

2019-2020 Parent and Family Engagement Plan

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| School Name | McCoy 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

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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 | The mission of Example Elementary School is to lead our students to success with the support and engagement of families and the community. In an effort to uphold the goals of Orange County Public Schools, Michael McCoy Elementary will build capacity for parental involvement and sustained community engagement. It is our belief that a strong home school relationship will have a positive impact on student achievement. We will host multiple |
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| plan will assist in providing high quality instruction for all learners? | curriculum nights aligned to grade level standards to model instructional strategies for home and school. |
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Involvement of Parents

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| <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>Michael McCoy Elementary is committed to notifying parents of ongoing opportunities and working in collaboration, to plan and review Title I school-wide programs. Each year, our Title I contact hosts an Annual Title I Meeting to provide information about what it means to be a Title I school. During the meeting, parents are encouraged to take part in Parent Teacher Association (PTA), School Advisory Committee (SAC), and Parent Leadership Council (PLC) forums to voice their ideas. At this time, parents and community members can sign-up to become board members of SAC. Administration and our Title I designee work closely with SAC to build capacity for parental involvement. The cohort provides meeting notifications, agendas, minutes and more importantly; encourages ongoing, sustained engagement. Communication is frequent, through parent newsletters, flyers and agendas; and is both in English and Spanish. Parents are also informed of opportunities through the school website, marquee and Connect Orange Phone Messages. The website and marquee are updated regularly. Parent input is also gathered and analyzed through the school effectiveness survey as well as surveys at regularly scheduled meetings and events. Parents may also provide feedback to the Title I contact and Parent Engagement Liaison (PEL) via e-mail or student agenda. All survey results and suggestions are discussed among SAC in an effort to better our school. Parental involvement opportunities and documentation are maintained in the Parental Involvement Notebook, which is available in the main office for parents to view throughout the school year.</p> |
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Coordination and Integration with Other Federal Programs

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| <p>3. Does the plan include: How the school will coordinate and integrate parent and family engagement</p> | <p>McCoy 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</p> |
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| <p>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>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 | PK will take place this year. This is a full day program that consists of one instructional staff member and a full time para. |
| Title I | The district's Title I department provides technical assistance to our Title I school contact to ensure compliance and encourage best practices in parental involvement. Meetings are held throughout the school year, which our school contact and other staff members attend. Information provided is then brought back to the school and dissemination to the staff. |
| Title II | Title II funds are distributed by the district for Professional Development. |
| Title III | Funds from Title III are used to provide support and resources to immigrant and English Language learners. Resources include, Imagine Learning Licenses. |
| Title X | The district homeless liaison works with Guidance Counselor and Title I Parent Engagement Liaison. Resource Teachers at the school level to ensure the needs are met for our homeless population. |

Annual Parent Meeting

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| <p>4. Does the plan include:</p> <p>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</p> | <p>McCoy Elementary will host an annual Title I meeting in September 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 Title I Parent meeting via Power Point 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>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</p> |
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| <p>progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p> | <p>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 http://www.fldoe.org/bsa/title1/title_compile.asp and le our district's Title I website https://www.ocps.net/departments/title_i.</p> <p>Below are the specific steps that McCoy Elementary will take to conduct the Title I Annual Meeting.</p> | | |
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| Activity/ Task | Person Responsible | Timeline | Evidence of Effectiveness |
| Title I/PEL compliance teacher attends staff development opportunities provided by the district. | Title I Contact, Administration | July-September 2019 | Participant Feedback, Agendas, Meeting Notes |
| Administration advertises the meeting (school newsletter, marquee, website, and Connect School) | Title I Contact, Administration | September, 2019 | Flyer |
| Title I teacher organizes and facilitates the meeting, using handouts and a Power Point presentation | Title I Contact, Administration | September, 2019 | Sign-in-sheet, Agendas, Presentation |
| Information is presented in a language that | Title I Contact, Parent Engagement Liaison | September, 2019 | PEL translated presentation |

