

## 2019-2020 Parent and Family Engagement Plan

<b>School Name</b>	<b>Little River Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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

<p><b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement</p>	<p>The mission of Little River Elementary School is to foster a positive learning environment that will lead our students to success with the support of students, teachers, parents, and the community, with an emphasis on strengthening parent partnerships by encouraging involvement in all school activities, and regular communication between school and home. Little River Elementary feels confident that parent and family engagement is a driving force in a child's education and is a shared responsibility.</p>
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plan will assist in providing high quality instruction for all learners?	
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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>Little River Elementary will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and Spanish</li> <li>• Connect Orange messages in English and Spanish</li> <li>• Student Planners</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• School Website</li> <li>• Class Dojo</li> <li>• Social Media Websites/Facebook and Twitter</li> </ul> <p>At Little River Elementary parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used by:</p> <p><b>Attending</b></p> <ul style="list-style-type: none"> <li>• Monthly School Advisory Council (SAC) meetings where the committee consists of teachers, administrator, parents, and community members.</li> <li>• Multilingual Parent Leadership Council (MPLC) meetings</li> <li>• Title I Annual Meeting</li> </ul> <p><b>Participating In</b></p> <ul style="list-style-type: none"> <li>• Academic nights, parent conferences, community nights, and music and art presentations.</li> <li>• Parent and family engagement capacity-building activities to help build community involvement and to assist parents in the education process.</li> </ul> <p><b>Reviewing</b></p> <ul style="list-style-type: none"> <li>• Title I Budget will be reviewed, discussed and budget items that require SAC approval will be voted upon. Parents will be invited to be a member of the Budget Advisory Committee.</li> <li>• The Parent and Family Engagement Plan (regularly) where at that time notes will be recorded for items that the committee would like to see added or deleted to the plan as well.</li> </ul>
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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>Little River 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>
<b>Program</b>	<b>Coordination</b>
Pre-K Varying Exceptionalities ESE - IDEA	Pre-K teacher and Kindergarten teachers will work together with families to transition. Parents will be informed of ATS tutoring services provided by Title I during development of IEP and 504 Plans.
Title I	After School Tutoring will be provided for students. The Parent Engagement Liaison will coordinate various parent and family activities that will teach parents how to help their child(ren) at home.
Title II	The school will continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds.
Title III	Provides funding for our ELL students' Imagine Learning to support their oral language development.
Title X	McKinney-Vento Program provides support to our homeless students.

### Annual Parent Meeting

<p><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>Little River 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>
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<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>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> <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 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 Little River Elementary will take to conduct the Title I Annual Meeting.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notice posted in front office and school website	School Administrator	August/September 2019	Copy of Notice
Notice home via back pack and Connect Orange in English and Spanish	Teachers/School Administrator	September 2019	Copy of Notice/Message
Prepare presentation and materials	School Administrator	September 2019	Copy of Agenda and Presentation
Conduct Annual Parent Meeting	School Administrator	September 2019	Sign-in-Sheet

### 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?  How will the school provide, with Title I</p>	<p>Parents can meet with the Parent Engagement Liaison at any time during the school day. Little River, 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 as report card conferences are scheduled through the teacher and may include telephone conferences when parents cannot attend in person.</li> </ul>
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<p>funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<ul style="list-style-type: none"> <li>Parents can meet with the Parent Engagement Liaison at any time during the school day.</li> <li>SAC meeting times are at 5:30 pm on the third Tuesday of every month.</li> <li>We will host All-Pro Dads and iMoms breakfast at 7:30 am in the morning twice a year to get male and female family figures involved in the student's academic life.</li> <li>Various activities are held on week nights to get parents involved as well as activities in conjunction with our PTA.</li> <li>Monthly activities/events for parents will provide child care when necessary.</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 style="margin-top: 10px;">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> </ul> <p>Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings.</p>
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### Building Capacity

