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 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? | At Engelwood, we persevere to provide guidance for students to acquire the skills needed to become successful, educated, responsible citizens with the support of parents. The teachers, staff and parents of Engelwood are committed to facilitating engaging activities that will create self-motivated life-long learners. We are committed to working jointly with parents and family to develop a plan for activities and workshops that support high quality instruction needed for all learners to be successful. We will host multiple curriculum nights aligned to grade level standards to model instructional strategies for home and school. |

**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]? | Parents are involved in the planning, review, and improvement of Title I programs and the Parent Engagement Plan at Engelwood through the following methods:   * Attending School Advisory Council meetings * Parent Leadership Council meetings * Completing parent surveys * Attending our annual Title I meeting in the fall * Participating in the Parent Teacher Organization activities.   Parents are asked to give input into all aspects of our school through these meetings as well as informal discussions throughout the school or at evening events. Title 1 programs and reviews of student academic data are discussed with parents through these meetings.  Decisions regarding how the funds for parental engagement are spent are discussed through the School Advisory Council meetings and shared with all parents each year at our annual Title I meeting. Parents are invited to attend individual conferences with teachers to discuss student academic progress as well as Open House, and Meet the Teacher events. Home-to-School and School-to-Home communications in both English and Spanish facilitate informing parents of all opportunities to get involved at Engelwood: planners, flyers, letters, phone call system, and website. |

**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]? | Engelwood 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. |
| **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 IEPs. 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 engage in staff development to assist personnel in working effectively with parents in teaching them strategies to help their children in school. |
| Title III | These funds are used to fund ESOL paraprofessionals who assist parents in navigating the school system and helping reduce barriers to student success. |
| Title X | McKinney-Vento Program provides support to our homeless students. |

**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 (school wide 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? | Engelwood Elementary will host an annual Title I meeting to inform parents and families of children participating in Title I program 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 our district’s Title I website <https://www.ocps.net/departments/title_i>.  Below are the specific steps that Engelwood Elementary will take to conduct the Title I Annual Meeting. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Advertise event | Principal, Title 1 Coordinator | August 2018 | Marquee, Connect Orange phone messages in both English and Spanish, Flyers in both languages, Verbal invites |
| Create and distribute invitations to parents | Principal, Title 1 Coordinator | August 2018 | Flyer/Invitation with the date, time and location of meeting or event |
| Create agenda, handouts, and PowerPoint presentation that addresses the required components | Principal, Title 1 Coordinator | August 2018 | PowerPoint presentation  Flyer/Invitation |
| Create Sign in sheets | Principal, Title 1 Coordinator | August 2018 | Copies of the sign in sheets |
| Conduct Annual Meeting | Principal, Title 1 Coordinator | August 2018 | Copies of sign in Sheets |
| Maintain documentation | Principal, Title 1 Coordinator | August 2018-May 2019 | Ongoing 2017-2018  Collection on documentation |

**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]? | The administration and the staff at Engelwood Elementary believe in forming partnerships with parents. By being flexible with meeting times we can give parents the opportunities to attend functions, meetings and conferences. We often conduct parent meetings on the same night as other events so that parents do not have to come to the school twice. Our PTA offers food or snacks at evening events so families can eat together and then attend events or meetings. Meetings and conferences with teachers are scheduled to fit the parent's schedule: before, during or after school, or later in the evening if needed. Parent Committees decide what time of day and day of the week works best for them to meet. Future meetings are scheduled to meet those needs. Sessions are offered in English and Spanish. |

