`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 school-wide 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**

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| **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 Maxey Elementary School is to lead our students to success with the support and engagement of families and the community.Maxey Elementary feels strongly that parent and family engagement is a driving force in a child's education and is a shared responsibility. We are committed to working jointly with parents and families to develop a plan for activities and workshops that support high quality instruction needed for all learners to be successful. We will host multiple Academic Parent Nights to teach families about data, model instructional strategies, and pre-teach upcoming standards. |

**Involvement of Parents**

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| **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]? | Maxey 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 Orange messages
* School Website
* Email
* And other known best practices as needed

At Maxey 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: **Attending*** School Advisory Council (SAC) meetings
* Multilingual Parent Leadership Council (MPLC) meetings
* Title I Annual Meeting

**Participating In*** Parent and family engagement capacity-building activities
* Parent Surveys

**Reviewing** * Academic data
* Previous school year Parent and Family Engagement Plan
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**Coordination and Integration with Other Federal Programs**

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| **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]? | Maxey 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 best practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program. |
| **Program** | **Coordination** |
| Pre-K  | Maxey Elementary includes Pre-K in all communication and Title I events. The Pre-K teacher keeps parents informed of all activities and events as well.  |
| SAI | Maxey Elementary uses this fund to provide immediate intensive instruction for identified below level students with tutors and after school tutoring programs. |
| Title I | Title I funds at Maxey Elementary are used to fund content area support staff, supplemental materials for students use, and to fund professional development activities. |
| Title II | Funds from Title II are used to pay stipends for teachers to attend staff development training sessions related to School Improvement Plan objectives. |
| Title III | Maxey Elementary uses these funds for educational services, resources, and ELL support to improve the education of immigrants and ELL learners.  |
| Title X | McKinney-Vento Program provides support to our homeless students. |
| Parent ResourceRoom | Parents can pick up free brochures, pamphlets, and resources to take home.  |

**Annual Parent Meeting**

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| **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?  | Maxey Elementary will host an Annual Title I meeting to inform parents and families of children participating in Title I programs at the beginning of the school year. We will host a single meeting to educate parents via the following methods:* Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts
* School Choice via district handouts and policies
* The rights of parents via brochure and other resources

Parents and families are informed of the nature of the Title I program by the following statement: 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.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 Maxey Elementary will take to conduct the Title I Annual Meeting. |
| **Activity/ Task** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
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| The Annual Parent meeting date will be posted on the school marquee.  | Principal/ Custodian | Two weeks prior before the meeting / August 2018 | Number of participants (Sign in sheets); Picture of marquee |
| A flyer will be sent home with the date and time of the Annual Title 1 Meeting. | Title I Coordinator/PEL | September 2018 | Number of participants |
| The Annual Title I Meeting will be announced via the Connect Orange messaging service. | Principal | One week prior to meeting/ September 2018 | Message count statement |
| An email concerning the Annual Parent meeting will be emailed to parents. | Principal | One week prior to meeting/ September 2018 | Number of participants (Sign in sheets) |
| A text message will be sent to parents to encourage participation. | Principal  | Week of the meeting / September 2018 | Number of participants (Sign in sheets) |
| Prepare and Print Sign-in Sheets | Title I Coordinator & PEL  | Week of the meeting / September 2018 | Number of participants (Sign in sheets) |
| An agenda and handouts will be developed to address the required components. | Principal & Tittle I Coordinator  | Week of the meeting / September 2018 | Copies of agenda, PowerPoint Presentation, and handouts |
| Hold the Annual Parent meeting. | Title I Coordinator & Principal | September 2018 | Sign in sheets, agenda |
| Copies of all material distributed during the meeting will be available in the front office for all parents and families that were not present at the meeting. | Title I Coordinator  | September 2018 |  Number of participants (Sign in sheets) |
| Maintain documentation | Title I Coordinator & PEL | September 2018 | Upload to the Title 1 collaboration site Hard copies of the distributed material will be kept on campus.  |

**Flexible Parent Meetings**

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| **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]? | Maxey Elementary will offer a number of flexible parent meetings by implementing the following: * 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

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
* The Extended Media hours will afford all parents the opportunity to review meeting notes if they don’t have a computer at home.
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**Building Capacity**

