

## 2019-2020 Parent and Family Engagement Plan

School Name	Washington Shores 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

<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	The mission of Washington Shores Elementary School is to lead our students to success with the support and engagement of families and the community. Washington Shores Elementary School is dedicated to the effective education of all students. We encourage our students to be judicious, action-oriented, gracious, compassionate, and unique achievers. We recognize the family as the primary influence in a child's
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<p>plan will assist in providing high quality instruction for all learners?</p>	<p>life, and know that the family plays an integral role in the educational success of all children.</p> <p>Education is a shared responsibility of the family and the school. The school's faculty, parents and community will work collaboratively to nurture a positive and productive learning climate for all students. We are committed to working jointly with families to develop a plan for activities and workshops that support high 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. Families and school staff must work together as knowledgeable partners to attain success.</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>Washington Shores Elementary will ensure the organized, ongoing and timely manner of involving families using the following 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>• Flyers</li> <li>• Newsletters</li> <li>• Connect Ed messages</li> <li>• School Website</li> <li>• Social Media (Facebook)</li> <li>• Email</li> <li>• Bloomz</li> <li>• And other known best practices as needed</li> </ul> <p>Washington Shores Elementary School believes in involving parents in all aspects of its Title I programs. Parents have the opportunity to suggest how Title I and other budget monies will be spent for the next school year by:</p> <p><b>Attending</b></p> <ul style="list-style-type: none"> <li>• School Advisory Council (SAC) meetings</li> <li>• Multilingual Parent Leadership Council (MPLC) meetings</li> <li>• Annual Title I meeting</li> </ul> <p><b>Participating In</b></p> <ul style="list-style-type: none"> <li>• Parent/Teacher Organization (PTO) activities</li> </ul> <p><b>Reviewing</b></p> <ul style="list-style-type: none"> <li>• Academic data for making decisions regarding funding</li> </ul>
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	<ul style="list-style-type: none"> <li>• Previous school year Parent and Family Engagement Plan</li> </ul>
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### Coordination and Integration with Other Federal Programs

<b>3. Does the plan include:</b> How the school will coordinate and integrate parent and family engagement programs and activities?  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]?	Washington Shores Elementary School 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.
<b>Program</b>	<b>Coordination</b>
Pre-K Varying Exceptionalities ESE - IDEA	Supplemental instructional support will be discussed with parents during the development and/or review of the students' IEPs. Washington Shores Elementary is fully designed for parents and students with disabilities to access all areas of the school.
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parental involvement 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 II funds.
Title III	Provides funding for Imagine Learning to support our ELL students' oral language development.
Title X	McKinney Vento Program provides support to our homeless students.

### Annual Parent Meeting

<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?	Washington Shores Elementary School will host an annual Title I meeting to inform parents and families of children participating in Title I programs at the beginning of the school year. We will host a single meeting to educate parents via the following methods: <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> </ul>
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<b>LEA</b>	<b>Orange County Public Schools</b>

<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>	<ul style="list-style-type: none"> <li>• The right 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><i>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.</i></p> <p><i>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>.</i></p> <p>Below are the specific steps that Washington Shores Elementary School will take to conduct annual Title I meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notices sent home to parents in English and/or other languages	Title I Coordinator	August 29, 2019	Copy of notice with date of dissemination
Annual meeting date posted on the marquee	School Administrators	August 29, 2019	Picture and date posted
Agenda and presentation materials developed	School Administrators	August 29, 2019	Copies of Agenda
Develop sign-in sheets	Title I Coordinator	August 29, 2019	Sign-in sheets for classrooms
Conduct Title I annual meeting	PEL	September 5, 2019	Copies of Agenda and handouts
Maintain Documents	Title I Coordinator	September 6, 2019	Copies of all documents

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<b>School Name</b>	<b>Washington Shores Elementary School</b>
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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>Washington Shores Elementary School will offer a flexible number of 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>• Develop and distribute a yearlong calendar and update as needed</li> <li>• Conduct parent surveys 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 one Parent Academy</li> <li>• Cover the cost of staff for a childcare room, during school, by an OCPS non-classified staff member</li> </ul>
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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 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</p>	<p>Washington Shores Elementary School takes pride in building the capacity of all key stakeholders who play vital roles in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school in which community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.</p> <p>Our Parent Engagement Liaison (PEL) will be the first point of contact for parents to receive resources, support and information about activities that improve student achievement.</p> <p>Below are the specific steps that Washington Shores Elementary will take for building capacity for meaningful parent and family engagement.</p>
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<b>School Name</b>	<b>Washington Shores Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

