

## **2023-2024 Parent and Family Engagement Plan**

<b>School Name</b>	<b>Little River Elementary</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 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]

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### 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 plan will assist in providing high quality instruction for all learners?</p>	<p>The mission of Little River Elementary School is to foster a positive learning environment that will ensure every student has a promising and successful future with the support of families and the community, we will create an enriching and diverse pathway that leads our students to success. 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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### 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>Flyers</li> <li>Newsletters</li> <li>School Website</li> <li>Class Dojo</li> <li>Social Media Websites/Facebook and Twitter</li> <li>Skyward Parent Access</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, administrators, 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>
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	<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 through Kindergarten Orientation parent meetings.
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. Professional Development modules will be provided for teachers related to Parental Involvement.
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.

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### 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>Little River Elementary will host an annual Title I meeting to inform parents and families of children participating in the 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: 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>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Prepare presentation and materials	Parent Engagement Liaison/ ESOL Compliance Specialist/Administration	September 2023	Copy of Agenda and Presentation
Post/Advertise Annual Parent Meeting through school media outlets.	Teachers/School Administrator/PEL	September 2023	Copy of Notice/Message
Conduct Annual Parent Meeting	Parent Engagement Liaison/ ESOL Compliance Specialist/Administration	September 2023	Sign-in-Sheet

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### 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>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>
	<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 monthly.</li> <li>• We will host All-Pro Dads and iMoms breakfast at 7:00 am in the morning four times a year to get male and female family figures involved in the student's academic life. (following Health and Safety Guidelines)</li> <li>• Various activities are held on weeknights to get parents involved as well as activities in conjunction with our PTA.</li> <li>• Monthly activities/events for parents will provide childcare 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>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>• Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings.</li> </ul>

### Building Capacity

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<p><b>6. Does the plan include:</b> 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>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. (Per CDC/District Guidelines)</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>			
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 2023	Connect Orange in English and Spanish; Flyers; website, social media
Report Card Conference Week	Classroom teachers	Teachers will conduct individual conferences to discuss child’s academic progress, expectations, progress toward goals	October/November 2023	Conference/Parent communication logs
Family Night Series (Multicultural, ELA, Math, Science, Arts)	Instructional Staff	Parents will interact with their students while learning a targeted skill.	One in October, November, January, February March	Flyers, sign-in sheets, Make and Take activities, Connect Orange in English and Spanish,

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Connect Orange Messages	Principal,	Increased parental awareness of school events and participation	Ongoing	Copies of message on file
Teacher Newsletter, website, email communication, flyers, Social Media	Principal, Instructional staff, PEL and Social Media 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/MPLC meetings	Principal, SAC Chair, PTA President, ESOL Compliance Specialist, PEL	Parents will actively participate in decision-making process for school	Ongoing	Agenda and Meeting minutes

### 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:</p> <ul style="list-style-type: none"> <li>- with the assistance of parents/families, in the value and utility of contributions of parents/families?</li> <li>- in how to reach out to, communicate with, and work with parents/families as equal partners?</li> <li>- in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</li> </ul>	<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>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement	Parental Engagement Liaison	Improved school staff resources to create a	September-October 2023	Sign-in sheets, exit slips

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Parent and Family Engagement Professional Development Module 1	Parental Engagement Liaison		First Semester	Canvas Course Report
Parent and Family Engagement Professional Development Module 2:	Parental Engagement Liaison		Second Semester	Canvas Course Report

### 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 families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]?	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: <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:</li> <li>• Homeless Education</li> <li>• Retention</li> <li>• Counseling Services</li> <li>• Exceptional Education Services</li> </ul>
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	<ul style="list-style-type: none"> <li>Behavioral Support Services</li> <li>And other resources outside of the school</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>		
<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	Ongoing	Sign-in Sheets
Media Center	Media Specialist, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Virtual Academy	Parent Engagement Liaison	TBD-dates provided by OCPS	Parent registration, Computer Room Sign-in sheet
Parent Academy	Parent Engagement Liaison	TBD-dates provided by OCPS	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</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</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>Skyward/Class Dojo</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>
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<p>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>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 If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.</li> </ul>
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### Accessibility

<p><b>10. Does the plan include:</b></p> <p>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 an 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 service 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>• Flyers</li> <li>• Grade Level Newsletters</li> <li>• Connect Orange messages in English and Spanish</li> <li>• School Website</li> <li>• Text Messages</li> <li>• Email</li> <li>• Class Dojo Messages</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

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<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>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>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
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 Virtual meetings between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.	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

### Barriers

<b>12. Does the plan include:</b> A description of the barriers that hindered participation by parents during the previous school year?	<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> </ul>
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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]?)	<ul style="list-style-type: none"> <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>
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 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.

### School-Parent Compact

<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 academic achievement?	<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>
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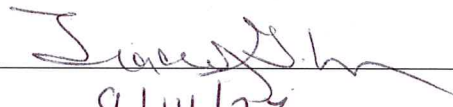
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### Adoption

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 8/10/2023 and will be in effect for the period of 2023-2024

The School will distribute this policy to all parents of participating Title I, Part A children on or before . 09/14/2023

Signature of Authorized Personnel	
Date	9/14/23

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