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| **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]? | Maxey 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. Community members and organizations can volunteer to support these activities through our Partners In Education (PIE) coordinator as well as our ADDitions coordinator. 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. Below are the specific steps that Maxey Elementary will take to build capacity for meaningful parent and family engagement: |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
|  **Meet the Teacher**Parents will meet their child’s new teacher and hear news about the upcoming school year.  | Principal and all instructional faculty | Parental Involvement increases student achievement | August 2018 | Sign in sheets, handouts, agendas |
| **ADDitions Volunteer Program** | Additions Contact | Parental Involvement increases student achievement | August 2018-June 2019 | Measured by parent volunteer hours  |
| **Parent-Teacher Association (PTA)** | PTA President | PTA will increase parental involvement by hosting additional family events that builds a welcoming school community. | Monthly Aug 2018- May 2019 | Sign-in Sheets. |
| **School/Class Newsletters:** The school and teachers will provide parent specific strategies for parents to use to help children with the skills being taught. | Teachers, and Instructional Coaches | Parental Involvement increases student achievement | Ongoing August-May 2018-2018 | Copies of Newsletters |
| **Progress Book:** Parents will be able to monitor student's academic progress on a daily basis.  | Instructional coach & Classroom Teachers | Parental Involvement increases student achievement | Ongoing August-May 2018-2019 | Copies of progress reports. |
| **SAC (School Advisory Council)** | SAC President, principal, and SAC committee members | Parental Involvement increases student achievement | Sept. 2018 – May 2019 Monthly Meetings | Agenda, Sign in sheets, SAC Minutes |
|  **Academic Parent Night (1)** | Principal and all instructional staff | Parents attend data work session and learn strategies to increase academic performance. | September 2018 | Sign –in Sheets, agenda, parent exit logs |
| **MPLC** | MPLC President, ESOL Compliance & Principal | PLC will meet four times a year to review the PLC/SIP and ensure that Maxey Elementary is meeting the needs of all ELL students and families | October 2018, December 2018, February 2018, & April 2018 | Sign in sheets, PLC Minutes, and agendas |
| **Academic Parent Night (2)** | Principal, Instructional coaches and Classroom teachers | Parents attend data work session and learn strategies to increase academic performance. | Oct 2018 & April 2019 | Sign –in Sheets, agenda, parent exit logs |
| **TEACH IN** | Teach In Coordinator | Supporting school functions builds a sense of belonging and allows the students to learn about careers.  | November 15, 2018 | Sign in sheets, pictures |
| **Literacy Week (held in conjunction with the Book Fair):** Teachers will provide information to parents as well as, demonstrate learning strategies for reading that can be replicated at home. The book fair will be open to give students and parents the additional opportunity to purchase books. A theme for the night will be determined at a later date. The teacher’s activities will be centered on the chosen theme.  | PEL, instructional coaches, staff, and Media Clerk | Parental Involvement increases student achievement | January2019 | Sign in sheets, pictures and calendar |
| **Math & Science Night****(Orlando Science Center)** | Principal and all instructional staff(15 volunteers will be needed) | Parents will attend the math science night to participate in fun, hands-on math and science activities.Parental Involvement increases student achievement.  | March 2019 | Sign in sheets, pictures |
| **Pastries for Parents** | PEL | Parents will attend a morning breakfast and have an opportunity to eat with their child. Strategies to foster relationship building and family activities will be modeled. | December 2018February 2019 | Sign in Sheets, Power Point |

**Staff Development**

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| **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]? | Maxey Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate teachers, specialized instructional support personnel, administrators, other school leaders and staff to build capacity in parent and family engagement.Below are the specific activities and tasks that Maxey Elementary will implement to build capacity for meaningful parent and family engagement. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Title I AnnualMeeting | School administration,Title I coordinator,PEL | Information given about the assistance programs provided to the school to help support students academically. | September 2018 | Agenda,PowerPoint, andsign-in sheets |
| Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families | School administration,Title I coordinator.PEL | 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, exit slips |
| Parent and Family Engagement Professional Development Module 2:Building TiesBetween Home andSchool | School administration,Title I coordinator,PEL | Improved ability of staff to work with parents and families | November 2018 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 3:Implementation andCoordination ofParent and Family EngagementPrograms | School administration,Title I coordinator,PEL | Increased parent and family participation in school activities which support student achievement | January 2019 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 4:Communicatingand Working withParents as Equal Partners | School administration,Title I coordinator,PEL  | Improved relationship, communication and collaboration betweenparents and school | March 2019  | Sign-in sheets, exitslips |

**Other Activities**

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| **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]? | Maxey 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 parents access to district applications and other materials during extended hours weekly.
* District Parent Academy and Virtual Academy events offered throughout the year.

Below are the specific activities and tasks that Maxey Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren) . |
| **Activity/ Task** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| Resource Center  | Parent Engagement Liaison | Ongoing  | Sign-in Sheets  |
| Media Center  | Media Clerk, Parent Engagement Liaison | Ongoing  | Sign-in Sheets  |
| Love Pantry  | Parent Engagement Liaison  | Ongoing  | Sign-in Sheets  |
| Virtual Academy  | Parent Engagement Liaison, Title I Coordinator  |  | Parent registration, Media Center Sign-in sheet  |
| Parent Academy | Parent Engagement Liaison | Saturday, October Saturday, NovemberSaturday, December Saturday, February Saturday, March Saturday, May  | Pictures, Parent Registration, Flyers  |

**Communication**

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| **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]? |  Maxey Elementary will maintain timely communication about Title I programs through the following: * Hosting the Title I Annual Meeting
* Conducting monthly 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
* Academic Parent Nights
* Progress Book
* Planners
* Parent Conferences
* Connect Orange Messages and social media channels
* 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**

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| **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?  | Maxey 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:* Academic nights will offer translation support and services to 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 communication media and 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
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**Discretionary Activities (optional)**

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| **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.) | Maxey 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 Maxey Elementary will implement that are funded by Title I, Part A. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)] | Principal, teachers, instructional coaches, and PEL | Parents will participate in academic nights to learn strategies to support grade level standards that students must master by the end of the school year.Intense Focus on Student Achievement in Reading; Building Capacity so parents can help their children. | September 2018 | Sign-in sheets, parent exit slips |

**Barriers**

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| **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]? | After reviewing the previous years’ Parent and Family Engagement Plan and accompanying feedback, the school acknowledges the existence of the following barriers to parent and family engagement:* Transportation
* Language
* Education
* Economically disadvantaged

Below are the specific steps that Maxey 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, Creole and sign language translation as needed. |
| Education barrier (FRL, SWD, ELL) | Academic Parent Night – 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, and holiday food baskets. |
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**School-Parent Compact**

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| **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? | Maxey Elementary’ s compact outlines the responsibility of the parent, student, and teacher to show how we can be successful as a community.  |

**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 ***(See below for sample evidence. List here.)***

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This policy was adopted by the school on and will be in effect for the period of .

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

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| **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