

2019-2020 Parent and Family Engagement Plan

School Name	Spring Lake Elementary
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 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? How the parent and family engagement	Spring Lake Elementary is dedicated to leading our students to success with the support and involvement of our families and the community by empowering students to develop the skills and knowledge to be college and career ready. Spring Lake believes that positive parent/family involvement is essential to student achievement and encourages such involvement in all school activities.
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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>A Title I Program Committee including the principal, Curriculum Resource Teacher (CRT), Title I Resource Teacher, parents, and a community partner will be established at the beginning of the year. These parent members volunteer to be part of the Title I decision making process. The school will review the Title I program with Title I parents during the Annual Title I meeting, including the funds awarded to the school and how they are to be spent. During this meeting all stakeholders will have a voice in how parental involvement will take place. Throughout the year the school will also have SAC, PTO, and MPLC meetings which will further give the parents an opportunity to get involved and have a voice in the decision making process. Parent input will be recorded in the meeting minutes. During a monthly SAC meeting, the PFEP is reviewed and input is accepted regarding changes to the plan. These meetings will provide a means of communication between the school and families on the many opportunities that parents will have to be involved in school events and everyday routines.</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>Spring Lake 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
VPK	The school will work with the VPK 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

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	opportunity for orientation to kindergarten and classroom visits will occur in spring and/or summer. VPK families will be invited to all Family Night Events.
Title I	The Principal, PEL and Title I Contact will coordinate with the Title I office to provide opportunities for parent involvement, at school and in the community.
Title II	Professional development will be provided to the staff related to parent involvement.
Title III	Coordination and consultation for teaching training for effective parent communication.
Title X	McKinney Vento Program provides support to our homeless students. The school's staffing specialist, guidance counselor, registrar, and social worker coordinate resources for families identified as homeless, such as food, clothing, school supplies, transportation, and referrals to outside agencies to assist in limiting high mobility rate among schools.

Annual Parent Meeting

<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 progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Spring Lake 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 <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>
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	<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.</p> <p>Below are the specific steps that Spring Lake Elementary will take to conduct the annual Title I meeting.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
School newsletter will be sent home with date and time of Title I Annual Meeting	Title I Resource Teacher	September, 2019	Sign-in sheets, notices, materials
Title I Annual Meeting – date will be posted on school marquee	Custodian-Mr. Bradford	September, 2019	Picture of marquee
Reminder notice will be created and sent home	Title I Resource Teacher	September, 2019	Sign-in sheets, notices, materials
Connect Orange School Messenger will be recorded and sent to parents along with notification on the Spring Lake Facebook page.	Principal	September, 2019	Number of participants, sign-in sheets
Agenda and presentation materials created	Title I Resource Teacher	September, 2019	Number of participants, agenda, sign-in sheets
Create and print sign-in sheet	Title I Resource Teacher	September, 2019	Number of participants, agenda, sign-in sheets
Set up projector for Power Point presentation created for meeting	Title I Resource Teacher	September, 2019	Number of participants, sign-in sheets

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Conduct Title I Annual Meeting	Title I Resource Teacher	September, 2019	Number of participants, sign-in sheets
Maintain documentation	Title I Resource Teacher	Ongoing	Number of participants, sign-in sheets, presentation materials

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 school will provide opportunities for parents to be involved in the morning, during school and after school. Programs such as Meet the Teacher, Boo Hoo Breakfast, Open House, MPLC, SAC and PTO meetings allow many opportunities for parents to be informed and involved on campus during a variety of times. Parent conferences will be held at least 2 times per year, October and January, with the teacher providing opportunities before, during and after school for these meetings. Meet the Teacher and Open House are held in the early evening. SAC and MPLC meetings are held after school at alternating times so parents can attend. PTO meetings will follow SAC Meetings as requested by the PTO board.</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 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</p>	<p>Spring Lake Elementary takes pride in building the capacity of all key stakeholders who play vital roles 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 the first point of contact for parents to receive resources, support, and information about activities that improve student achievement.</p> <p>Below are the specific steps that Spring Lake Elementary will take for building capacity for meaningful parent and family engagement.</p>
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Literacy Night	Classroom Teacher	Parents will have the opportunity to participate in hands-on activities they can use with their children for increased student achievement in reading and writing.	January 2020	Sign-in sheets, notices sent home, Reading Benchmark Data, FSA results
FSA Night	CRT	Parents will be informed of expectations and curriculum which will help them to support student learning.	February 2020	Sign-in sheets
Science Night	Science Lab Teacher, Classroom Teacher, Orlando Science Center	Parents will have the opportunity to participate in hands-on activities they can use with their children for increased student achievement in science.	Spring 2020	Sign-in sheets, notices sent home, Science Benchmark Data, FSA results
Kindergarten Orientation	Classroom Teacher	Parents will be informed of expectations and curriculum which will help them to support student learning.	Spring 2020	Sign-in sheets, notices sent home, materials, Power Point Presentation
VPK Orientation	Classroom Teacher	Parents will be informed of expectations and curriculum which will help them to support student learning.	Spring 2020	Sign-in sheets, materials, notices sent home, Power Point Presentation

