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 parents and make available to the local community;
* Involve parents and families in planning, reviewing, and improving schoolwide program plan;
* Use the findings of the 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**

|  |  |
| --- | --- |
| **1. Does the mission statement include:**How the parent and family engagement plan is a shared responsibility?How the parent and family engagement plan will assist in providing high quality instruction for all learners? | The mission of Azalea Park Elementary is to lead our students to success with the support and engagement of families and the community. Azalea Park Elementary School encourages a positive parent/family involvement in all school activities. This supports our philosophy that involvement is essential to all student academic achievement and behavioral successes.  |

**Involvement of Parents**

|  |  |
| --- | --- |
| **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]? | Azalea Park Elementary will ensure the organized, ongoing and timely manner of involving parents through the following methods:* Home to school and school to home communication in English and/or other languages
* Student planners
* Flyers
* Newsletters
* Connect Ed messages
* School Website
* Email
* Social Media
* And other known best practices as needed
* During the SAC meeting when these plans are developed, the committee will decide how the parental involvement funds will be used.

At Azalea Park 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 funds will be used by: **Attending*** School Advisory Council (SAC) meetings,
* Multilingual Parent Leadership Council (MPLC) meetings
* Annual Title I meeting

**Participating In*** Parent/Teacher Association (PTA) activities

**Reviewing** * Academic data for funding decision making
* Previous school year Parent and Family Engagement Plan
 |

**Coordination and Integration with Other Federal Programs**

|  |  |
| --- | --- |
| **3. Does the plan include:**How the school will coordinate and integrate parent and family engagement programs and activities?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]? | Azalea Park 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.  |
| **Program** | **Coordination** |
| Pre-K VaryingExceptionalities ESE - IDEA | The administration and teachers will work together with the VPK office to coordinate transitional programs for students entering the regular public school program. Activities may include: coordinating meetings with parents, VPK, and Kindergarten teachers to discuss learning needs and what transitional practices work best for these students. Meetings will be held to discuss student needs and develop new IEPs. Pre-K families will be invited to all Family Night events. |
| Title I | The Principal and Title 1 Contact will coordinate with the Title 1 office to provide opportunities for parent and family engagement at home, at school, and in the community. |
| Title II | The school will continue to work on informing parents of FL Standards. Professional development for facility and staff that supports the integrity of ambitious instructions to improve student achievement and build teacher capacity. |
| Title III | Funds provide additional instructional materials for our ELL families. These funds also provided an ELL Parent Tutoring Program, 1 time per week for 13 weeks. |
| Title X | These students are provided with extra support services such as: transportation, clothes, backpacks, school supplies, and our “love” pantry which supplies food to the family for the weekend or when needed. In addition, these students receive free breakfast, and lunch on campus. If they participate in the Extended Day or Tutoring programs, they also receive free supper. |

**Annual Parent Meeting**

|  |  |
| --- | --- |
| **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? 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?  | 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.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 le our district’s Title I website <https://www.ocps.net/departments/title_i>.Below are the specific steps that Azalea Park Elementary will take to conduct the Title I Annual Meeting. |
| **Activity/ Task** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| Create and distribute flyers with date and time of meeting in English and Spanish | Principal/AssistantPrincipal/BehaviorSpecialist/Parent Engagement Liaison | August 23, 2018 | Copies of flyers in English and Spanish ,information posted on school website calendar as well as sent electronically through Remind 101, Social Media,and Connect Ed. |
| Advertise/publicize event | Principal/AssistantPrincipal/BehaviorSpecialist/Parent Engagement Liaison | Posted on the website atschools start/Marquee by August 30, 2018/ August 23, 2018 other vias | Posting on Azalea Park Elementary SchoolWebsite, marquee in front of school, via theSchool Messenger, Social Media and ClassDojo announcements. |
| Create an agenda,PowerPoint and presentmaterials in English andSpanish | Principal/AssistantPrincipal | August 30, 2018 | Copies of agendas, School Messenger calls andRemind 101, and Social Media announcements in English and Spanish. Interactive Participation (summary) |
| Create Sign In Sheets | Behavior Specialist | August 30, 2018 | Sign in sheets for all meetings and parent events on campus |
| Conduct Annual Meeting | Principal | September 6th,  2018 | Sign – In - Sheets Participation Summary |
| Maintain Title 1documentation | Behavior Specialist | Monthly | Title 1 documentation will be maintained electronically by the Behavior Specialist. Alldocumentation will be shared with the Title 1 office for monitoring purposes. |

**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? 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]? |  Azalea Park Elementary will offer a number of flexible parent meetings by implementing the following:* Monitoring, afternoon and evening opportunities for activities and teacher conferences
* Developing and distributing a yearlong calendar in the first week of school and update as needed.
* Conduct parent surveys and use results to accommodate most requested times for school-wide activities

