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**

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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? | Sally Ride Elementary School's mission is to empower parents and families to support their children's cognitive and social-emotional development from early childhood to the workforce and/or college. We will accomplish this by working cooperatively to strengthening school, family and community partnerships through support and training, providing high quality instruction for all learners. Building a strong partnership between the school and Home will help to ensure that students become productive and responsible citizens prepared to work in a complex and interdependent society, in which they will have to acknowledge diversity and build community by practicing hospitality, civility, and respect. |  |

**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]? | Sally Ride Elementary will ensure the organized, ongoing and timely manner of involving parents/families 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 * School Facebook Page * Class Dojo * And other known best practices as needed   At Sally Ride Elementary parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I funds will be used by:  **Attending**   * School Advisory Council (SAC) meetings, * Multilingual Parent Leadership Council (MPLC) meetings * Annual Title I meeting   **Participating In**   * Parent/Teacher Association (PTA) meetings & activities * Parent Academies:   Face-to-Face   * September 15, 2018-A Balanced Beginning * November 3, 2018-Parents as Partners * January 12, 2019-New Year-New You:  Health Choices for School and Home * March 9, 2019-Do your best on the Test * May 4, 2019-Sunny Ideas for Summer Learning   Virtual Academies   * October 4, 2018-Beyond the classroom * December 6, 2018-With Math we Can * February 7, 2019-STEM Works! Interactive and Fun Adventures * April 4, 2019-Digital Messages for 21st Century Learners   **Reviewing**   * Academic data for funding decision making * 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]? | Sally Ride Elementary’s “Parental and Family Engagement Liaison” (PEL), in collaboration with an ‘event planning team’ will coordinate and integrate parent and family engagement programs and activities with at least one event per month to build capacity this school year. This will include 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 outline for the implementation of our events planned for this school year. |
| **Program** | **Coordination** |
| VPK | VPK and Title I will work with parents and Kindergarten teachers to help with students’ transition into the regular school program. Activities may include: coordinated meetings with parents, VPK teacher, and Kindergarten teachers to discuss the specific learning needs of students, joint parent meeting to discuss transitioning, etc… |
| 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. These services will be also used for staff, staff development, new technology tools, instructional materials, and additional resources and materials as identified by the needs of the school and parental involvement committee as well as SAC. |
| Title II | These funds will be used for Professional Development and planning days for teachers to become more knowledgeable in implementing the Florida Standards and teaching to the rigor and depth of the standards. |
| Title III | Many of our students are English Language Learners. These funds provide licenses to Imagine Learning for our newcomer ELLs which will support their oral language development and help our students become proficient in English, thereby improving academics. Title III also gets us a bilingual (Spanish-speaking) paraprofessional that supports our ELL students daily. |
| Title X | McKinney-Vento Program provides support to our homeless students; the school Guidance Counselor and ALPHA counselor will be in charge of this implementing and monitoring this program. |

**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? | Sally Ride 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 and plan for the meeting to be before our Open House night as this is a night we typically have a large percentage of families attend.  Parents and families will be informed of the nature of the Title I program through the Title 1 presentation provided by the OCPS Title 1 departments. The presentation will include information on Annual Yearly Progress (AYP), School Choice, and Parent’s Rights.  Below are the specific steps that Sally Ride Elementary will take to conduct the Title I Annual Meeting. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Title I Annual Parent Meeting Invitation flyer sent home to parents in English  And Spanish | Title I Coordinator | August 28, 2018 | Copy of notice with date of dissemination |
| Create “event” online for Title I Annual Parent meeting on Class Dojo, Facebook Page, and School Website | Social Media Contact | September 5, 2018 | Screenshot of webpages |
| Agenda will be developed; District Powerpoint reviewed, (Spanish translation planned) | Principal/ Leadership Team/Title I Support Staff | September 5, 2018 | copy of agenda, powerpoint presentation |
| Sign-in sheets created | Title I Doc Contact | September 11, 2018 | sign-in sheets |
| Maintain documentation | Title I Doc Contact | Ongoing | Upload Documents to Title I Site |

**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]? | Meetings will be designed around the needs of the parents. Events such as Meet the Teacher, Open House, SAC and MPLC meetings will be held during times that a majority of our parents can attend. We will also offer flexible times and schedules by alternating morning and evening events as well as morning, afternoon and evening opportunities for teacher conferences. During the summer of 2018, the leadership team in collaboration with the PEL will developing a yearlong calendar of events, which will be distributed to families in the first weeks of school and updated as needed throughout the year. This will help with planning ahead for parents and families to attend.  The school will plan to use title 1 funds to pay for bus transportation to attend select OCPS Parent Academies during the 2018-19 school year. As appropriate, childcare will be provided by the PEL and other OCPS staff member(s) for parents to utilize during SAC meetings and parent workshops, so that the parents can focus on receiving the information. |

