

2019-2020 Parent and Family Engagement Plan

School Name	Conway 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 parents and make available to the local community;
- ☐ Involve parents and families in planning, reviewing, and improving schoolwide 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

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?	The mission of Conway Elementary School is to lead our students to success with the support and involvement of families and the community. Conway Elementary feels strongly that parent and family engagement is a driving force in a child's education. Conway Elementary is committed to working in tandem with parents to provide quality education for all students.
How the parent and family engagement	

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plan will assist in providing high quality instruction for all learners?	
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Involvement of Parents

<p>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]?</p>	<p>It is essential for parents to be well-informed to make appropriate choices and share the responsibility for academic success for the students. At Conway Elementary, parents are involved in the planning, review, and improvement of Title I programs through attending School Advisory Council (SAC) meetings, Multilingual Parent Leadership Council (MPLC) meetings, completing parent surveys, attending our Annual Title I meeting and participating in the Parent/Teacher Association (PTA) activities. Title I programs, reviews of academic data, and decisions regarding how funds for parent and family engagement will be spent are discussed through SAC and/or parent and family engagement meetings, and shared with families at our annual Title I meeting, Open House, and/or Meet the Teacher events. Home-to-school and school-to-home communications in English and/or other languages (planners, flyers, newsletters, Connect Ed messages, website, and email) will facilitate informing families of all events, activities, and opportunities available at Conway Elementary. A copy of the 2018-2019 plan, as well as a draft copy of the 2019-2020 plan, can be found in the front office for parent review. The draft copy of the Parent and Family Engagement Plan will be reviewed, modified, and adopted at the first SAC meeting of the 2019-2020 school year.</p>
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: 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>Conway 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.</p>
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

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	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 continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds.
Title III	Provides funding for our ELL students' Imagine Learning to support their oral language development.
Title X	McKinney Vento Program provides support to our homeless students.

Annual Parent Meeting

<p>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?</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>Conway 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:</p> <ul style="list-style-type: none">• 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 <p>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p><i>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.</i></p> <p><i>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at http://www.fldoe.org/bsa/title1/title_compile.asp and le our district's Title I website https://www.ocps.net/departments/title_i.</i></p> <p>Below are the specific steps that Conway Elementary will take to conduct the Title I Annual Meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness

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Notices sent home to parents in English and/or other languages	Parent Engagement Liaison	September 4, 2019	Copy of notice with date of dissemination.
Annual meeting date posted on the marquee	School Administrators	September 4, 2019	Picture and date posted
Agenda and presentation materials developed	School Administrators	September 4, 2019	Copies of Agenda
Connect Orange Message Sent	School Administrators	September 15, 2019	Copy of message
Develop sign-in sheets	Parent Engagement Liaison	September 18, 2019	Sign-in sheets for classrooms
Conduct Title I annual meeting	School Administrators	September 19, 2019	Copies of Agenda and handouts
Maintain Documents	Title I Coordinator	September 19, 2019	Copies of all documents

Flexible Parent Meetings

<p>5. Does the plan include: 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>The administration, faculty, and staff of Conway Elementary will provide flexibility in meeting schedules to encourage maximum parent participation. Parent meetings will be scheduled in conjunction with other events so parents will not have to come to school on a separate evening. A yearlong calendar will be developed and distributed during the first weeks of school and updated as needed. Parent/teacher conferences will be able to be scheduled at various times including in the morning, afternoon, evening or by phone. We will use the results of parent surveys to determine parent preference for times of events.</p> <p>Title I funds will be used to provide parents and families bus transportation to Parent Academy events. We will offer childcare when appropriate for families who cannot leave younger students at home to attend school events.</p>
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Building Capacity

<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family engagement?</p> <p>How will the school implement activities that will build</p>	<p>Conway 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.</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>
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<p>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>Below are the specific steps that Conway Elementary 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 8, 2019	Connect Ed, Marquee
Report Card Conference Night	Classroom teachers	Teachers will conduct individual conferences to discuss child's test results, expectations, progress toward benchmarks, and individual student needs.	October 2019	Conference/Parent communication logs
Curriculum workshops	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 2019/2020	Sign-in sheets, handouts, flyers
Family Night Series (Reading, Math, Writing, Science, Arts)	Instructional staff	Parents will interact with their students while learning a targeted skill.	One per semester	Flyers, sign-in sheets, Make and take activities

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Connect Orange Messages	Principal, Assistant principal	Increased parental awareness of school events and participation	Ongoing	Copies of message on file
Newsletter, website, daily planners, email communication	Principal, instructional staff, tech person	Parents and students will have access to information about school events/activities	Ongoing	Website resources, survey feedback, copies of newsletter/emails
Regularly scheduled SAC/PTA/PLC meetings	Principal, parent reps	Parents will actively participate in decision-making process for school	Ongoing	Meeting minutes

Staff Development

<p>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:</p> <ul style="list-style-type: none"> - 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>Conway 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.</p> <p>Below are the specific activities and tasks that Conway Elementary will implement to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

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Title I Annual Meeting	School administration, Parent Engagement Liaison	Information given about the assistance programs provided to the school to help support students academically.	September 11, 2019	Agenda, PowerPoint, and sign-in sheets
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	School Administration, Parent Engagement Liaison.	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 2, 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	School Administration, Parent Engagement Liaison.	Improved ability of staff to work with parents and families	January 8, 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	School Administration, Parent Engagement Liaison.	Increased parent and family participation in school activities which support student achievement	March 4, 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	School Administration, Parent Engagement Liaison.	Improved relationship, communication and collaboration between parents and school	April 29, 2020	Sign-in sheets, exit slips

