

## 2019-2020 Parent and Family Engagement Plan

School Name	Orange Center Elementary School
LEA	Orange County Public Schools

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

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?	The mission of Orange Center Elementary School is to lead our students to success with the support and engagement of families and the community.
	Orange Center Elementary School aims to enact sustainable and purposeful family engagement that will increase student success

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How the parent and family engagement plan will assist in providing high quality instruction for all learners?	<p>academically, socially and behaviorally as measured by school developed quarterly progress reports during the 2019-2020 school year.</p> <p>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 curriculum nights aligned to grade level standards to model instructional strategies for home and school.</p>
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### Involvement of Parents

<p><b>2. Does the plan include:</b> 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]?</p>	<p>Orange Center Elementary School will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and/or other languages</li> <li>• Student planners</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Orange messages</li> <li>• School Website</li> <li>• Twitter</li> <li>• Facebook</li> <li>• Email</li> <li>• And other known best practices as needed</li> </ul> <p>At Orange Center Elementary School 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:</p> <p><b><u>Attending</u></b></p> <ul style="list-style-type: none"> <li>• School Advisory Council (SAC) meetings</li> <li>• Multilingual Parent Leadership Council (MPLC) meetings</li> <li>• Title I Annual Meeting</li> </ul> <p><b><u>Participating In</u></b></p>
	<ul style="list-style-type: none"> <li>• Academic Parent Partnership Nights</li> </ul>

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	<p><b><u>Reviewing</u></b></p> <ul style="list-style-type: none"> <li>• Academic data review from iReady Diagnostic Assessments in Reading and Math</li> <li>• 2018-2019 school year Parent and Family Engagement Plan</li> </ul>
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### Coordination and Integration with Other Federal Programs

<p><b>3. Does the plan include:</b> How the school will coordinate and integrate parent and family engagement programs and activities?</p> <p>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]?</p>	<p>Orange Center Elementary School will coordinate and integrate parent and family engagement programs and activities three times a year. There are three planned Academic Parent Partnership Nights scheduled throughout the year. These activity nights 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.</p>
<b>Program</b>	<b>Coordination</b>
Pre-Kindergarten	Orange Center Elementary School's Pre-K teacher and paraprofessional will provide an opportunity for students in Orange Center Pre-K program to engage in an orientation to kindergarten and classroom visits will occur in spring. Pre-K families will be invited to all Family Night events.
Kindergarten - Varying Exceptionalities and (1 <sup>st</sup> – 5 <sup>th</sup> ) Autism Spectrum Disorders ESE – IDEA	Orange Center Elementary School will work with the ESE teachers and paraprofessionals to coordinate transitions for students into regular classrooms for instruction in standards based curriculum and/or social skills interactions with their non-disabled peers.
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 continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds which will be covered through the District Professional Learning Community, in house professional learning communities, and staff developments on Wednesdays and planning days.

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<b>Title X</b>	McKinney Vento Program provides support to our homeless students.
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### Annual Parent Meeting

<p><b>4. Does the plan include:</b> 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?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>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?</p>	<p>Orange Center Elementary School will host an annual Title I meeting to inform parents and families of children participating in Title I program during the school year. We will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> <li>• Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts</li> <li>• School Choice via district handouts and policies</li> <li>• The rights of parents via brochure and other resources</li> </ul> <p>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p>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.</p> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at:  <a href="http://www.fldoe.org/bsa/title1/title_compile.asp">http://www.fldoe.org/bsa/title1/title_compile.asp</a> and on Orange County Public Schools district's Title I website at:  <a href="https://www.ocps.net/departments/title_i">https://www.ocps.net/departments/title_i</a>.</p>
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	Below are the specific steps that Orange Center Elementary School will take to conduct the Title I Annual Meeting.		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Notices sent home to parents in English and/or other languages	Title I Coordinator	January 06, 2020	Copy of notice with date of dissemination
Annual meeting date posted on the marquee	Title I Coordinator	January 06, 2020	Picture and date posted
Agenda and presentation materials developed	School Administrators	January 10, 2020	Copies of Agenda
Connect Orange message sent	School Administrators	January 6, 2020	Copy of message
Develop sign-in sheets	School Administrators	January 10, 2020	Sign-in sheets for Title I meeting and classrooms
Conduct Title I Annual Meeting	School Administrators	January 16, 2020	Copies of Agenda and handouts
Maintain documents	Title I Coordinator	August 12, 2019	Copies of all documents

