in PTA, SAC and differentiated parent workshops. Parents and community members are able</p>
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<p>plan will assist in providing high quality instruction for all learners?</p>	<p>to sign up to become board members of the SAC and Title 1 committee. Administration and staff work closely with Title 1 committee and SAC to correlate expectations and build program directly related to parent interest and needs for family involvement. They provide tailored meetings, notifications, agendas, and minutes in order to promote ongoing, sustained engagement. Communication is fluid through school issued and online parent newsletters, the school Marquee, connect Ed, flyers and agendas; and information is provided in English, Spanish and other languages or accessibilities as needed. The website and marquees are updated regularly, with the information relative to parent and student needs. Also gathered and analyzed are the school effectiveness survey as well as surveys at regularly scheduled meetings and events. All survey results and suggestions are discussed with possible implementation ideas among the title 1 Committee, in an effort to better our school.</p>
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Involvement of Parents

<p>2. Does the plan include: 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>Killarney Elementary will ensure the organized, ongoing and timely manner of involving parents through the following methods: home-to-school and school-to-home communication; student planners; connect orange messages; flyers; newsletter; school website; email; Skyward Family Access; and ClassDojo.</p> <p>Killarney families are welcomed and involved in the planning, review and how to improve the title one program. This also includes involvement in decision-making in allocating funds for Title 1, will be determined during the School Advisory Council meetings and Title 1 annual meeting. Families are engaged by participating in activities, events, and workshops. Improvements to the plan are determined by reviewing academic data, the previous school year parent and family engagement plan, surveys and reflections.</p>
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: 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 family activities that teach parents how to help their child(ren) at</p>	<p>Killarney Elementary will create and integrate parent and family engagement programs and activities and events throughout the school year. These different activities will teach parents and families how to connect home activities with the learning that is done at the school. All events and activities will be linked to learning in a format that is accessible to parents and families.</p>
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home [ESEA Section 1116]?	
Program	Coordination
Pre-K, Varying Exceptionalities, ESE, IDEA	Supplemental instructional support provided by Title I as well as consultation with parents during the development and revision of IEPs.
Title I	The Title I department will provide technical assistance and appropriate trainings to school staff to support effective communication and engagement with families. Title I funds will also be used to support student learning through tutoring, additional staffing, and technology.
Title II	Title II funds will be used to provide professional development modules on parental engagement and involvement, and will be specifically designed to build capacity.
Title III	Title III provides funding for ELL students to receiving tutoring services and support their oral language development.
Title X	The McKinney Vento Program provides support to our homeless students.

Annual Parent Meeting

<p>4. Does the plan include: 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 progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Killarney Elementary will host our annual Title I meeting to inform parents and families of students participating in the Title I program at the beginning of the school year. The meeting is intended to educate our parents through different methods: handouts at our Annual Yearly Progress (AYP) meeting, district handouts and flyers, brochures, and resources for parents.</p> <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 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 http://www.fldoe.org/bsa/title1/title_compile.asp and our district's Title I website at https://www.ocps.net/departments/title_i</p>
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	Below are the specific steps that Killarney Elementary will take to conduct the title I Annual Meeting.		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Develop marketing materials and advertising plan for Annual Parent Meeting	Parent Engagement Liaison	August 2022	Materials prepared to be approved by Principal, Title I Coordinator; number of participants on event sign-in sheets
Flyer announcing Annual Parent Meeting distributed to parents	Parent Engagement Liaison, Clerk, Principal for email	September 2022	Number of participants as reflected on sign-in sheets
Copies made for meeting	Parent Engagement Liaison, Clerk	September 2022	Number of participants as reflected on sign-in sheets
Reminder flyer about Annual Parent Meeting distributed to parents	Parent Engagement Liaison, Clerk, Principal for email	September 2022	Number of participants as reflected on sign-in sheets
Prepare and print sign-up sheets	Parent Engagement Liaison	August 2022	Number of participants on sign-in sheets to reflect actual attendance
Agenda and presentation materials developed and distributed	Principal, Title I Coordinator, PEL	September 2022	Parent survey results
Set up cafeteria for presentation	Parent Engagement Liaison	September 2022	Parent survey results
Conduct Annual Parent Meeting	Parent Engagement Liaison, Title I Coordinator	September 2022	Number of participants as reflected on sign-in sheets, photos of event
Document samples maintained for Title I records	Title I Coordinator, PEL	October 2022	Title I compliance documentation
Post-Annual Parent Meeting presentation on school website under Title I	Media Center Specialist, Principal, PEL	October 2022	Available to view on school website

