



2020-2021

Ortona Elementary School

Title I, Part A Parent & Family Engagement Plan (PFEP)

I, Kathryn B. Dyer, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise with parents the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

A handwritten signature in blue ink, appearing to read "Kathryn B. Dyer", is written over a horizontal line.

Signature of Principal or Designee

7/30/2020

Date Signed

Mission Statement (optional)

Parent & Family Engagement Mission Statement

Response: As members of the Ortona educational community, parents, teachers, faculty, and staff will work together as partners in our children's education to accept the responsibility for improved academic achievement. Together we can help our children expand their imaginations, encourage them to believe in their potential, and provide them with the resources to achieve their highest goals.

Engagement of Parents & Families

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used.

Response: The Ortona Elementary School Advisory Council will meet monthly to plan, review, and involve parents in the implementation and improvement of Title I programs at the school. School Advisory Council (SAC) elections are held annually. Parents and school community members are solicited through all communication tools (online, brochures, marquee, School Messenger) to fill vacant seats. Any parents or school community member who expresses an interest in serving may be appointed by the principal. Parental input will be reported in the minutes of each meeting regarding the usage of Title I parent and family engagement funds.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI.

Count	Program	Coordination
1	Title I, Part C	Parent support is offered through migrant services such as translation and food assistance programs.
2	Title IX, Homeless	Title IX Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation,
3	IDEA	Supplemental instruction support provided by the school will be discussed with parents during development of the students' IEPs.
4	Title I, Part A	Supplemental Tutoring before or after school. Supplemental materials and supplies needed to close the achievement gap. Supplemental funds for ongoing staff development as determined by the results of FSA data.

Annual Title I Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish Title I Annual Meetings and activities	Principal	September October	Dates set on school calendar
2	Prepare agenda for Title I Annual	Principal	September	Completion of Agenda

	Meetings			
3	Gather brochures and PowerPoint presentation	Principal	August	Information prepared for distribution

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parent and family engagement.

Response: Ortona parent programs are designed build a family support system offered in the mornings and evenings. The school will conduct 2 Title I Annual Meetings. One meeting will be held in the morning and the other one will be held in the evening. The Title I Parent Liaison operates a Parent Center from 12:00 p.m.-1:00 p.m. to assist families. SAC and PTA meetings are offered in the late afternoon to help parents be involved in school decision making and activities.

Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher	Principal, Teachers	Provide information to parents on expectations and how parents can help their children to improve academic achievement.	August	Sign in sheets, parent comment forms
2	Annual Title I Meeting	Principal, Teachers	Provide information to parents on Title I expectations and how parents can help their children to improve achievement.	September	Sign in sheets, parent comment forms

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, and other staff in how to reach out to, communicate with, and work with

parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	School Parent and Family Engagement Plan Workshop	Title I Parent Liaison, Principal	Teachers will gain knowledge on how to implement and coordinate parent programs in an effort to support student academic success.	October	Sign-in sheets, agenda, and minutes
2					
3					
4					

Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

Response: Student information packets including Title I handbook are distributed during the first week of school to. All distributions are monitored by classroom teachers and office specialists to ensure all families receive this information. Specific information about our school and district Title I programs will also be provided to parents at the Title I Annual Meetings through an informational PowerPoint. The school website is available for parents to view and contains information about all school programs, curriculum, policies, and procedures. Parent conferences are held at the request of the parent. Parents are included in all aspects of the Problem-Solving Team process. The School Improvement Plan is available to all parents to review and provide feedback. Parents are invited to provide input to the school via parent input forms, interim reports, and student report cards. Our school marquee keeps parents informed daily. The School Messenger phone system sends daily attendance messages to assist parents to monitor attendance. It is also used to communicate special events and important information from school administration with phone messages being delivered to all students. The Parent and Family Engagement Plan will be posted on the school website and hard copies available in our Parent Resource Center and school office.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

Response: The Parent and Family Engagement Plan will be posted on the school website and hard copies available in our Parent Resource Center and school office. Translation of communications in Spanish and English is provided as requested. School Messenger messages are used as a communication tool. District staff is available to assist with translations and communications in other languages, if requested. Ortona Elementary is accessible to persons with disabilities. The following statement will be noted on parent communication to accommodate families who need additional assistance: "individuals needing accommodation under ADA should contact office personnel or Parent Liaison."

Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

Please upload into SharePoint and keep copies for your records.

Upload School-Parent Compact

Note: As a component of the school-level PFEP, 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.

Please upload into SharePoint and keep copies for your records.

Upload Evidence of parent and family input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload into SharePoint and keep copies for your records

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (Building Capacity Summary)

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I Annual Meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Tutoring	Twice weekly	30	Positive impact on iReady & 20-21 FSA
2	Nature Family Wildlife Night	1	55	Positive impact on 20-21 Science FCAT
3	FSA Awareness Night	0	0	Cancelled due to COVID-19
4	Science Night	0	0	Cancelled due to COVID-19

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	ELA Wonders Overview	>15	14	Positive impact on i-Ready, 20-21 FSA Scores
2	Sticks and Stones	1	20	Increased collective efficacy
3	Science "What Next"	1	15	20-21 Science FCAT Scores
4	Restorative Practices	0	0	Cancelled due to COVID-19

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Time of Day	Offer alternative times for parents to have a chance to participate
2		
3		
4		

Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1		
2		
3		
4		

**Please submit completed Parent & Family Engagement Plan (PFEP)
to your Title I Office Representative.**

PFEP must be signed by the Principal and approved prior to

being uploaded into CIMS

Approval check by PFE ☐

DRAFT