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| parents can understand. | | | |
| Title I contact maintains compliance documentation and data collected during the meeting. | Title I Contact, Administration | August 2019-May 2020 | Sign-in-sheet, Feedback, Agendas, Exit Slips, PFE Modules |

Flexible Parent Meetings

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| <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>Administration has reviewed AdvanceEd surveys. Data collected from the surveys will be discussed during the first PTA, SAC, and PLC meetings in August 2019 and at this year's Annual Title I meeting. During that time, participants will discuss meeting days and times in an open forum. In addition, Conference Nights will remain flexible events where parents and teachers make arrangements to meet for conferences throughout the week if the nights assigned is not conducive to the parent's schedule. On the assigned parent conference nights, parents may attend during extended hours from 2:45-7:00pm. Additional conference days/times have been provided during the school day in October and January. Whenever possible, meetings will be done in the morning and evening time.</p> |
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Building Capacity

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| <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 relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist</p> | <p>McCoy 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> <p>Below are the specific steps that McCoy Elementary will take to build capacity for meaningful parent and family engagement. Our</p> |
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| <p>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>PEL will be an additional point of contact in providing additional help and assistance with families and children.</p> | | | |
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| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| Meet Your Teacher: Introductions and expectations | Administration, School Staff | Activities are designed to build a strong partnership between home, school, and community. The goal is to build capacity for parent involvement. | August 2019 | Sign-in-sheets |
| Open House, Curriculum and Assessment | Administration, School Staff | Activities are designed to build a strong partnership between home, school, and community. The goal is to build capacity for parent involvement. | September 2019 | Sign-in-sheets |
| PTA,SAC,PLC Meetings: state of the School, parent involvement, SIP, PIP, funding, fundraisers, etc | Administration, School Staff, Board Members | Activities are designed to build a strong partnership between home, school, and community. The goal is to build capacity for parent involvement. | Monthly | Sign-in-sheets, minutes, agendas |
| Parent Conferences for Lowest 30% with take home activities provided. Academic Meetings: Academic and behavior progress. Goals and planning for success. | Administration, Teachers & Leadership Team | Activities are designed to build a strong partnership between home, school, and community. The goal is to build capacity for parent involvement. | October 2019- January 2020 | Sign-in-sheets |
| Multicultural Night | Administration, Teachers & Leadership Team | Activities are designed to build a strong partnership | November 2019 | Sign-in-sheets |

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| | | between home, school, and community. The goal is to build academic capacity for parent involvement. | | |
| Parent Conference & Math Night | Parents and Staff | Activities are designed to build a strong partnership between home, school, and community. The goal is to build capacity for parent involvement. | January 2020 | Sign-in-sheets |
| Literacy Night | Parents and Staff | Activities are designed to build a strong partnership between home, school, and community. The goal is to build capacity for parent involvement. | February 2020 | Sign-in-sheets and artifacts |
| Parent Academy | Parents and Staff | Activities are designed to build a strong partnership between home, school, and community. The goal is to build academic capacity for parent involvement. | September 2019-May 2020 | Sign-in-sheets and agendas |
| Virtual Academy | Parents and Staff | Activities are designed to build a strong partnership between home, school, and community. The goal is to build academic capacity for parent involvement. | October 2019-April 4 2020 | Sign-in-sheets and agendas |
| Science Night | Administration, Teachers & Leadership Team & Orlando Science Center | Activities are designed to build a strong partnership between home, school, and community. The goal is to build | April 2020 | Sign-in-sheets and agendas |

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| | | academic capacity for parent involvement. | | |
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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>McCoy 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 McCoy Elementary will implement to build capacity for meaningful parent and family engagement.</p> | | | |
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| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families | 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 | November 6, 2019 | Sign-in sheets, Exit slips, Presentation |

