

2020 – 2021 Parent and Family Engagement Plan

School Name	Rock Lake 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]

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	The mission of Rock Lake Elementary School is to lead our students to success with the support and engagement of families and the community. Rock Lake Elementary feels strongly that parent and family engagement is a positive force in a child's education and is a shared responsibility. We are committed to working jointly with parents and family to develop a plan for activities and workshops that support the high quality instruction needed for all learners to be successful. We will host multiple curriculum
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plan will assist in providing high quality instruction for all learners?	nights aligned to grade level standards to model instructional strategies that can be used at home and at school.
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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>Rock Lake Elementary will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> • Home-to-school and school-to-home communication in English and/or other languages • Student planners • Flyers • Newsletters • Connect Orange messages • School website • E-mail • Other known best practices as needed <p>At Rock Lake 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>Attending</p> <ul style="list-style-type: none"> • School Advisory Council (SAC) meetings • Multilingual Parent Leadership Council (MPLC) meetings • Title I Annual Meeting <p>Partnering in</p> <ul style="list-style-type: none"> • Parent and family engagement capacity-building activities (such as Grade Level 3-5 iReady/FSA workshops and Primary Learning Strategies Workshop for Pre-K through 2nd grade). <p>Reviewing</p> <ul style="list-style-type: none"> • Academic data • Previous school year Parent and family Engagement Plan
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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</p>	<p>Rock Lake 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>
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how to help their child(ren) at home [ESEA Section 1116]?	
Program	Coordination
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 IEP's. 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 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 to support their oral language development.
Title X	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>Rock Lake Elementary will host an annual Title I meeting to inform parents and families of children participating in the 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"> • Annual Yearly Progress (AYP) via PowerPoint presentation/handouts • School Choice by way of district handouts/policies • The Rights of Parents via brochure and other resources <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 in 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. For more information please visit the Florida Department of Education, Office of Title I Programs and Academic</p>
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	Intervention Services at http://www.fldoe.org/bsa/title1/title_compile.asp and our district's Title I website: https://www.ocps.net/departments/title_i Below are the specific steps that Rock Lake Elementary will take to conduct the Title I Annual Meeting.		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notices sent home to parents in English and/or other languages	School Administrators	August-September, 2020	Copy of notice with date of dissemination
Annual meeting date posted on the marquee	School Administrators	August-September, 2020	Picture and date posted
Agenda and presentation materials developed	School Administrators	August-September, 2020	Copies of Agenda
Connect Orange message sent	School Administrators	August-September, 2020	Copy of message
Develop sign-in sheets	Title I Coordinator	August-September, 2020	Sign-in sheets for classrooms
Conduct Title I Annual Meeting	School Administrators	September, 2020	Copies of Agenda and handouts
Maintain documents	Title I Coordinator	School year 2020-2021	Copies of all documents

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]?	<p>Rock Lake Elementary will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> • Morning, afternoon and evening opportunities for activities and teacher conferences • Developing and distributing a yearlong calendar in the first weeks of school and update as needed • Conduct parent surveys and use results to accommodate most requested times for school-wide activities • Hold meetings at locations that are convenient for parents (example: the Community room of the apartment complex where many Rock Lake students live). <p>As it pertains to services related to parent and family engagement, the school will provide the following:</p> <ul style="list-style-type: none"> • 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
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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>Rock Lake 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 Rock Lake 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 will introduce classroom expectations, routines, and establish rapport	August 7, 2020	Connect Orange, marquee
"Boo Hoo Breakfast" for Pre-K and Kindergarten parents/families	PEL, Administrative team members, Principal, PIE Coordinator	Parents attend a breakfast; they will have the opportunity to learn school	August 13, 2020	Sign in sheets, surveys/exit slips

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		information/procedures, as well as interact with other parents in a relaxed atmosphere		
Open House	Principal, Assistant Principal, PEL, Classroom teachers, Admin. Team, Title I Contact	Often held following Annual Title I Meeting; allows parents the opportunity to meet their children's teacher and observe the classroom	August-September, 2020	Sign in sheets, parent information gathered
Report Card Conference Night	Classroom teachers	Teachers will conduct individual conferences to discuss child's test results, expectations, progress toward benchmarks, and individual needs	October, 2020	Conference/Parent communication logs
Curriculum workshops	Instructional staff	Teachers will discuss expected grade level skills in reading, writing or math. Parents will be given strategies and resources to assist their students in developing these skills at home.	Winter/Spring, 2020-2021	Sign-in sheets, handouts, flyers
Family Night Series (Reading,	Instructional staff	Parents will interact with their students	One in September, October,	Flyers, sign-in sheets, Make and Take activities

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Math, Writing, Science, Arts)		while learning a targeted skill	November, January, March (TBD)	
"Parent University"	Administrative Team; PEL, teachers, PIE coordinator	Parents will attend classes led by Partners in Education, faculty, Community Partners in order to find the best ways to support their children	Fall, 2020 Spring, 2021	Flyers, Agenda/Schedule, Survey (feedback), Exit Slips
"Parent Support Card" and end of year Celebration	Principal, Assistant Principal, PEL, Admin. Team	Parents will be recognized for their participation in their child's school	School year 2020-2021; celebration at end of school year (May-June)	Representation/Recognition of parent involvement; pictures; certificate
"Principal's Connection"	Principal; PIE coordinator	Principal will host meetings with parents in order to answer questions, share topics; food will be provided	One per report card period	Flyers, sign in sheets, surveys; immediate feedback
Connect Orange messages	Principal	Increased parental awareness of school events and participation	Ongoing	Copies of message on file
Newsletter, website, daily planners, e-mail communication, flyers	Principal	Parents and students will have access to information about school events/activities	Ongoing	Website resources, survey feedback, copies of newsletter/e-mails, flyers
Regularly scheduled SAC/PTA/PLC meetings	Principal, Parent Representatives, school representatives	Parents will actively participate in decision-making process for school	Ongoing	Meeting minutes

