**OCALA SPRINGS ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Mission Statement**

At Ocala Springs, our mission is to provide a strong academic foundation in a safe elementary school. We will strive every day to develop students who will contribute to our community. Staff members will take advantage of professional development to implement high effect-size instructional strategies in the classroom. We will collaborate with each other, our parents and the community to support our students' needs and help them to be successful not just for today, but for tomorrow.

Describe how the parent and family engagement plan is a shared responsibility.

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| Parent and family engagement is the planned responsibility of parents, families, staff and community members at various meetings such as SAC, PTO, the Annual Title I meeting and parent surveys, etc. This provides the opportunity to hear all voices and determine needs in order to plan effective parent engagement events. As a result of these efforts through the partnering of staff, parents and community members, we can support families by ensuring high quality instruction for all. |

Describe how the parent and family engagement will assist in providing high quality instruction for all learners.

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| Parents, teachers and community members will be asked for their input at SAC meetings throughout the school year. Parents will be engaged in activities throughout the year that support high quality instruction needed for all learners to be successful. Parent surveys, newsletters, parent activities and parent conferences are vehicles that may be used to obtain parent input and feedback in order to support quality instruction for all learners. |

**Engagement of Parents**

Describe how the school will engage 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.

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| Ocala Springs will ensure the organized, ongoing and timely manner of involving parents through the following methods:   * Parent-Student Handbook/Calendar * Flyers * School Newsletters * School Website * Email * Parent Conferences * Title I Annual Meeting * SAC Meetings * PTO Meetings * Grade level/content area parent information nights * School website * School marquee * Skylert messages * Parent surveys * School Twitter and other best practices as needed   At Ocala Springs Elementary, parents 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, * Annual Title I meeting   **Participating in**   * Parent Teacher Organization (PTO) activities * Parent information nights   **Reviewing**   * School data and information for funding decision making * Parent and Family Engagement Plan |

**Coordination and Integration with Other Federal Programs**

Describe (*in the table below*) how the school will coordinate with other federal programs and integrate parent and family engagement activities that teach parents how to help their child(ren) at home.

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| Title I Part A | Ocala Springs Elementary receives Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to assist students in meeting the rigorous expectations of Florida State Standards. Staff development as well as Parental Engagement Trainings and Workshops will be coordinated with Title I Part A. |
| Title I Part C (Migrant) | If or when migrant students enroll at Ocala Springs Elementary, coordination with the District Migrant Office occurs to provide additional resources and support to those students. |
| Title I Part D (Neglected & Delinquent) | N/A |
| Title II | The MCPS school district provides opportunities for staff and faculty members to participate in professional development opportunities designed to build capacity and improve instructional delivery which ultimately improves students’ academic achievement. During summer 2018, teachers were offered courses through the district’s Summer Professional Development Academy. Additionally, the district will provide opportunities throughout the year for teachers including veteran and new teachers, administrators, and paraprofessionals. Ocala Springs’ will also provide school-based training opportunities (via Title I funds) in a variety of areas such as engagement, standards instruction, parent engagement, in an effort to support overall student achievement. |
| Title III - ESOL | The school administration will coordinate with Grants and Federal Programs, ESOL Department to identify students. An ESOL Resource Facilitator is assigned to Sunrise to support teachers, parents, students, and paras. Additionally, ESOL paraprofessionals are assigned to schools to provide students with the appropriate academic support they need to progress in learning a second language and adapt to a new culture. Instructional and non-instructional staff members are offered professional development opportunities to support students with language acquisition. |
| Title IV Part A | Students benefit from Title IV, Part A funds to enhance the Science/STEM Showcase expectations. Teachers receive training, resources, and curriculum supports. |
| Title IV Part B (21st CCLC) | N/A |
| Title IX Part C - Homeless | Ocala Springs’ administration coordinates with the District Homeless Liaison who will provide students and families necessary resources and support. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | At the school’s annual Title I meeting, parents are provided the Title I Brochure which contains information regarding the Home Instruction for Parents of Pre-School Youngsters (HIPPY) program. HIPPY provides services to 3 and 4 year olds who live in selected Title I school attendance areas. Activity packets are available and may be provided through home visits. |
| Individuals with Disabilities Education Act (IDEA) | Ocala Springs coordinates with the ESE Student Services Department of MCPS to ensure identified students are provided services as prescribed by their individual education plan (IEP). Teachers and staff follow MTSS policies and processes. |
| Voluntary Pre-Kindergarten Program | The school coordinates with the Early Learning Coalition in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida’s Voluntary Pre-Kindergarten programs. VPK and (ESE) VPK classrooms are established in schools based on school and community needs. |

**Annual Parent Meeting** *(Stand Alone)*

Provide 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.

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| Ocala Springs will host an Annual Title I meeting to inform parents and families of the Title I program at the beginning of the school year. The following steps will occur:   * School staff will plan the Annual Title I Parent Meeting * Skylert Parent Notification and a flyer sent home with each student indicating the date and time of the Annual Title I meeting are methods that will be used to inform parents of the annual meeting. The meeting will also be noted on the calendar within the Parent-Student Handbook. In addition, the notice of the meeting will be displayed on the school marquee as well as shared on the school’s Twitter account and also communicated through the DoJo message system. * Presentation materials developed * At the Annual Title I meeting, parents will be given an agenda then presented the Title I Annual Meeting Power Point. * Parent Evaluation Forms * A Title I Facts sheet will be sent home to all parents regarding the Title I program at the school |

Provide a description of the nature of the Title I program that is shared with parents.

