

2020-2021 Parent and Family Engagement Plan

School Name	Apopka Elementary School
LEA	Orange County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

Assurances

The above named school agrees to the following assurances:

- Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Jointly develop/revise plan with parent and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
- Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
- Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

Mission Statement

<p>1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement</p>	<p>The mission of Apopka Elementary School is to lead our students to success with the support and engagement of families and the community. Apopka Elementary feels strongly that parent and family engagement is a driving force in a child's education and is a shared responsibility.</p> <p>We are committed to working jointly with parents and family to develop a plan for activities and workshops that support high</p>
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plan will assist in providing high quality instruction for all learners?	quality instruction needed for all learners to be successful. We will host multiple curriculum nights aligned to grade level standards to model instructional strategies for home and school.
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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>Parents will be encouraged, invited and recruited to engage in several opportunities impacting student social-emotional growth and ultimately student achievement. Apopka Elementary will use the annual parent meeting and subsequent meetings as well as monthly PTA and SAC meetings to engage parents with the planning, review and improvement of title 1 programs. Parents will have the ability to participate in parent academies throughout the school year. During meetings like SAC, parents will be given the opportunity to review academic data and the School Improvement Plan. Apopka Elementary will ensure parents are engaged and involved through the following methods:</p> <ul style="list-style-type: none"> • Home-to-school and school-to-home communication in English and/or other languages • Student planners • Flyers • Class Dojo • Newsletters • Facebook • Twitter • Connect Orange messages • School Website • Email • And other known best practices as needed
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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</p>	<p>Apopka 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</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>learning. Below you will find the delineated program and coordination for each school-based program.</p>
Program	Coordination
Pre-K	The school will work with the pre-k teachers and paraprofessionals to provide parents with suggestions and materials to help their students at home. Parents will be invited to attend the yearly transition meeting with Kindergarten which is included in our kindergarten orientation. This 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 1 helps to provide ATS (Academic Tutoring Services) to student, staffing, technology equipment and other resources.
Title II	The school will continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds. We will provide Professional Development opportunities to teachers and staff members that help them grow as educators. The Admin team will collect data from collaborative walks and put together Professional Development opportunities that will help increase teacher performance in areas that will help impact student achievement.
Title III	Provides funding for our ELL students' Imagine Learning to support their oral development. School communication is provided in English and Spanish and we provide interpreters if necessary to ensure that we are including the parents of our ELL students.
Title X	McKinney-Vento Program provides support to our homeless students.

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</p>	<p>Apopka 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>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</p>
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<p>rights of parents are covered at the annual meeting?</p>	<p>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/policy/federal-edu-programs/ and our district's Title I website https://www.ocps.net/departments/title_i</p> <p>Below are the specific steps that Apopka Elementary will take to conduct the Title I Annual Meeting.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notices sent home to parents in English and/or other languages	Title I Coordinator	October 19, 2020	Copy of notice with date of dissemination
Annual meeting date posted in the front office	School Administrators	October 20, 2020	Picture and date posted
Agenda and presentation materials developed	School Administrators	October 22, 2020	Copies of Agenda
Develop sign-in sheets	Title I Coordinator	October 22, 2020	Sign-in sheets
Conduct Title I Annual Meeting	School Administrators	October 28, 2020 (Tentative)	Copies of Agenda and handouts
Maintain documents	Title I Coordinator	October 28, 2020	Copies of all documents

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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>Apopka Elementary will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> • Morning, afternoon and evening opportunities for activities and teacher conferences • Developing and distributing a yearlong calendar in the first weeks of school and update as needed • Distributing a Monthly School Event Calendar • Conduct parent surveys and use results to accommodate most requested times for school-wide activities • Parent Teacher Association meetings will be monthly • School Advisory Council meetings will be monthly • Translators will be available per parent request. <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"> • Transportation to a minimum of 1 Parent Academy • Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings
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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 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 engage_rnent activities</p>	<p>Apopka 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 Apopka Elementary will take to build capacity for meaningful parent and family engagement.</p>
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[ESEA Section 1116]?				
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 6, 2020	Connect Orange, Marquee
Family Night Series (Reading, Math, Writing, Science, Arts)	Instructional Staff	Parents will interact with their students while learning a targeted skill.	September 2020, November 2020, February 2021, May 2021	Flyers, sign-in sheets, Make and Take activities
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, Assistant Principal, Instructional Staff, Parent Engagement Liaison	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 Representatives	Parents will actively participate in decision-making process for school	Ongoing	Meeting minutes
Progress Report/Report Card Conference Night	Administration and school leadership team	Allows parents the opportunity to communicate with the classroom teacher about the student's academic performance.	Once per semester	Sign-In Sheets, Flyers, School Messenger log, Marquee