### Flexible Parent Meetings

<p><b>5. Does the plan include:</b> How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>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]?</p>	<p>Orange Center Elementary School will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> <li>• Morning, afternoon and evening opportunities for activities and teacher conferences</li> <li>• Developing and distributing a yearlong calendar in the first weeks of school and update as needed</li> <li>• Conduct parent surveys and use results to accommodate most requested times for school-wide activities</li> </ul> <p>As it pertains to services related to parent and family engagement, the school will provide the following:</p> <ul style="list-style-type: none"> <li>• Transportation to a minimum of 1 Parent Academy</li> </ul> <p>Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities</p>
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### Building Capacity



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<p><b>6. Does the plan include:</b> How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Orange Center Elementary School takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students.</p> <p>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.</p> <p>Community and business partners are encouraged to take part in activities and workshops that open new avenues of ideas in both college and career opportunities. These opportunities would take place during Teach-In, mentoring, and Career Day workshops specifically in the fields of Science, Technology, Engineering and Mathematics. Students will also have opportunities to meet volunteering community members who participate in the Soldiers to Scholars program through the University of Central Florida.</p> <p>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.</p> <p>Below are the specific steps that Orange Center Elementary School will take to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Instructional staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 9, 2019	Connect Orange, Marquee, Flyers
Open House	Instructional staff	Teachers preview grade level expectations for the year. Teachers explain education terminology in a way that all are able to understand (i.e. Instead of just using the words fluency,	September 12, 2019	Connect Orange, Marquee, Flyers

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		fact family, etc.) we will accompany these terms with a definition and model strategies accordingly.		
Academic Parent Partnership Night	Classroom teachers	Teachers hold class meetings to discuss expectation of assessments results for both reading and math. Parent's will receive their individual child's test results, expectations, progress toward benchmarks, and establish a goal for their child's progress as well as learn an activity that will help their child's academic success.	October 24, 2019	Conference/Parent communication logs, Connect Orange, Marquee, Flyers and individual student folders
Curriculum PLCs	Instructional staff	Teachers will discuss expected grade level skills in reading, writing, or math. Parents will be given strategies and resources to assist their students in developing these skills at home.	Winter/Spring	PLC minutes, handouts,
Family Night Series (Reading, Math, Writing, Science, Arts)	Instructional Staff	Parents will interact with their students while learning a targeted skill.	September, October, November, January, February March,	Flyers, sign-in sheets, Make and Take activities
Connect Orange Messages	Assistant Principal	Increased parental awareness of school events and participation	Ongoing	Copies of message on file
Newsletter, website, daily planners, Facebook, Twitter	Instructional Staff	Parents and students will have access to information about school events/ activities	Ongoing	Website resources, Facebook, Twitter, survey feedback, copies of newsletter/emails

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Regularly scheduled SAC/PLC meetings	Principal, Assistant Principal, Parent Representatives	Parents will actively participate in decision-making process for school	Ongoing	Meeting minutes
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### Staff Development

<p><b>7. Does the plan include:</b>  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]?</p>	<p>Orange Center Elementary School 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.</p> <p>Below are the specific activities and tasks that Orange Center Elementary School will implement to build capacity for meaningful parent and family engagement.</p>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Staff Development: Understanding Student Assessments: What Do The Numbers Mean and How to Communicate Information to Parents	School administration,	Information given about what iReady Scores and FSA scores really mean. Teachers are provide this information to support students and families academically.	August 2019	Agenda, Handouts
Parent and Family Engagement Professional	School administration,	Improved school staff resources to create a welcoming	September, 12, 2019 January 2020	Sign-in sheets, exit slips



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Development Module 1 - Building Strong Partnerships with Parents and Families	Title I coordinator, PEL	school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships		
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	School administration, Title I coordinator, PEL	Improved ability of staff to work with parents and families	February 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	School administration, Title I coordinator, PEL	Increased parent and family participation in school activities which support student achievement	March 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	School administration, Title I coordinator	Improved relationship, communication and collaboration between parents and school	May 2019	Sign-in sheets, exit slips