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| The description of the nature of the Title I Program shared with parents is as follows:  OSE operates a school wide Title I, Part A program, which is the largest federally funded grant program for grades K-12. It is designed to provide all children that attend low-income schools significant opportunities to receive a fair, equitable, and high-quality education. |

Provide a description of how the meeting will cover yearly progress, school choice, and the rights of parents.

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| An annual meeting to inform parents of Title I requirements, provisions, and their rights will occur prior to the “Open House” event. The administration will provide the above information to parents as well as the information below:   * student data and school performance data * school choice * parameter’s for the school’s Title I school-wide program * information regarding student achievement data (current and historical) * school grade data * mission and vision of the school * plan to help students academically, behaviorally, and emotionally * provide parents with specific information concerning their rights as a Title I parent |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

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| Ocala Springs Elementary will encourage parents to attend all school functions and to become engaged. The school will provide opportunities for parents to attend meetings and/or events during the morning, afternoon as well as in the evening.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** | | Orientation  (Meet the Teacher) | Instructional Staff | Relationship building | August 2018 | Sign-in sheets  OSE Marquee | | Annual Title I Meeting | Principal and Assistant Principal | Resources purchased support classroom instruction to increase student achievement | August 2018 through May 2019 | Student data | | Open House | Instructional Staff | Teachers will explain and provide opportunities for parents to explore grade level curriculum and assessment expectations | September 2018 | Flyers, OSE Marquee | | SAC/PTO Meetings | Principal | Parents will actively participate in decision-making process for school | August 2018 through May 2019 | Meeting agendas and minutes | | Discovery Science Explorations Night | Instructional Staff | Parents and students will interact with science standards through hands on activities. | November 2018 | Flyers, OSE Marquee, Parent Evaluation forms | | Strong Fathers Strong Families | Principal/Student Services Manager | Increase student achievement in academic areas | October 2018, January 2019,  March 2019 | Flyers, OSE Marquee, Parent Evaluation Forms | | Parent Conferences | Classroom Teachers | Teachers will conduct individual conference to discuss child’s assessment results, expectations, progress toward standards mastery, and individual needs | August 2018 through May 2019 | Parent conference forms | |

Describe how will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.

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| Title I funds are not used at Ocala Springs to fund transportation. Childcare may be provided for certain school events or activities, as well as home visits to support the HIPPY program or home visits as needed by the school social worker. Additionally, parents are provided interpreters (bilingual staff members) to translate at meetings, conferences, and events to ensure family understanding and engagement. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.

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| At Ocala Springs working as a team is essential and a priority to guarantee academic success of our students. We plan activities which helps us build positive and strong relationships with parents and the community.  Parents are offered a myriad of activities, events, and trainings to build capacity. Many are funded via Title I funds. All meetings and events will occur at a time conducive to families’ schedules and will provide families with background knowledge of their rights, Florida standards and assessments as well as support for students. |

Describe how the school will implement activities that will build relationships with the community to improve student achievement.

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| Ocala Springs will offer opportunities to build relationships with the school community through a variety of formats. Parents will be assisted and supported in establishing home environments to support student learning. We will create continuous two-way communication between school and home about school programs and student progress. We will recruit families as volunteers to work with teachers, students and the school. We will provide flexible scheduling for our volunteers in order to best meet the needs of our students and families. We will recognize that our families are an important part of school decision making and will use their input and feedback to facilitate change at the school where needed. We will consistently communicate with the school’s business partner in order to coordinate resources of funds, human capital, etc. as we share the responsibility of improving our students’ academic achievement. |

Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).

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| Information and materials will be provided to parents/families of Ocala Springs’ students during various school events. This will be done in an effort to assist parents/families in working with their child(ren) to improve their child’s achievement, specifically in regards to literacy, mathematics and behavior as appropriate, in order to cultivate better parent and family engagement. |

Describe how the school will provide other reasonable support for parent/family engagement activities.

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| Ocala Springs will provide assistance to parents in understanding such topics as Florida Standards, local and state assessments, Title I requirements, how to monitor their child’s progress as well as how to work with teachers to improve the achievement of their child. Families are given the opportunities to test out and apply new skills. They will receive feedback and coaching. |

**Staff Development**

Provide 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.

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| Ocala Springs Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities will provide administrators opportunities that will address:   * providing a welcoming environment * building open lines of communication * methods to ensure parent engagement   The Connected Classroom containing Cyber Coaching is also available to developing educators’ in building confidence as they are implementing newly learned strategies. Teacher Talk is also a forum for educators to receive resources, network with other educators and share successes. |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners.

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| Faculty and staff members will participate in professional development opportunities to build understanding of the importance of the school/home compact and how communication improves family engagement and ultimately student performance. |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.