**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 involvement?  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]? | Sally Ride Elementary will provide workshops, activities, or events once a month that build capacity for meaningful parental and family involvement and provide material and training to assist parents/families in working with their children to improve academics; the Parent Engagement Liaison (PEL) will be in charge of planning and implementing these events throughout the school year. The PEL will build an event planning team (including teachers, staff, PTA members, PIE, and ADDitions Volunteers) to assist.  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.  The PEL person will be responsible to build relationships with community organizations and ways they can volunteer to support through being a Partner In Education (PIE) or ADDitions volunteer.  To help support during events, as appropriate, childcare will be provided by an OCPS staff member(s) or approved volunteers for parents to utilize, so that the parents can focus on receiving the information. In addition, we will provide language interpretation for parents as feasible through the use of staff members who speak a language other than English.  Below are the specific steps that Sally Ride Elementary will take to build capacity for meaningful parent and family engagement. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Annual Title I Meeting | Title I Coordinator | To advise parents of our Title I status and describe how funds will be used to increase academic success across the curriculum. | September 2018 | Sign-in sheet, copy of agenda, handouts |
| Open House | Support Team and All Teachers | Open House Support Team and all teachers  Parents are given information on teacher expectations and learning goals for the year. Parents will be given information on websites to track student progress. They are also given websites connected to reading and math curriculum that provides help with homework, interventions, and additional practice. | September 2018 | Copy of Agenda, Sign In Sheets |
| Virtual Parent Academy | PEL | Beyond the Classroom | October 4, 2018 | Sign-in Sheets |
| Grade Level Report Card Conference Nights  Support | Support Team and Teachers | Teachers will conduct individual conferences to discuss each child’s assessment results, expectations, and goals for the year. Parents will be given information on websites to track student progress. They are also given websites connected to reading and math curriculum that provides help with homework, interventions, and additional practice. | November 2018, April 2019 | Conference Logs |
| Magnet Fair/Family Science Night | Magnet Coordinator, Science Teacher & Support Team | Student Achievement scores and SIP science/magnet goal. Parents will be given resources to help students explore magnet topics further. | November 2018 | Parent Participation/Sign In Sheets, Science Benchmark Comparisons, Feedback forms |
| Rocket Day | Science teacher, other Special area teachers, and grade level teachers with staff support | Students design, create and launch rockets, in support of our magnet program | December 2018, Spring 2019 | Attendance, Sign In Sheets, Feedback forms |
| Florida State Standards Night | Instructional Coach, Reading/Math Coach, Science Resource Teacher, CRT, Principal | A Florida State Standards Night will be held to explain the standards and the FSA to parents for grades 3rd-5th. This connects with students’ achievement because it provides the parents with the information and tools they need to assist their child at home with their work and it also gives them an understanding of expectations placed upon their child. This will help students feel more confident and comfortable when taking the FSA which will produce higher test scores. | January 2019 | Sign-in sheets, flyers sent home to build capacity |
| Virtual Parent Academy | PEL | STEM Works! Interactive and Fun Adventures | February 7, 2019 | Sign-in Sheets |
| Field Day | P.E. and Special area teachers and staff support | Parent involvement in school events increases student achievement. | March 2019 | Attendance, Sign In Sheets, Feedback forms |
| Connect Orange Messages | Principal, Assistant Principal | Increased parental awareness of school events and participation | Ongoing | Copies of message on file |
| Newsletters, Canvas, School website, School Facebook Page, Class Dojo | Leadership Team; Social Media Manager | Parents and students will have access to information about school events/ activities | Ongoing | Screenshots of posts |
| Regularly scheduled SAC/PTA/PLC meetings | Principal, Parent Representatives, PTA President, Compliance Teacher | Parents will actively participate in decision-making process for school | Ongoing | Meeting minutes, Agendas |