<p><b>6. Does the plan include:</b> 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>Little River Elementary takes pride in building the capacity of all of our parents/families and the community 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 Little River Elementary will take to build capacity for meaningful parent and family engagement</p>
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<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?				
Meet the Teacher	Instructional staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 2019	Connect Orange in English and Spanish,
Report Card Conference Week	Classroom teachers	Teachers will conduct individual conferences to discuss child's academic progress, expectations, progress toward	October/ November 2019	Conference/Parent communication logs
Family Night Series (ELA, Math, Science, Arts)	Instructional Staff	Parents will interact with their students while learning a targeted skill.	One in October, November, January, March,	Flyers, sign-in sheets, Make and Take activities, Connect Orange in English and Spanish,
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, flyers	Principal, Assistant Principal	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/MPLC meetings	Principal, Parent Representatives	Parents will actively participate in decision-making process for school	Ongoing	Agenda and Meeting minutes

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### 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>Little River 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 Little River Elementary will implement to build capacity for meaningful parent and family engagement.</p>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Parental Engagement Liaison	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships	October 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and	Parental Engagement Liaison	Improved ability of staff to work with parents and families	November 2019	Sign-in sheets, exit slips

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School				
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Parental Engagement Liaison	Increased parent and family participation in school activities which support student achievement	February 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Parental Engagement Liaison	Improved relationship, communication and collaboration between parents and school	April 2020	Sign-in sheets, exit slips

### Other Activities

<p><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 families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]?</p>	<p>Little River 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 Little River Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren) .</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Resource Center	Guidance Counselor, ESE Contact, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Media Center	Media Specialist, Parent Engagement Liaison	Ongoing	Sign-in Sheets

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Virtual Academy	Parent Engagement Liaison	October 2019 February 2020 May 2020	Parent registration, Computer Room Sign-in sheet
Parent Academy	Parent Engagement Liaison	Saturday, October 2019 Saturday, November 2019 Saturday, December 2019 Saturday, February 2020 Saturday, March 2020 Saturday, May 2020	Pictures, Parent Registration, Flyers
Little River's Dolphin Den: Food and Clothing Closet	Parent Engagement Liaison, Guidance Counselor	Ongoing	Sign-in Sheets

### 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</p>	<p>Little River 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> <li>• Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs</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 Compact</li> <li>• Report Card Nights</li> <li>• Progress Book</li> <li>• Planners</li> <li>• Parent Conferences</li> <li>• Teachers' Weekly Newsletters</li> <li>• Connect Orange Messages in English and Spanish</li> <li>• And other school communication methods to include: Spanish translators being available on campus and at the request of a parent we will contact the district office to provide translators for any other language.</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),</li> </ul>
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1116]?	Parent and Family Engagement Plan (PFEP), and School Compact If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.
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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 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>Little River 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"> <li>• Family Nights will be presented in English and Spanish 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 Spanish</li> <li>• Student planners</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Ed messages in English and Spanish</li> <li>• School Website</li> <li>• Text Messages</li> <li>• Email</li> <li>• Dojo</li> <li>• Facebook and Twitter</li> <li>• And other known best practices as needed</li> </ul> <p>Little River Elementary is a 2 story open access building that permits for disabled parents. We have an elevator for second floor access. Upon enrolling, parents who require assistance because of a disability is also noted and those accommodations are provided for as needed. Paper parent resources are available in English/Spanish just inside our front office door.</p>
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### Discretionary Activities (optional)

<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>	<p>Little River 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 Little River 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 training opportunities to parents to enhance the engagement of other parents.	Parent Engagement Liaison	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
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; Guidance Counselor, LRE School Social Worker, Parent Engagement Liaison,	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><b>12. Does the plan include:</b> 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>Little River 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>• Transportation</li> <li>• Language</li> <li>• Education</li> <li>• Economically disadvantaged</li> </ul> <p>Below are the specific steps that Little River Elementary will take to address barriers that existed in the previous year.</p>
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<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
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 written literature in home language. Front office has Spanish speaking staff available to answer phone questions and translate as needed. 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.
Lack of child care (ED)	Provide childcare during meetings.

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### School-Parent Compact

<p><b>13. Does the plan include:</b> 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>	<p><b>Scanned copy of Little River Elementary Parent Compact and evidence of parent input in the development of the compact provided with this document.</b></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 \_\_\_\_\_ and will be in effect for the period of **[ 2019-2020 ]** .

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

<b>Signature of Authorized Personnel</b>	
<b>Date</b>	

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year's Parent and

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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