### Other Activities

<b>8. Does the plan include:</b> 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	<p>Orange Center Elementary School 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 on our campus:</p> <ul style="list-style-type: none"> <li>• Our ESE, Guidance and Academic have a resource center that includes information about but not limited to the following <ul style="list-style-type: none"> <li>○ Homeless Education</li> <li>○ Retention</li> </ul> </li> </ul>
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child(ren) [ESEA Section 1116]?	<ul style="list-style-type: none"> <li>○ Counseling Services</li> <li>○ Exceptional Education Services</li> <li>○ Behavioral Support Services</li> <li>○ And other resources outside of the school</li> </ul> <ul style="list-style-type: none"> <li>• The Media Center offers computer access to allow students and parent's access to district applications and other materials during extended hours weekly.</li> <li>• District Parent Academy and Virtual Academy events offered throughout the year.</li> </ul> <p>Below are the specific activities and tasks that Orange Center Elementary School will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren) .</p>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Resource Center	Guidance Counselor, ESE Contact, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Media Center	Subject Area Committees, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Virtual Academy	Parent Engagement Liaison; Subject Area Committee	December 12, 2019	Parent registration, Media Center Sign-in sheet
Parent Academy	Parent Engagement Liaison	September 14, 2019 <b>November 02, 2019</b> January 25, 2020 March 28, 2020 May 16, 2020	Pictures, Parent Registration, Flyers

### Communication

<b>9. Does the plan include:</b> 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	Orange Center Elementary School will maintain timely communication about Title I programs through the following: <ul style="list-style-type: none"> <li>• Hosting the Title I Annual Meeting</li> <li>• Conducting quarterly New Parent Orientation for parents new to the school to cover Title I programs</li> </ul> <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to</p>
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<p>achievement levels students are expected to obtain?</p> <p>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)?</p> <p>How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> <li>• School Compact</li> <li>• Academic Parent Partnership Nights (APPN)</li> <li>• Skyward</li> <li>• Planners</li> <li>• Parent Conferences</li> <li>• Connect Orange Messages</li> <li>• And other school communication methods</li> </ul> <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> <li>• One-on-one meetings with teachers, administrators, and/or support personnel</li> <li>• Parent Surveys</li> <li>• Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact</li> </ul> <p>If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.</p>
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### Accessibility

<p><b>10. Does the plan include:</b> A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p> <p>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</p>	<p>Orange Center Elementary School will establish numerous 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:</p> <ul style="list-style-type: none"> <li>• Family Nights will have translators on site to assist ELL families upon request.</li> <li>• Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.</li> </ul> <p>We will share information through various best known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:</p>
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languages that the parents/families can understand?	<ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and/or other languages</li> <li>• Student planners</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Ed messages</li> <li>• School Website</li> <li>• Facebook</li> <li>• Twitter</li> <li>• Email</li> <li>• And other known best practices as needed</li> </ul>
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### Discretionary Activities

<b>11. Does the plan include:</b> 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.)	Orange Center Elementary School will pay for teachers to conduct home visits for incoming Kindergarten students and transportation for Parent Academy meetings.			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Home Visits	PEL/Teacher	Parents will develop a relationship with school staff which will promote a positive school and home partnership to increase student achievement.	September 2019 - March 2020	Kindergarten student academic diagnostics (iReady) in reading and math will have at least 75% proficiency.
Promote attendance to Parent Academy meetings.	All Staff	Parents will learn information that will in turn better prepare them to help their children in their academic, social and behavioral goals.	September 2019 – April 2020	Student academic proficiency will increase in ELA, Math and Science. Student discipline

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				referrals will decrease from the 2018-2019 school year data.
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### Barriers

<p><b>12. Does the plan include:</b> A description of the barriers that hindered participation by parents during the previous school year?</p> <p>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])?</p>	<p>Orange Center Elementary School, 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:</p> <ul style="list-style-type: none"> <li>• Economically disadvantaged</li> <li>• Education</li> </ul> <p>Below are the specific steps that Orange Center Elementary School will take to address barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Economically disadvantaged (FRL) Provide	Provide food during some evening events, free lunch for all students, clothing, Thanksgiving food baskets, Christmas gifts and food.
Education barrier (FRL, SWD, ELL)	Open House – 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.
Language barrier (ELL)	Provide Spanish and sign language translation as needed.

### School-Parent Compact

<p><b>13. Does the plan include:</b> As a component of the school-level parental</p>	<p><b>yes</b></p>
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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?	
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### 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 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.

This policy/plan was adopted by the school on May 14, 2019 and will be in effect for the 2019-2020 school year.

The School will distribute this policy to all parents of participating Title I, Part A children on or before October 24, 2019.

Signature of Authorized Personnel	
Date	<u>May 14, 2019</u>

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:

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- ☒ 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
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