**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]? | Engelwood 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.  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 Engelwood Elementary will take to build capacity for meaningful parent and family engagement. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Report cards and assessment data are discussed during individual conferences | Classroom Teachers | Teachers conduct individual conferences to discuss each student’s tests results, expectations, progress towards benchmark goals and individual achievement goals for the school year | October 2018 through May 2019 | Conference logs and sign in sheets |
| Build-A-Book | Instructional support teachers and Media Specialist | Teachers will demonstrate skills and strategies that parents can use at home to help their student with reading comprehension and vocabulary development | December 2018 | Agendas, sign in sheets and handouts |
| FSA Parent Night | Teachers | Teachers discuss the requirements of FSA and specific skills in reading, math, science, and writing that are required to meet grade level requirements. Parents are given sample questions and resources to use with their student at home | January 2019 | Agendas, sign in sheets, and handouts |
| Report Card Conference Night | Classroom Teachers | Classroom teachers conduct individual conferences with parent s to discuss their student’s report card. | October 2018 | Sign in sheets, agendas, handouts |
| SAC Meetings | PTA, Compliance Teacher, PLC President | By providing parents with leadership opportunities we will increase the level of parental engagement and becoming active in the decision making process at the school | Ongoing 2018-2019 | Agendas, minutes, handouts, sign in sheets |
| Maintain a parent resource section on the school website | PLC President, Title 1 Coordinator | Parents, teachers, and students can suggest links, documents, information, video and other resources parents can use to help their student at home with homework, skills and practice. | Ongoing 2018-2019 | Copies of resources or lists or website links provided. |
| Open House | Principal, Classroom Teachers | Informational sessions for parents will provide specific grade level expectations, state standards, assessment methods, standardized tests, and strategies parents can use at home. | September 2018 | Sign in sheets, agendas, handouts |
| Extended Media Center Hours | Assistant Principal, Media Specialist | Media Center will open for 3 additional hours a week after school 2 days a week. This will provide families access to check out books, attend story hours, use computers and get assistance in both English and Spanish. | October 2018 through May 2019 | Sign in sheets, handouts, log of help provided |
| Retention Meetings | Teachers, Administration | Administration and teachers will conduct retention meetings with parents to discuss yearlong data and assessment results. FL Law and OCPS policies will be explained. | January 2019 through May 2019 | Meeting minutes with signatures of those in attendance |
| Partners in Print | Instructional Resource | Teachers will provide short lessons to parents and students with the expectation that parents will use these strategies to help their student at home. | November 2018 through May 2019 | Sign in sheets, Lesson plans, handouts |
| Curriculum Night | Principal, Classroom Teachers | Informational sessions for parents will provide specific grade level expectations, state standards, assessment methods, standardized tests, and strategies. | September 2018 through April 2019 | Sign in sheets, agendas, handouts |

**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]? | Engelwood 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.  Below are the specific activities and tasks that Engelwood Elementary will implement to build capacity for meaningful 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 | Principal, Coordinator, Team Leaders | 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 | October  2018 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development Module 2:  Building Ties  Between Home and  School | Principal, Coordinator, Team Leaders | 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 and  Coordination of  Parent and Family Engagement  Programs | Principal, Coordinator, Team Leaders | 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:  Communicating  and Working with  Parents as Equal Partners | Principal, Coordinator, Team Leaders | Improved relationship, communication and collaboration between  parents and school | March 2019 | Sign-in sheets, exit  slips |

