

## 2018-2019 Parent and Family Engagement Plan

School Name	Ivey Lane ES
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 school wide 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

<b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement	Ivey Lane Elementary school is committed to providing our parents and students with a culturally responsive environment that will impact their academic and social emotional needs. This will be accomplished through the inclusion of families in our SAC, PTA, monthly family centered events and student centered activities. The focus will be on academics and understanding of the
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plan will assist in providing high quality instruction for all learners?	educational supports that are available to them and how to access them.
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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>Ivey Lane Elementary School supports parents in all aspects of its Title 1 programs. The School Advisory Council (SAC) is responsible for reviewing our School Improvement Plan (SIP) and the committee is encouraged to provide input on our academic goals, objectives and action plan. Parents will be notified by various means of communication, which include flyers, Connect Orange (phone messages), the marquee, Class Dojo and also students' planners to remind the parents to attend meetings. Parents will be encouraged to get involved with school activities. At the end of the year, parents were given the opportunity to review the plan and offer their input prior to approval. At the end of the school year, a group of parents will convene to go over last year's PIP plan.</p>
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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>Ivey Lane Elementary will coordinate and integrate parent and family engagement programs and activities through 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 programs and coordination for each school-based program.</p>
<b>Program</b>	<b>Coordination</b>
Early Childhood	Early child program office will cooperatively work to coordinate a half day.
Title 1 Federal Program	This grants Pre-K students to attend the other half of a day of early childhood preparation. The Pre-K students and families will be invited to all Title 1 events. The Principal and Title I Contact

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	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 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><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>Ivey Lane 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"> <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>
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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 <a href="http://www.fldoe.org/bsa/title1/title_compile.asp">http://www.fldoe.org/bsa/title1/title_compile.asp</a> and le our district's Title I website <a href="https://www.ocps.net/departments/title_i">https://www.ocps.net/departments/title_i</a>.</p> <p>Below are the specific steps that Example Elementary will take to conduct the Title I Annual Meeting.</p>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Meeting advertised on the marquee	Title 1 Coordinator	September 13, 2018	Picture of marquee
Flyer/Orange Connect Phone Message	Principal	September 13, 2018	Copy of flyer/Copy of log of message
Develop Agenda	Title 1 Coordinator	September 13, 2018	Copy of agenda
Annual public Title 1 meeting	Title 1 Coordinator	September 13, 2018	Copy of sign in sheets

### 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>Ivey Lane Elementary 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> <li>• Host a minimum of 1 Virtual Parent Academy</li> </ul> <p>Parents are always welcomed to bring smaller children to all - events at the school.</p>
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### Building Capacity

<p><b>6. Does the plan include:</b></p> <p>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>Ivey Lane 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 Ivey Lane 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	Classroom Teachers	Create a new parent relationship to increase student achievement	August 9, 2018	Sign in sheet
Open House	Leadership Team/Classroom Teachers	Provide parents about academic expectations and classroom rules	September 13, 2018	Sign in sheet

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Title 1 Annual Meeting	Title 1 Coordinator	Explain Title 1 information	September 13, 2018	Sign in sheet
Curriculum Nights	CRT/Resource Teachers/Teachers/Title 1 Parent Engagement Liaison	Increase achievement level of parents and students	October 2018 – May 2019	Sign in sheet

### 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>Ivey Lane Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers and other staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities that Ivey Lane will implement to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	School administration, Title I coordinator	Information given about the assistance programs provided to the school to help	September 13, 2018	Agenda, PowerPoint, and sign-in sheets

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Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Title 1 Parent Engagement Liaison (PEL)	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 31, 2018	Sign-in sheets, exit slips and PowerPoint
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Title 1 Parent Engagement Liaison (PEL)	Improved ability of staff to work with parents and families	December 20, 2018	Sign in sheets, exit slips and PowerPoint
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Title 1 Parent Engagement Liaison (PEL)	Increased parent and family participation in school activities which support student achievement	February 28, 2019	Sign in sheets, exit slips and PowerPoint
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Title 1 Parent Engagement Liaison (PEL)	Improved relationship, communication and collaboration between parents and school	April 30, 2019	Sign in sheets, exit slips and PowerPoint

### 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	Information will be shared at various meetings throughout the year. The meetings will be sponsored by the Title 1 Parenting Coordinator, Assistant Principal or Principal. The meetings will include information to keep parents updated of current events. For additional resources, parent clubs will be developed on ideas from the parents. At the parent conferences, teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home to help their child/children succeed. To help continue
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families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]?	<p>motivation, two award ceremonies will be available for all students.</p> <p>Example 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"> <li>• 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"> <li>○ Homeless Education</li> <li>○ Retention,</li> <li>○ Counseling Services</li> <li>○ Exceptional Education Services</li> <li>○ Behavioral Support Services</li> <li>○ And other resources outside of the school</li> </ul> </li> <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 Example Elementary 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 (PEL)	Ongoing	Sign-in Sheets
Media Center	Media Specialist, Parent Engagement Liaison (PEL)	Ongoing	Sign-In Sheets
Love Pantry	Parent Engagement Liaison (PEL)	Ongoing	Output Sheets
Virtual Academy	Parent Engagement Liaison (PEL), Media Specialist	October 4, 2018 December 6, 2018 February 7, 2019 April 4, 2019	Parent registration, Media Center Sign-in sheet
Parent Academy	Parent Engagement Liaison (PEL)	Saturday, September 15, 2018  Saturday, November 3, 2018	Pictures, Parent Registration, Flyers

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		Saturday, January 12, 2019	
		Saturday, March 9, 2019	
		Saturday, May 4, 2019	

### Communication

<p><b>9. Does the plan include:</b> 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>Ivey Lane Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> <li>• Hosting the Title I Annual Meeting</li> </ul> <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> <li>• School Compacts</li> <li>• Report Card Nights</li> <li>• Progress Book</li> <li>• Planners</li> <li>• Parent Conferences</li> <li>• Connect Orange Messages</li> <li>• Class DOJO</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</p>	<p>Ivey Lane Elementary will establish a host of 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>
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<p>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>	<ul style="list-style-type: none"> <li>• Family Nights will be presented in multiple languages to services our ELL families.</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> <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>• Email</li> <li>• And other known best practices as needed</li> </ul>
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### Discretionary Activities

<p><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.)</p>					
<b>Activity/ Task</b>		<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>

### Barriers

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<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>Ivey Lane 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"> <li>• Communication</li> <li>• Flexibility</li> <li>• Language</li> </ul> <p>Below are the specific steps that Ivey Lane 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
Communication through Connect Orange (phone messages) and teachers passing out flyers	We will continue to verify phone numbers throughout the school year and have copy flyers to the teachers in a timely manner.
Time of Meetings	Choose different days of the weeks or times to include as many families as possible.

### School-Parent Compact

<p><b>13. Does the plan include:</b>  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</p>	<p><b>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</b></p>
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academic achievement?	

### 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

This policy/plan was adopted by the school on July 23, 2018 and will be in effect for the period of 2018/2019.

The School will distribute this policy to all parents of participating Title I, Part A children on or before 11/5/18.

Signature of Authorized Personnel	
Date	<u>11/5/18</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:

- ☐ 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