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| The faculty and staff will be provided professional development opportunities to build understanding of how parent engagement initiatives help teachers, families and the school partner to improve student achievement. PD opportunities will also help to build a better understanding of the role of parents and community as volunteers. |

**Other Activities**

Describe other activities (ex: 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).

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| Parent Conferences - teachers and parents will discuss how to ensure the child's academic success and strategies of parent support. Parents will be encouraged to meet with their child's teacher at least once each quarter.  Title I Parent Resource Center Mobile Unit will be assigned to Ocala Springs each quarter. Parents are notified through a flyer as well as the school newsletter, campus marquee, and the school's website (calendar). They are invited aboard the mobile unit to participate in the resources available. A trained Title I staff member assists them in choosing academic games and resources to make for students. These resources will be used at home to help maintain  and improve the students' academic performance.  Parent Resource Center - The school advertises these resources in the school newsletter. There are many available resources in the media center for checkout. Parents may come in throughout the day to check out materials to use at home with their students. Circulation information is kept in the media center. Teachers also analyze student deficits and use the parent resource center to send items home for parent use with students.  District Title I Resource Center - Parents and families will be encouraged to visit the District Title I Parent Resource Center. Teachers will also utilize the Teacher Check Out program offered by the center.  District Parent Survey dates will be advertised on the school’s marquee, website and through the monthly newsletter. Parents will be notified of the availability of school computers to complete the survey if needed.  Parents will receive a calendar of events embedded with the school/home handbook which provide important dates for parent engagement activities throughout the school year.  Home School Connection Newsletters will be sent home monthly. The articles provide activities and strategies that parents can use at home to further benefit their child's education. The newsletters are written to help the school and parents work together for school success!  School Newsletters will be sent home monthly and will offer parent engagement strategies to improve and build parent capacity.  Skylert/DoJo Messaging – These forms of automated messaging will provide timely information about events occurring at the school.  School webpage |

**Communication**

Describe how the school will provide timely information about the Title I programs.

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| At Ocala Springs, information will be shared in a timely manner about the Title I program including a description and explanation of the curriculum at the school, Florida standards and types of assessments used to measure student progress. Additionally, information concerning student proficiency and how students can maintain or become proficient will be communicated to parents. Initial information will be shared during the annual title I meeting held in September 2018 and also through grade level and school newsletters designed to provide ongoing information to parents. Notices for meetings, school reports and other activities will be sent home in parent friendly language. Parent and teacher communication will occur via phone calls, emails and other written correspondence.  The following are types of information parents will receive to inform them about school initiatives and events as well as information to help them become more engaged.   * Newsletters from school and/or grade level or classroom * Flyers * Skylert messages * Personal letters regarding ESE and ESOL meetings, if applicable * Parent and Family Engagement Plan * School Improvement Plan * Home-School compact * School Public Accountability Report (SPAR)-school grades information * Student proficiency reports * Interim (progress) reports * Report Cards * School (classroom) webpages * Email * Twitter |

Describe 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.

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| At Ocala Springs, information which describes and explains curriculum and forms of assessment to measure student progress will be communicated to parents during the Annual Title I meeting held in September 2018. Specific information about individual student performance will be shared during parent conferences, emails and phone calls.  Various parent information events will also provide opportunities to receive resources to help their children improve and excel. |

Describe 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).

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| Parents may contact the school to schedule parent conferences and join SAC and/or PTO to formulate suggestions and provide feedback regarding decisions related to their child’s education. |

Describe how the school will submit parent’s/families comments if the school wide plan is not satisfactory to them.

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| Parent satisfaction surveys will provide insight as to the perception of families in regards to the school. If the overall perception is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates. |

**Accessibility**

Provide a description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.

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| The facility is ADA accessible. Parents with disabilities are afforded the same opportunities for engagement as their non-disabled counterparts. If arrangements are needed, the administration will work with the Director of Equity to accommodate needs. Ocala Springs Elementary will establish 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:  • Family Nights will be presented in the Spanish language to service our ELL families.  • Offer activities at various times for parents and families to participate during the morning, evening and afternoon. |

Provide 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.

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| We will share information through best known practices in Spanish 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 Spanish  • Flyers  • Newsletters  • Skylert/DoJo messages  • School Webs  • Email  • And other known best practices as needed  School staff will be on hand to provide translations as needed during on site meetings. |

**Discretionary Activities** *(Optional)*

Describe 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.).

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**Barriers**

Describe the barriers that hindered participation by parents during the previous school year.

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| After reviewing the 2017-2018 Parent and Family Engagement Plan and accompanying feedback, Ocala Springs elementary acknowledges the existence of the following barriers to parent and family engagement:  • Lack of materials and strategies to assist students at home  • Attendance at parent events  • Time of parent events |

Provide 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).

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| During the 2018-2019 school year, the following steps will be taken to foster greater parent participation and engagement:   * During the 2018-2019 school year, parents will be offered “home support” if so desired to assist their children at home. They will be reminded of the parent resource center on the school campus as well as the district resource center which provides materials to support student learning * During the 2018-2019 school year, attempts will be made to provide events at a variety of times to foster greater parent participation. |