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| | | school to home partnerships | | |
| Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School | Parent Engagement Liaison | Improved ability of staff to work with parents and families | January 2020 | Sign-in sheets, Exit slips, Presentation |
| Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs | Parent Engagement Liaison | Increased parent and family participation in school activities which support student achievement | March 2020 | Sign-in sheets, Exit slips, Presentation |
| Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners | Parent Engagement Liaison | Improved relationship, communication and collaboration between parents and school | May 2020 | Sign-in sheets, Exit slips, Presentation |

Other Activities

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| <p>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]?</p> | <p>McCoy Elementary 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:</p> <ul style="list-style-type: none"> • The ESE and Guidance office have a resource center that includes information about but not limited to the following <ul style="list-style-type: none"> ○ Homeless Education ○ Retention ○ Counseling Services ○ Exceptional Education Services ○ Behavioral Support Services ○ And other resources outside of the school • District Parent Academy and Virtual Academy events are offered throughout the year. |
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| Activity/ Task | Person Responsible | Timeline | Evidence of Effectiveness |
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| Technical assistance trainings | PEL & Title I Contact | August 2019-May 2020 | Sign-in sheets |
| Community Resources trainings | PEL, Title I Contact, ADDitions/PIE Coordinator | August 2019-May 2020 | Sign-in sheets |
| Print materials available | PEL & Title I Contact | August 2019-May 2020 | Sign-in sheets |

Communication

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| <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 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>Michael McCoy Elementary is committed to informing parents of opportunities at the school and in the community in a timely manner. Initial dissemination and information is 1-2 weeks prior to planned events. Reminders are distributed the week of an event. Notices are sent home both in English and Spanish. The school informs parents of curriculum, academic assessments and student progress through events such as: Open House, Conference Nights, IEP Meetings, Student Agenda, Progress Book, Literacy/Math Night, Science Night, PTA, SAC & PLC Meetings and other parent teacher meetings. Parent newsletters are sent home via backpack with progress reports and report cards each 9 weeks. These newsletters include dates for upcoming events and meetings. Administration further advertises all events in multiple formats including flyers, marquee, school website and Connect Orange messages. Documentation of parent notifications are maintained in the Title I contact's office.</p> |
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Accessibility

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| <p>10. Does the plan include: A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families? A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?</p> | <p>Connect Orange, parent newsletters, flyers and other information that is sent home is provided in both English and Spanish. Staff members volunteer to translate and provide additional assistance to those parents who have limited hearing, vision, and/or reading capabilities, Events almost always take place on the first floor. The school is equipped with a working elevator, if needed. Parents are informed of upcoming events via the parent newsletter in both Spanish and English, through our school website, the school marquee, flyers and Connect Orange messages in both languages.</p> |
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Discretionary Activities (optional)

| <p>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.)</p> | <p>McCoy Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> | | | |
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| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of | School Staff | Positively Impact Student Achievement | November 2019 | Sign in Sheets |

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| funding for that training. | | | | |
| 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. | School Staff | Increased parental involvement of academic development of students | September 2019- Ongoing | Sign in Sheets |

Barriers

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| <p>12. Does the plan include:</p> <p>A description of the barriers that hindered participation by parents/families 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>McCoy 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:</p> <ul style="list-style-type: none"> • Language • Education • Economically disadvantaged <p>Below are the specific steps that McCoy 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 |

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| 81.2% of parents receive some form of government assistance. | Provide support from different community agencies. |
| Language Barrier- Limited English Proficiency | Offer translations of all materials and presentations. |
| Limited parent participation at academic nights. | Increase notifications length of time prior to activity. Vary days of the week. Experiment with different times. |
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School-Parent Compact

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| <p>13. Does the plan include: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement?</p> | |
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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 *(See below for sample evidence. List here.)*

This policy was adopted by the school on May 2019 and will be in effect for the period of August 2019- May .

The school will 2020 distribute this policy to all parents of participating Title I, Part A children on or before .

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| Signature of Authorized Personnel | Christina Howell |
| Date | May 3, 2019 |

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