As it pertains to services related to parent and family engagement, the school will provide the following:* Transportation to a minimum of 1 Parent Academy
* Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings.
 |

**Building Capacity**

|  |  |
| --- | --- |
| **6. Does the plan include:**How the school will implement activities that will build the capacity for meaningful parent/family engagement? How will the school implement activities that will build relationships with the community to improve student achievement? How the school will provide material and training to assist parents/families to work with their child(ren)?How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | Azalea Park 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 though our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.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 families.Below are the specific steps that Azalea Park Elementary will take to build capacity for meaningful parent and family engagement. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| SACmeetings | Principal, AssistantPrincipal, & Teachers | Parents will gain knowledge ofinformation pertaining to theSchool Improvement Plan as well as goals of the 2018/2019 school year. | SAC-1time perQuarter  | Sign In Sheets,agendas, handouts,presentationsmaterials, and parentsurveys |
| MPLC | Principal, AssistantPrincipal, & Teachers | Parents will gain knowledge of information pertaining to the ESOL services the school provides to LY students | MPLC- 2-4 times per year | Sign In Sheets,agendas, handouts,presentationsmaterials |
| 9 week report cardConferences (1 late night) | Teachers | Parents will have an opportunityto meet with the teachers outsideof the normal school hours tolearn of their | October 2018 &January 2019 | Sign-In Sheets andselect parent teacherconference notes |
| FSA & EOC | Principal/AssistantPrincipal/AcademicCoaches/Teachers | Provide parents with information and updates to state testing. |  February 2019 | # of participants,end of activitysurveys |
| Extended Media Hours | Media Specialist | Access to school basedmaterials/computers so parentscan work with their students tobe able to better support academic achievement as well as homework completion | Tuesdays &Thursdays 3:00-7:00 PM | Sign- In -Sheets |
| Multicultural Fair | CCT/Parent Engagement Liaison | Parents and families will be ableto learn about all of the cultures represented at Azalea ParkElementary. | November 15, 2018 | Flyers, handoutsAgenda, Sign InSheets, pictures |
| Orientation Night | Parent Engagement Liaison | Parents and families will be able to access OCPS LaunchPad and all the resources available including IReady and Progressbook | January 2019 | Sigh in Sheets, Flyers |
| Pride of the PackBreakfasts | PBS Team | Parents are invited to celebratetheir children as they are honored for that month’s character trait. | Monthly | # of participants withInvitations (RSVP) &Pictures |
| Kg. Roundup & PantherPup Day | Administrative Team | Parents and incomingkindergarten students are incitedto tour the school campus, havea story read to them and receive school supplies. | May 2018 &July 2019 | Sign- In –Sheets |
| Open House | Principal, Teachers | Provides parents withinformation to allow them to better assist their students with academic endeavors. | September 6th,2018 | Sign In Sheets |
| Family Math/ScienceNight | Math/Science Coach | Parents will have the opportunityto play/solve science and mathrelated games with their children. | October, 2018 | Sign In SheetsPictures |
| Evening of Excellence | Principal, 5th gradeclassroom teachers,gifted teacher, &Special Area Teachers | Parents of 5th grade students areinvited to campus to tour school,have a story read to them andreceive school supplies. | May 2019 | # of participants withinvitations RSVP’s & pictures. |
| Honor Roll | School-wide EventsCommittee | Parents are invited to see theirchild receive a quarterly honor roll award. | October 2018,January, April2019 | # of participants withinvitation RSVP’sand pictures |
| Panther Student Showcase | Special Area & GiftedTeachers | Parents are invited to see whattheir students have worked on inArt, Music, PE, & Gifted classes | April/May 2019 | Sign In Sheets & pictures. |

**Staff Development**

|  |  |
| --- | --- |
| **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]? | Azalea Park Elementary strive 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. |
| **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 | School Administrator, Title 1 Coordinator, Parent Engagement Liaison | 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 | October2018  | Sign-in sheets, exitslips |
| Parent and Family Engagement Professional Development Module 2:Building TiesBetween Home andSchool | School Administrator, Title 1 Coordinator, Parent Engagement Liaison | Improved ability of staff to work with parents and families | January 2019 | Sign-in sheets, exitslips |
| Parent and Family Engagement Professional Development Module 3:Implementation andCoordination ofParent and Family EngagementPrograms | School Administrator, Title 1 Coordinator, Parent Engagement Liaison | Increased parent and family participation in school activities which support student achievement | March 2019 | Sign-in sheets, exitslips |
| Parent and Family Engagement Professional Development Module 4:Communicatingand Working withParents as Equal Partners | School Administrator, Title 1 Coordinator, Parent Engagement Liaison | Improved relationship, communication and collaboration betweenparents and school | May 2019 | Sign-in sheets, exitslips |

**Other Activities**

|  |  |
| --- | --- |
| **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]? | Azalea Park 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: * The ESE and Guidance office have a resource center that includes information about but not limited to the following
	+ Homeless Education
	+ Retention,
	+ Counseling Services
	+ Exceptional Education Services
	+ Behavioral Support Services
	+ And other resources outside of the school
* The Media Center offers computer access to allow students and parent’s access to district applications and other materials during extended hours weekly.
* District Parent Academies and Virtual Academies offered throughout the year.