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<p>work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Open House	Classroom Teacher	Parents will be informed of expectations and curriculum which will help them to support student learning.	September 2019	Sign-in sheets, picture of marquee, notices sent home.
Title I Annual Meeting	Title I Resource Teacher	Parents will be informed of the Title I program and how the funds are to be spent.	September 2019	Sign-in sheets, number of participants, picture of marquee, notices sent home, Power Point Presentation
MPLC Meetings	ECS	Parents will be informed of the expectations and curriculum which will help them to support student learning. They will also be given information about ELL accommodations, strategies, and WIDA testing	October 2019, January 2020, April 2020	Sign-in sheets, Reading and Math Benchmark Data, FSA results, WIDA results
Math Night	Classroom Teacher	Parents will have the opportunity to participate in hands-on activities they can use with their children for increased student achievement in math.	November 2019	Sign in sheets, notices sent home, Benchmark Data, FSA results

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Fine Arts Night	Music Teacher and Art Teacher	Parents will have the opportunity to participate in hands-on activities showing standards that are taught in Art classes.	Spring 2020	Sign-in sheets, picture of marquee, materials, notices sent home
Parent Conferences	Classroom Teacher	Parents will be informed of expectations and curriculum which will help them to support student learning.	2019-2020 School Year	Sign-in sheets, conference form notes

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: - 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>Spring Lake Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement. Below are the specific activities and tasks that Spring Lake 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
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	PEL Coordinator	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 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	PEL Coordinator	Improved ability of staff to work with parents and families	November 2019- January 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	PEL Coordinator	Increased parent and family participation in school activities which support student achievement	January 2020-March 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	PEL Coordinator	Improved relationship, communication and collaboration between parents and school	March 2020 - May 2020	Sign-in sheets, exit slips

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Other Activities

<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>Our school has developed a parent resource area. This area is located in the PEL office where all parents will have access. In this area, information is available for the parents regarding FSA tips, reading tips, and parenting tips. Spring Lake 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 Academies and Virtual Academies offered throughout the year. <p>Below are the specific steps that Spring Lake Elementary will take for professional development.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Resource Center	Parent Engagement Liaison	Ongoing	Flyers, newsletters
Love Pantry	Parent Engagement Liaison	Ongoing	Outcome Sheet
Virtual Academy	Parent Engagement Liaison, Media Specialist	Digital Citizenship October 10, 2019 What's Your E.I.? December 12, 2019 Let's Get Tech Savvy February 20, 2019 Get Switched On April 23, 2020	Parent registration, Media Center Sign-in sheet
Parent Academy	Parent Engagement Liaison	Take a Walk Down OCPS Lane September 14, 2019 This Is Us November 2, 2019	Pictures, Parent Registration, Flyers

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		Together Towards Tomorrow January 25, 2020 A Celebration of Success March 28, 2020 Get Mentally Charged for Summer	
		May 16, 2020	

Communication

<p>9. Does the plan include:</p> <p>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>The school will provide a variety of family nights that will fully inform parents of Title I programs. We will communicate effectively with parents about curriculum, assessments, meetings, student progress and Title I programs through the Title I Annual meeting, monthly newsletter, connect Orange School messenger system, student planners, teacher conferences, Progress Book, Facebook page and notices sent home. Parents are welcome to come to the school to speak with their child's teacher. Parents are encouraged to become ADDitions volunteers, as well as be full participants in the PTO, MPLC, SAC committees. By joining these committees, the parents are well-informed of the many events happening on campus. The timeline is ongoing throughout the year. Communication is monitored through the notification summary generated by Connect Orange School messenger. Copies of notices sent home will be kept on file.</p>
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Accessibility

<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>The school will provide full opportunities for parents to participate at designated family nights and parent conferences regarding the academic and social needs of their child. The school will provide the parents with timely information about Title I programs, curriculum and other school wide programs through the Connect Orange School Messenger system, school newsletters, classroom newsletter, curriculum nights and parent teacher conferences. Accommodations will be made for any parent with a disability. The campus is wheelchair accessible. There are handicap parking spaces in the front of the school with ramp access to the main entrance. An elevator is available for second floor access. If a parent is unable to leave their home, phone conferences will be available upon request. Notices and Connect Orange Messages are also sent home in English and Spanish. We have translators along with the use of the Language Line Solution to help translate at meetings to accommodate individual needs. All activities are arranged so all parents can be active participants.</p>
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Discretionary Activities

<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>Spring Lake Elementary will utilize Title I, Part A funding for activities that are not required but will support in meeting the mission of the school.</p> <p>Below are the specific steps that Spring Lake Elementary will take for activities funded through Title I, Part A.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Training parents to enhance the involvement of other parents [Section 118(e)(9)];	The school will organize a School Advisory Council (SAC) composed of parents, teachers, and community members. This committee will	SAC Chair/Co-Chair	Student achievement is increased with more parental involvement.	Monthly meetings during the 2019-2020 school year.

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	include a representative sample of the demographic population of the school.			
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)];	Parent meetings/activities are held before, during, and after school.	Classroom Teacher	Improving student achievement with family involvement	2019-2020 school year

Barriers

<p>12. Does the plan include: 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</p>	<p>Spring Lake Elementary after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback have acknowledged 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 Spring Lake Elementary will take address barriers that existed in the previous year.</p>
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proficiency, and parents/families of migratory children [ESEA Section 1116]?	
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Times of meeting (ED, ELL, SWD, Hispanic, White, Black)	Parent involvement activities will have alternating times between early after school and later in the evening to accommodate more parent's participation.
Language (ELL Subgroup)	Translate more information in Spanish, including Connect Orange messages and notices sent home. Use of the Language Line Solution Service for conferences, etc.

School-Parent Compact

13. Does the plan include: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement?	Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.
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Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

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This policy/plan was adopted by the school on [] and will be in effect for the period of []
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/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

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