**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]? | Engelwood 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 Engelwood Elementary will implement that are funded by Title I, Part A. computer skills, apply for jobs on line, use the internet, attend story hour, and any other internet services. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| New Parent Orientation  Volunteering-ADDitions  PTA  SAC  Grade Level Interactive Parent Workshops  Parent Engagement Academy- Tools to Chart a Successful school year | PEL  PEL/PIE  PTA  Principal  PEL, Teachers  PEL | August 2018  August 2018  Monthly 2018-2019  Monthly 2018 – 2019  Monthly 2018-2019  September 2018 | Sign-in sheets,  Parent program survey  Sign in sheets, Agenda  Sign in sheets, Agenda  Sign in sheets, Agenda  Minutes  Sign in sheets, Agenda  Minutes  Sign in sheets, Handouts  Sign in sheets, Pictures |
| 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; Assistant  principal; CRT | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom. | Sign-in sheets,  Parent program survey |
| Provides extended hours in our Media Center for community members to come into the school and use our resources one night a week throughout the school year. The Media Center is kept open for four hours after school is out and staff is there to assist students and their families. Parents can come with their children to check out books, get help with | Principal; Media Specialist | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom. | Sign-in sheets,  Parent program survey |
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**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 school wide plan is not satisfactory to them [ESEA Section 1116]? | In September, Engelwood Elementary holds a general meeting where information is presented about Title I programs, the curriculum, as well as school and state assessments. Parents were informed about our school wide programs, how to contact teachers, and have opportunities for participation in decisions related to the education of their child. Translation in Spanish is provided. Parents are given a copy of the parent handbook in their child's folders and planners, which includes more detailed information on these topics and how they can get involved in our school. Upon conclusion of the general meeting, parents are invited to visit their child's classrooms and meet the teacher for specific information for the school year. During the classroom visits, teachers provide additional information on the curriculum they teach, assessment plans, and how parents can help at home. The teachers send home the same information the following day for all parents unable to attend. Teachers maintained sign-in sheets and provided a copy to the principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines.  Information and communication go home in both English and Spanish. Parents can request a meeting or conference at any time with the teacher or the administration.  Parent conferences are held throughout the year and during Report card conferences and as requested by parents. Staffing, LEP Committee, and MTSS meetings are also conducted throughout the school year to give parents the opportunity to be part of the decision making process of their child’s education.  The school wide plan is developed with parents and is shared with parents. Parents provide input on what worked and what did not work as well as recommendations. |

**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? | Engelwood is committed to providing parents with every opportunity to participate in school activities. Translations are provided at all events to provide comprehensible communication with parents who are not fluent in English. Opportunities for parents to ask questions provide parents the opportunity for the school to provide further explanation of school activities. Low or free of cost events provide opportunity for families of low income. Activities provide food during some evening events, free breakfast and lunch are provided daily for all students, Clothing, Thanksgiving food baskets, Christmas gifts and food are also provided.    Written communication from the school and/or the classroom teacher will be provided for parents in English and Spanish. Translators will be available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings, events and conferences. Resources and website information will be available in both English and Spanish whenever possible.  Our school is completely handicap accessible for any parents who have physical disabilities. The entire campus is one floor and there are ramps on all portables. If we have parents with other disabilities, we will work to ensure they have access to conferences with interpreters for sign language if needed. Meeting notes will be taken and a copy given to the parent. Parents are also free to bring a friend or family member with them to the school at any time if they need assistance or just want another person to be with them. |

**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.) | Engelwood 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 Engelwood Elementary will implement that are funded by Title I, Part A. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | PTA president, CT, SAC Chair, Assistant Principal, Principal | Parents who are involved and take on leadership roles are more informed about their child's education and communicate more often with teachers and school personnel. | Monthly 2018-2019 | Sign-in sheets,  Parent program survey |
| Maximizing parental involvement and participation | Classroom teachers, CT, Staffing Specialist, Principal | Increase the level of engagement of parents and their knowledge of how they can help their student. | Early morning, during the day, after school; or in the evening-Ongoing  2018-2019 | Sign-in sheets,  Parent program survey |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Counselor, Parent Engagement Coordinator | Increase parental engagement | Ongoing 2018-2019 | Sign-in sheets,  Parent program survey |

**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]? | Engelwood 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:   * Language * Education * Economically disadvantaged   Below are the specific steps that Engelwood Elementary will take to address barriers that existed in the previous year. | |
| **Barriers (Including the Specific Subgroup)** | | **Steps the School will Take to Overcome** |
| Language barrier (ELL) | | Provide Spanish translation as needed. Newsletters, and connect messages are send in English and Spanish. |
| Education barrier (FRL, SWD, ELL) | | Engelwood provides Parent Nights, FSA, Literacy, STEM, Math  Preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand |
| Economically disadvantaged (FRL)  Provide | | All students receive free lunch and breakfast.  Food is provided during some evening events, Thanksgiving 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? | **A scanned copy the School-Parent Compact and evidence of parent input in the development of the Compact was provided with this document** |

**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.

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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