Below are the specific steps that Example Elementary will take for professional development. |
| **Activity/ Task** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| Resource Center | Guidance Counselor, ESE Contact, Parent Engagement Liaison | Ongoing | Sign-in Sheets |
| Media Center | Media Specialist, Parent Engagement Liaison | Ongoing | Sign-in Sheets |
| Love Pantry | Guidance Counselor, Parent Engagement Liaison | Ongoing | Sign-in Sheets |
| Virtual Academy | Parent Engagement Liaison, Media Specialist | October 4, 2018, February 7, 2019April 4, 2019 | Parent registration, Media Center sign in sheet |
| Parent Academy | Parent Engagement Liaison | September 15, 2018 | Pictures, Parent Registration, Flyers. |

**Communication**

|  |  |
| --- | --- |
| **9. Does the plan include:**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 students are expected to obtain? 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)?How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? | Azalea Park Elementary will maintain timely communication about Title I programs through the following: * Hosting the Title I Annual Meeting
* Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs

Teachers and other staff members will support parents’ understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following: * School Compact
* Report Card Nights
* Progress Book
* Planners
* Parent Conferences
* Connect Orange Messages
* And other school communication methods

Parents will be included in the formulation of suggestions and decision making through the following:* One-on-one meetings with teachers, administrators, and/or support personnel
* Parent Surveys
* Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact

If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates. |

**Accessibility**

|  |  |
| --- | --- |
| **10. Does the plan include:**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?  | Azalea Park 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:* Family Nights will be presented in multiple languages to services our ELL families.
* Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.

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:* Home-to-school and school-to-home communication in English and/or other languages
* Student planners
* Flyers
* Newsletters
* Connect Ed messages
* School Website
* Email
* And other known best practices as needed
 |

**Discretionary Activities (optional)**

|  |  |
| --- | --- |
| **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.) | Azalea Park Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement. Below are additional activities and tasks that Azalea Park Elementary will implement that are funded by Title I, Part A. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Provide training opportunities to parents to enhance the engagement of other parents. | Principal;instructional staff | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom. | Ongoing | Sign-in sheets, Parent program survey |
| 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. | Principal; Assistantprincipal; CRT | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom. | Ongoing | Sign-in sheets, Parent program survey |

**Barriers**

|  |  |
| --- | --- |
| **12. Does the plan include:**A description of the barriers that hindered participation by parents/families 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 proficiency, and parents/families of migratory children [ESEA Section 1116]? | Azalea Park 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
* Homelessness
* Education
* Economically disadvantaged

Below are the specific steps that Azalea Park Elementary will take to address barriers that existed in the previous year. |
| **Barriers (Including the Specific Subgroup)** | **Steps the School will Take to Overcome**  |
| Transportation for parents (FRL) | Look into transportation options for parents as needed. Change location of activity to a community center or alternate site. |
| Language barrier (ELL) | Provide Spanish and sign language translation as needed. |
| Education barrier (FRL, SWD, ELL) | Open House – preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand (i.e. Instead of just using the words fluency, fact family, etc.) we will accompany these terms with a definition and model strategies accordingly.  |
| Economically disadvantaged (FRL)Provide | Provide food during some evening events, free lunch for all students, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts and food. PTA purchases a book for every child. |

**School-Parent Compact**

|  |  |
| --- | --- |
| **13. Does the plan include:**As a component of the school-level parent and family engagement 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? |  |

**Adoption**

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC and PTA agendas, sign in sheets, and general meeting minutes; PFE Activities Tracking Form; and parent exit slips and surveys from PFE activities and workshops. Evidence is scanned and attached to this document.

|  |
| --- |
|  |

|  |
| --- |
|  |

This policy 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** |  |

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year’s Parent and Family Engagement Plan, if applicable. (*previously referred to as the Parent Involvement Plan – PIP)*

The following documents can be scanned with this document and submitted as evidence:

* Parent surveys of previous year’s events and activities
* Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
* Parent Feedback Summary of PFEP Evaluation
* Parent and Family Engagement Activities Tracking Form