Flexible Parent Meetings

5. Does the plan include: How will the school offer a flexible number of meetings, such as meeting in the morning or evening?	Killarney acknowledges the importance of parental participation. School staff is flexible when scheduling parent and family meetings throughout the school year and during conference night. Parent and family conferences are available both in-person and virtually at a range of times throughout the day. Parents are able to sign-up for meeting times in advance to avoid scheduling conflicts. As it pertains to services
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<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>related to parent and family engagement, the school will provide meals and childcare for the parent activities. In some circumstances, transportation will be provided for parents and families as well.</p>
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Building Capacity

<p>6. Does the plan include: 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>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Killarney Elementary continues to build the capacity of all the vital roles in the academic success of our students. We have strong relationships with parents and families due to the various activities produced by Killarney. By building and maintaining an atmosphere of mutual respect, shared goals, and open communication, we empower parents and families to become partners in our students' education.</p> <p>Through the Partners in Education (PIE) and ADDitions coordinators, we are able to implement our activities during school as well as after school.</p> <p>Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, build rapport, relay information, and receive support regarding the activities that we hold at our school.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Admin/Instructional staff	Teachers will introduce classroom expectations, routines, and establish a relationship with families.	August 2022	Flyers, handouts and sign-in sheets
Science Night	Admin and PEL	Exposure and training on science curriculum	February 2022	Flyers, handouts,

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		content will raise parent and student expectations		student projects, and sign-in sheets
Book Fair/Open House	Admin team, media center specialist, and PEL	Exposure and training on reading curriculum, building excitement about reading with students and families	September 2022, April 2023	Flyers, handouts, sign-in sheets, purchased books
Family Technology Assistance Night	Media center specialist, PEL	Assistance and training with school-based technology devices and software help facilitate parent-teacher communication and builds capacity in parents to help students at home.	August 2022	Flyers, handouts, sign-in sheets, registrations for school-based software services
Family Mental Health Workshop	School counselor, PEL	Exposure and training on mental-health related issues pertaining to students and families to build capacity and increase students' ability to cope with stressors while managing school	November 2022	Flyers, handouts, sign-in sheets
Report Card Conference Night	Admin team, instructional staff, PEL	Teachers will have individual conferences to discuss students' test results, expectations, progress toward benchmarks, and individual needs.	October 2022	Flyers, handouts, sign-in sheets
Family Reading Night	Admin team, media center specialist	Exposure and training on curriculum content will raise parent and student expectations	December 2022	Flyers, handouts, sign-in sheets
Student Work Showcase	Instructional staff, Admin team, PEL	Communicating student progress and accomplishments to families to foster excitement and expose families to curriculum content	December 2022, May 2023	Flyers, handouts, sign-in sheets
Math Night	Admin team and instructional staff	Exposure and training on math curriculum content will raise parent and student expectations, increase familiarity, and build capacity	February 2023	Flyers, handouts, sign-in sheets

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FSA Testing Information Night	Admin team, Instructional staff	Teachers in 3 rd , 4 th , and 5 th grade classes will plan and discuss the grade-level test taking skills in reading, writing, science, and math in order to understand the FSA content, process, and results.	March 2023	Flyers, handouts, sign-in sheets
Newsletter, website, Class Dojo, planners, email communication	Principal, PEL, instructional staff	Parents, families, and students will have access to information about school events and activities.	Ongoing	Website, resources, software usage, parent feedback, and email communications

Staff Development

<p>7. Does the plan include: 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>Killarney Elementary always tries 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, and other school leaders and staff to build capacity in parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

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Parent and Family Engagement Professional Development Module 1 – Establishing Relationships and building ties between home and school	Parent Engagement Liaison	Improved school staff resources to create a welcoming school environment, utilizing parent and family information as a resource to teaching the individual student	September 1, 2022	Module assessments and exit slips
Parent and Family Engagement Professional Development Module 2 – Communicating effectively and equitably with parents and families	Parent Engagement Liaison	Maintaining relationships with parents and family to foster community and work as a partnership to support student success	November 1, 2022	Module assessments and exit slips
Parent and Family Engagement Professional Development Module 3 – Coordinating and supporting Parent and Family Engagement Programs	Parent Engagement Liaison	Increased parent and family participation in school activities, which support student achievement.	February 1, 2023	Module assessments and exit slips
Parent and Family Engagement Professional Development Module 4 – Maintaining relationships and mutual respect through the ups and downs of the school year	Parent Engagement Liaison	Improved communication and collaboration between parents and families and school staff, to support student discipline and reward accomplishments.	April 1, 2023	Module assessments and exit slips