Other Activities

8. Does the plan include:	Conway has a guidance counselor and social worker to assist with parent needs. They maintain a list of resources for parents. The ESE and Guidance office has a resource center that includes information on Homeless Education,
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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]?	<p>Retention, Counseling Services, Exceptional Education Services, Behavioral Support Services, and other resources available within and outside of the school. Additional information resources will be available upon request from resource staff. Assistance in completing school forms will be available during the beginning of the school year.</p> <p>The Parent Academy is also a district resource for parents. Information on Parent Academy dates is sent home to parents via Connect Orange, monthly school newsletter, and also available on the school website.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Resource Center	Guidance Counselor, ESE Contact, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Love Pantry	Guidance Counselor, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Virtual Academy	Parent Engagement Liaison, Media Specialist	6:00-7:00 PM on: 10/10/2019 12/12/2019 02/20/2020 04/23/2020	Parent registration, Media Center Sign-in sheet
Parent Academy	Parent Engagement Liaison	09/14/2019 11/02/2019 03/28/2020 05/16/2020	Pictures, Parent Registration, Flyers

Communication

<p>9. Does the plan include: How the school will provide timely information about the Title I programs?</p> <p>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?</p> <p>How, if requested by parents, the school</p>	<p>Conway Elementary provides timely information about Title I programs via Connect Orange phone calls, school website, flyers home, student planners, marquee signage, and the school's monthly newsletter. We also conduct an annual Title 1 meeting in September, before our Open House event, where parents will be informed of Title 1 programs.</p> <p>The curriculum at the school is introduced to families on the first day of school at our Woo-Hoo breakfast. The principal gives a PowerPoint presentation and provides handouts to parents about the curriculum and assessments being used during the school year. The school website provides grade level curriculum standards, parent guides in a variety of languages, and student assessment resources. This website also has links to the OCPS website and the FLDOE website. Parents can access information on county programs, as well as standards on the county and state websites. The school will also provide a variety of "family nights" that will help parents understand curriculum and provide training so that they may help their child at home. Progress reports and report cards are sent home to inform parents of their child's academic progress. Quarterly reports are sent home with report cards showing student</p>
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<p>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>strengths/weaknesses in academic subjects. The parents also have access to Progress Book where they can get current information about their students' academics, attendance, and homework on a daily basis. All students have planners or Take-Home folders that are sent home daily as a means of communication between home and school, provided by Title I funds.</p> <p>Parents may schedule flexible meetings with teachers and administration, as needed. Translation is provided for any parents upon request. Conference Night is not just a one-night event, but extended to the whole week to accommodate various parental schedules, including morning and evening times. Teachers provide parents curriculum and assessment information during conferences and at our annual Open House event.</p> <p>Parents will be provided a short survey at the end of each event to provide feedback with two to three questions about their opinions on how we can improve our school. Additionally, the opportunity for suggestions and comments to the schoolwide plan will be given to parents during the SAC meetings and through the surveys that are online or sent home with students in the spring. All parents are invited to the SAC meetings. The parent surveys will be reviewed and plans to the SIP and PFEP developed.</p>
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Accessibility

<p>10. Does the plan include:</p> <p>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 and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?</p>	<p>A variety of parent and family engagement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents. Conway will send home information pertaining to meetings and "family nights" in both English and Spanish. Other languages will be available at the parents' request. Information will be disseminated to parents using newsletters, student planners, school website, school marquee, and/or Connect Orange phone calls in English and Spanish. Translators and child care will be available at parent nights and meetings as requested by parents. The school is fully wheelchair accessible. For parents who have audiological needs, the school is equipped with an enhanced audio system. Sign language interpreters can be obtained from the county for events when requested by the parent.</p>
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Discretionary Activities (optional)

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11. Does the plan include: Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)	Conway 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 Conway 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)]	Principal; instructional staff	Increase the involvement of parents and their knowledge of student's level of performance and needs in the classroom.	Ongoing	Parent meetings and conferences will be set up at the convenience of the parent (early morning, after school, evening.)
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. [Section 1118(e)(10)]	Principal; Assistant principal; CRT	Increase the involvement of parents and their knowledge of student's level of performance and needs in the classroom.	Ongoing	Contact business partners to develop a plan for active participation in school-based parental involvement activities.

Barriers

12. Does the plan include: A description of the barriers that hindered participation by parents/families during	Conway 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: <ul style="list-style-type: none"> • Transportation • Language • Education
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<p>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>	<ul style="list-style-type: none"> Economically disadvantaged <p>Below are the specific steps that Conway Elementary will take to address barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Transportation for parents (FRL)	Look into transportation options for parents as needed.
Language barrier (ELL)	Provide Spanish and sign language translation as needed.
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.
Economically disadvantaged (FRL) Provide	Provide food during some evening events, free lunch for all students, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts and food. Our Responsible Cougar program provides every child a book, also PTA purchases a book for every child.

School-Parent Compact

<p>13. Does the plan include:</p> <p>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</p>	<p>See attached compacts for Kindergarten, First Grade, Second Grade, and Third-Fifth Grade.</p>
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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 **AdvancedED surveys, school PFEP/Compact evaluation and reflection forms, and SAC meeting minutes.**

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

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

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