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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>Apopka 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 Apopka 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
Title I Annual Meeting	School administration, Title I coordinator	Information given about the assistance programs provided to the school to help support students academically.	October 28, 2020	Agenda, PowerPoint, and sign-in sheets
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	School administration, Title I 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	September 2020	Sign-in sheets, exit slips

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Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	School administration, Title I coordinator	Improved ability of staff to work with parents and families	January 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	School administration, Title I coordinator	Increased parent and family participation in school activities which support student achievement	March 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	School administration, Title I coordinator	Improved relationship, communication and collaboration between parents and school	May 2021	Sign-in sheets, exit slips

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>Apopka 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 offered throughout the year.
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	Below are the specific activities and tasks that Apopka Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren) .		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Resource Center	Guidance Counselor, ESE Contact, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Virtual Academy	Parent Engagement Liaison	August 20,2020 December 10, 2020 February 25,2021 April 22, 2021	Parent registration, Media Center Sign-in sheet
Parent Academy	Parent Engagement Liaison	Saturday, November 7, 2020 Saturday, January 23, 2021 Saturday, May 15, 2021	Pictures, Parent Registration, Flyers
Extended Media Hours	Parent Engagement Liaison, Title 1 Coordinator	Once a month, on-going	Sign-in sheets, Flyers, School messenger log, Marquee

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>Apopka Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none">• Hosting the Title I Annual Meeting• Providing New Parent Orientation for parents new to the school to cover Title I programs• School wide informational flyer distribution to all students• Connect Orange notifications in English and Spanish <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">• School Compact• Report Card Nights• Progress Book• Planners
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<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>	<ul style="list-style-type: none"> • Parent Conferences • Academic Family Nights • Connect Orange Messages • And other school communication methods <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> • One-on-one meetings with teachers, administrators, and/or support personnel • Parent Surveys • Participation in SAC to review Family Engagement Plan (PFEP), and School Compact <p>If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and modify plans as needed.</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?</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>Apopka 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> <ul style="list-style-type: none"> • Family Nights will be presented in multiple languages to services our ELL families. • Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon. <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"> • Home-to-school and school-to-home communication in English and/or other languages • Student planners • Flyers • Newsletters • Distributing a Monthly School Event Calendar • Connect Ed messages • School Website • Email • And other known best practices as needed
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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>Apopka Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that Apopka Elementary will implement that are funded by Title I, Part A.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Provide multiple opportunities to parents to engage them with the school in both academic and social capacities.	Principal; PEL instructional staff	Increase the engagement of parents and help them learn strategies to use with their students at home.	Ongoing	Sign-in sheets, Parent program survey
Maximizing parent engagement 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.	Principal; Assistant principal; CRT	Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom.	Ongoing	Sign-in sheets, Parent program survey

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Barriers

<p>12. Does the plan include: 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>Apopka 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"> • Transportation • Language • Education • Economically disadvantaged <p>Below are the specific steps that Apopka 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. Change location of activity to a community center or alternate site.
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. PTA purchases a book for every child.

School-Parent Compact

<p>13. Does the plan include: As a component of the school-level parent and family engagement policy/plan, each</p>	<p>Provide a scanned copy, with this document, of the School-Parent Compact and evidence of parent input in the development of the Compact.</p>
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<p>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 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 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

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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 1/PFE topics on the agenda
- Parent Feedback Summary of PFEP Evaluation
- Parent and Family Engagement Activities Tracking Form