Other Activities

<p>8. Does the plan include: 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>Killarney Elementary is committed to providing parents and families with the necessary resources to support student learning. Activities occur throughout the year, with the support of the community, volunteers, and partners. Activities include food drives, book drives, clothing and school supply donations and distributions. We also sponsor a holiday gift drive for students in need.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness

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Resource center	Parent Engagement Liaison, Social Worker, Guidance Counselor	On-going	Record of assistance distributed
OCPS Parent Academy	OCPS Staff	Fall, Spring	Sign-in sheets, parent surveys

Communication

<p>9. Does the plan include: 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 them [ESEA Section 1116]?</p>	<p>Killarney Elementary is committed to informing parents and families of opportunities at school and off-campus, in a timely manner.</p> <p>All programs, events, and meetings will be announced first with a flyer at least two weeks prior. Administration advertises all events in multiple formats, including flyers, Connect Orange phone messages, and notices on the school marquee and website to remind and encourage participation.</p> <p>The school informs parents of curriculum, academic assessments, meetings, and Title I programs at the beginning of the school year, during our Annual Title I meeting. This occurs in September, in conjunction with Open House. Curriculum, assessment, student progress, and proficiency levels will be discussed. Other events include: Conference Night, PTA and SAC meetings, and other meetings per parent request. Parent newsletters are sent home prior to the first of each month that also include events for the upcoming month.</p> <p>Killarney Elementary School will inform our parents and families of academic assessments, student progress, and proficiency levels that students are expected to meet. We will communicate this information through parent-teacher conferences, Canvas, or notes sent home in the student’s planner.</p> <p>Killarney will hold meetings during times that parents will have the opportunity to attend, with the ability to formulate suggestions, and participate in the decision making process. Through the Parent Engagement Liaison, Killarney Elementary has an open-door policy with reference to comments about the school-wide plan. We encourage parents and families to reach out with their suggestions and feedback.</p>
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Accessibility

<p>10. Does the plan include: A description of how the school will provide full opportunities for participation in</p>	<p>Killarney Elementary School will establish a variety of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. Flyers and marketing materials will be provided in both English and Spanish. QR codes and shortened website links</p>
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<p>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>will be utilized for ease of use for parents and families. Events will be offered at multiple times of the day and different days of the week in order to reach parents and families with varying availability. We will utilize different forms of marketing including paper flyers and digital notifications to ensure that parents and families have access to the appropriate information. Best principles for accessibility in print and digital materials will be utilized.</p>
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Discretionary Activities

<p>11. Does the plan include: 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>Killarney Elementary School will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support achievement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Conferences and meetings available at a variety of times	Administration and school staff	Maximizing parental involvement and participation in students' education, to improve academic achievement levels and reinforce positive behavior	Ongoing	Sign-in sheets, parent surveys

Barriers

<p>12. Does the plan include: A description of the barriers that hindered participation by</p>	<p>Killarney 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: transportation, language, time-restraints, and</p>
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<p>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 limited English proficiency, and parents/families of migratory children [ESEA Section 1116])?</p>	<p>economic disadvantages. Below are the specific steps that Killarney Elementary will take to address barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Parents' work schedule and transportation (FRL)	Provide events at different times of day and on different days of the week, throughout the year. Utilize Connect calls and personal messages to follow up. Incentivize attendance with gift cards or gift baskets.
Parents' lack of motivation to attend school activities (FRL, ELL, SWD)	Educating and informing parents and families of the importance of their participation. Embed academic activities within non-academic activities. Provide incentives to attendance and ensure that events are easily accessible.
Limited English speaking parents (ELL)	Offer and provide Spanish translation as needed. Advertise events in Spanish to provide a welcoming atmosphere to Spanish speakers.

School-Parent Compact

<p>13. Does the plan include: 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?</p>	<p>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</p>
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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 5/27/22 and will be in effect for the period of one year.

The School will distribute this policy to all parents of participating Title I, Part A children on or before 9/1/22.

Signature of Authorized Personnel	
Date	<u>5/27/22</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