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Activities designed to bring parents together with their children and other families (events include but are not limited to: Mother's Tea, All Star Dads, Multicultural Festival, Family Connection events)	Principal, PEL, PIE Coordinator, faculty, staff, Community Partners and Volunteers/ADDitions, Administrative Team	Parents will experience positive interactions with school and other parents, leading to increased involvement in all areas of school-related activities; will learn ways to improve health/involve ment in family life	Fall, 2020 Spring, 2021	Pictures, sign in sheets, surveys, immediate feedback
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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:</p> <ul style="list-style-type: none"> - 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>Rock Lake 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 Rock Lake Elementary will implement to build capacity for meaningful parent and family engagement.</p>
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Title I Annual Meeting	School administration, Title I coordinator	Information given about the assistance programs provided to the school to help support students academically.	August-September, 2020	Agenda, PowerPoint, and sign-in sheets
Parent and Family Engagement Prof. Dev. Module 1- Building Strong Partnerships with Parents and Families	School administration, 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	Oct., 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	School administration, PEL, Title I Coordinator	Improved ability of staff to work with parents and families	Jan., 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	School administration, PEL, Title I coordinator	Increased parent and family participation in school activities which support student achievement	March, 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and working with Parents as Equal Partners	School administration, PEL, Title I coordinator	Improved relationship, communication and collaboration between parents and school	May, 2021	Sign-in sheets, exit slips

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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>Rock Lake 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"> The ESE and Guidance office have a resource center that includes information about, but not limited to, the following: <ol style="list-style-type: none"> Homeless Education Counseling services Retention Exceptional Education Services Behavioral Support Services Other resources outside the school Computer access to district applications and other materials allowed to parents/students District Parent Academy and Virtual Academy events offered throughout the year. <p>Below are the specific activities and tasks that Rock Lake Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their children</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Resource Center	Guidance Counselor, ESE Contact, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Media Center/Extended Media Hours	Media Specialist, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Love Pantry	Title I Coordinator, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Virtual Academy	Parent Engagement Liaison, Media Specialist	October, 2020 February, 2021 May, 2021	Parent registration, Media Center sign-in sheet
Parent Academy	Parent Engagement Liaison, Title I Coordinator	Sat., Oct., 2020 Sat., Nov., 2020 Sat. Dec., 2020 Sat. Feb., 2021 Sat. March, 2021 Sat. May, 2021	Pictures, Parent Registration, Flyers
Celebration of Black History	Principal, Assistant Principal, Admin. Team, faculty/staff, Community Partners/Volunteers	February, 2021	Sign in sheets, photographs, participation in program, survey
Community Partner Breakfast	Principal, Assistant Principal, Partner in Education Coordinator, faculty/staff, PEL	Spring, 2021	Sign in sheets, affirmation of support of Rock Lake ES

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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>Rock Lake Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> • Hosting the Title I Annual Meeting • Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs <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"> • School Compact • Report Card Nights • Progress Book • Planners • Parent Conferences • Connect Orange Messages • Other school communication methods (monthly calendar) <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> • 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 <p>If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review and needed updates.</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 parent/family engagement activities for all parents/families?</p> <p>A description of how the school will share information related to school an</p>	<p>Rock Lake Elementary 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. The following methods will be used:</p> <ul style="list-style-type: none"> • Family Nights will be presented in multiple languages to service our ELL families. • Activities will be offered at multiple times throughout the day for parents and families to participate during the morning, evening, and afternoon. <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"> • Home-to-school and school-to-home communication in English and/or other languages
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parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?	<ul style="list-style-type: none"> • Student planners • Flyers • Newsletters (monthly) • Connect Ed messages • School website • E-mail • Other known best practices as needed
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Discretionary Activities

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>Rock Lake 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 Rock Lake Elementary will implement that are funded by Title I, Part A.</p>			
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; PEL, 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

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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; or hold meetings at outside locations more convenient to parents (e.g. apartment complex community room)	Principal, school administrators, faculty	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
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Barriers

<p>12. Does the plan include: 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 proficiency, and parents/families of migratory children [ESEA Section 1116])?</p>	<p>Rock Lake Elementary, after reviewing the previous year's 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"> • Transportation • Language • Education • Economically disadvantaged <p>Below are the specific steps that Rock Lake Elementary will take to address barriers that existed in the previous year.</p>
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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 (ELL)	Open House – preview of the grade level expectations for the year; explain educational terminology in a way that all are able to understand (e.g. instead of using the words "fluency, fact family," etc.); we will accompany these terms with a definition and model strategies accordingly.
Economically disadvantaged (FRL)	Provide food during some evening events, free lunch for all students, Food Pantry access, clothing, Thanksgiving food baskets, Holiday gifts and food; PIE purchases a book for every child.

School-Parent Compact

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?	Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.
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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