**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]? | Sally Ride 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 Sally Ride 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 annual  meeting | School administration,  Title I coordinator, PEL | Information given of the assistance programs provided to the school to help support students academically. | September  2018 | Agenda,  PowerPoint, and  sign-in sheets |
| Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families | Linda Cope, 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 | October 2018 or November 2018 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development Module 2:  Building Ties  Between Home and  School | Linda Cope, PEL | Improved ability of staff to work with parents and families | December 2018 or January 2019 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development Module 3:  Implementation and  Coordination of  Parent and Family Engagement  Programs | Linda Cope, PEL | Increased parent and family participation in school activities which support student achievement | February or March 2019 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development Module 4:  Communicating  and Working with  Parents as Equal Partners | Linda Cope, PEL | Improved relationship, communication and collaboration between  parents and school | April 2019 or May 2019 | Sign-in sheets, exit  slips |
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**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]? | Sally Ride Elementary will use various community resources to assist parents and families with their needs including our local community center, The Taft Neighborhood Center for Families and our local Boys & Girls Club, and activities planned by our Partners in Education as well as our PTA.  The following are some of the school resources available to parents and families:  The ESE, Guidance departments, and school administration have access to resources that includes information about but not limited to the following to share with parents and families:   * + Homeless Education   + Retention,   + Counseling Services   + Exceptional Education Services   + Behavioral Support Services   + And other resources outside of the school   The Media Center offers computer access to allow students and parent’s access to district applications and other materials during extended hours weekly.  Parents will be encouraged to attend the OCPS district provided Parent Academy throughout the year. We will host one virtual parent academy on our campus. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Resource Center | Guidance Counselor, ESE Contact, Parent Engagement Liaison | Ongoing | Sign-in Sheets, copies of applications sent for services requests |
| Media Center | Media Specialist, Parent Engagement Liaison | Ongoing | Sign-in Sheets |
| Virtual Academy | Parent Engagement Liaison, Media Specialist | Dates set by OCPS throughout the year | Pictures, Parent Registration, Flyers |
| Empowering Parents Event at the Taft Neighborhood Center for Families | Yvette Shelton-Edmonds | First Friday of each month | Sign-in sheets |
| Boys & Girls Club Family Events | Anna Dieuveuil | Once per marking period | Sign-in Sheets |
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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 schoolwide plan is not satisfactory to them [ESEA Section 1116]? | Sally Ride Elementary will inform parents and families of upcoming Title I programs and all other pertinent information in a timely manner via several methods such as: flyers sent home in backpacks, Connect Orange messages, advertising on our school marquee, announcements on Class Dojo, our school Facebook Page, and School Website. Spanish translation will be provided on the reverse side most flyers sent home as Spanish is primary language of most of our ELL population.  Conference nights will be held throughout the year to help parents understand the curriculum standards as well as how to better support their child's learning, and explain the achievement levels students are expected to obtain. Compacts will be reviewed during Conference Nights. School agendas are provided to students as a method to encourage organization and maintain an effective means of parent/teacher communication to share student progress daily and weekly by teachers.  All the Title I programs such as literacy night, FSA night, STEM Night, and parent-teacher conference nights are all designed to explain curriculum standards and assessments used to measure student success.  The monthly SAC meetings will be an open forum for parents to provide suggestions, comments and participate in decisions regarding the education of their children. |

**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 an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand? | Sally Ride Elementary will offer flexible times and schedules by alternating morning and evening events. Since we have parents who walk or drive their children to bring them to school, hosting an event at 8am may be more feasible; while evening events may be preferred by parents who work during the day. We will also consider having staff provide childcare at certain meetings or parenting workshops so that the parents can focus on receiving the information. We will provide language interpretation for parents as feasible through the use of staff members who speak a language other than English.  We will provide interpretation on flyers, newsletters, connect orange phone calls. In addition, when parents come to events and workshops translation will be provided as feasible through the use of staff members who are fluent in a language other than English. Sally Ride Elementary is entirely wheel chair accessible. As needed, the school will provide interpreters for the deaf and assistance for the blind. |

**Discretionary Activities**

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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.) | Sally Ride Elementary will utilize Title I, Part A funding for activities that are not required but will support in meeting the mission of the school.  Below are the specific steps that Example Elementary will take for activities funded through Title I, Part A. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Maximizing parental involvement 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. | Instructional Staff with support from Principal; Assistant  principal; CRT | Increase the involvement of parents and their knowledge of student’s level of performance and needs in the classroom. | Ongoing | Sign-in sheets,  Parent Contact and Parent Conference Logs |
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**Barriers**

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| **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]? | Sally Ride 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 Barrier * Economically disadvantaged * Education Barrier   Below are the specific steps that Sally Ride Elementary will take to address barriers: | |
| **Barriers (Including the Specific Subgroup)** | | **Steps the School will Take to Overcome** |
| Language Barrier (Non-English Speaking) | | Provide written and verbal translation in native language whenever possible |
| Economically disadvantaged | | Provide food during events. “Adopt a book”- free books for every child. Seek community sponsorship, establish partnerships to gain more resources for items such as Thanksgiving food baskets, Christmas gifts and food pantry, Apply for grants to pay for field trips. |
| Education barrier | | Open House – preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand and model strategies accordingly. Provide Workshops for families throughout the year on how they can help support their students with reading, math, writing and science. |

**School-Parent Compact**

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| **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? | Sally Ride Elementary held a Parent Reflection Meeting last school year on May 2, 2018. We scheduled the meeting in conjunction with our SAC meeting to encourage higher attendance rate. The 2017-2018 compact was discussed/reviewed. Several parents said this year’s one page compact document was too wordy and preferred the samples from Durrance ES and Oakshire ES that were tri-fold brochure style, in addition to collapsing Primary Grades and then Intermediate Grades into one document. Having a Spanish Copy of the compact was also requested. With all the input provided in mind, the new compact for the 2018-2019 school year was developed. A scanned copy of the 2018-2019 School-Parent Compacts will be provided in attachment to this document and evidence of parent input in the development of the Compact will also be included. |

**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

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This policy/plan 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/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

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