engagement activities [ESEA Section 1116]?				
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Meet the Teacher	Instructional staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 2019	Connect Ed, Marquee
Report Card Conference Nights	Classroom teachers	Teachers will conduct individual conferences to discuss students' test results, expectations, progress toward benchmarks, and individual needs.	October 2019 January 2020 March 2020	Conference/Parent communication logs
Curriculum workshops	PEL/Instructional staff	Teachers will discuss expected grade level skills in reading, writing, and/or math. Parents will be given strategies and resources to assist their students in developing these skills at home.	Winter/Spring	Sign-in sheets, handouts, flyers
Family Night Series (Literacy, STEM, Science Fair, Arts)	Instructional Staff	Parents will interact with their students while learning targeted skills.	September, February, March, May	Flyers, sign-in sheets, Make and Take activities
Connect Orange Messages	Administrators	Increased parental awareness of school events and participation	Ongoing	Copies of messages on file
Newsletter, website, Bloomz, email communication	Teachers and administrators	Parents and students will have access to information about school events/ activities	Ongoing	Website resources, survey feedback, copies of newsletter/emails
Regularly scheduled SAC, MTSS, MPLC meetings	Principal, Parent Representatives	Parents will actively participate in the decision-making process for the school	Ongoing	Meeting minutes

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<b>School Name</b>	<b>Washington Shores Elementary School</b>
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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>Washington Shores Elementary School strives to build capacity for all school faculty/staff. Various professional development activities are provided throughout the school year for teachers, support personnel, administration and other school leaders which supports our goal of building capacity in parent and family engagement.</p> <p>Below are specific tasks/activities that Washington Shores 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, PEL, Title I coordinator	Information given of the assistance programs provided to the school to help support students academically.	September 6, 2019	Agenda, PowerPoint, and sign-in sheets
Training Module 1: The Importance of Parental Involvement	School administration, PEL, Title I coordinator	Learning to work together for the success of all students.	October 11, 2019	Sign-in sheets, exit slips
Training Module 2: Building Ties Between Home and School	School administration, PEL, Title I coordinator	Teachers and parents working to improve instruction so the students can learn more.	December 19, 2019	Sign-in sheets, exit slips
Training Module 3: Implementation and Coordination of Parental Involvement	School administration, PEL, Title I coordinator	Increased parent participation in school activities.	March 13, 2020	Sign-in sheets, exit slips

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<b>LEA</b>	<b>Orange County Public Schools</b>

Programs				
Training Module 4: Communicating and Working with Parents	School administration, Title I coordinator	Improved relationship between parents and school impacting student success	May 29, 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>Washington Shores 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, PEL, and Guidance offices have resources that include information about, but is 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 parents' access to district applications and other materials during extended hours weekly.</li> <li>• District Parent Academies and Virtual Academies offered throughout the year.</li> </ul> <p>Below are the specific steps that Washington Shores Elementary will take for professional development.</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
Love Pantry	Guidance Counselor, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Virtual Academy	Parent Engagement Liaison, Media Specialist	October 2019 February 2020 May 2020	Parent registration, Media Center Sign-in sheet
Parent Academy	Parent Engagement Liaison	TBD	Pictures, Parent Registration, Flyers



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<b>School Name</b>	<b>Washington Shores Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

### 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>In order to maintain timely communication about Title I programs Washington Shores Elementary School will utilize 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 using the following:</p> <ul style="list-style-type: none"> <li>• School Compact</li> <li>• Report Card Nights</li> <li>• Skyward</li> <li>• Planners</li> <li>• Parent Conferences</li> <li>• Connect Ed Messages</li> <li>• And other school communication methods</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 and/or other support personnel</li> <li>• Parent Surveys</li> <li>• Participation in the 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 necessary updates to the plan.</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 parent/family engagement activities for all parents/families?</p>	<p>Washington Shores Elementary School will establish multiple opportunities for parents and families to participate in school activities to ensure 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 multiple languages to service our ELL families.</li> </ul>
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<b>LEA</b>	<b>Orange County Public Schools</b>

<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>	<ul style="list-style-type: none"> <li>Activities will be offered at various times throughout the day to increase participation of parents and families.</li> </ul> <p>We will share information through 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>Flyers</li> <li>Newsletters</li> <li>Connect Ed messages</li> <li>School Website</li> <li>Social Media (Facebook/Bloomz)</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>	<p>Washington Shores Elementary School will utilize Title I, Part A funding for activities that are not required but will support in meeting the mission of the school.</p> <p>Below are the specific steps that Washington Shores Elementary School will take for activities funded through 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>
Training parents to enhance the involvement of other parents.	Principal; instructional staff	Increase the involvement of parents and their knowledge of students' levels of performance and needs in the classroom.	Ongoing	Sign-in sheets, Parent program survey
Maximizing parental involvement and participation in their children's education	Principal; Assistant principal; Social Worker, Guidance Counselor, PEL	Increase the involvement of parents and their knowledge of	Ongoing	Sign-in sheets, Parent program survey

## 2019-2020 Parent and Family Engagement Plan

<b>School Name</b>	<b>Washington Shores Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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 and with parents who are unable to attend those conferences at school.		students' levels of performance and needs in the classroom.		
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### Barriers

<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>After reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, Washington Shores Elementary School 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 Washington Shores Elementary School will take address barriers that existed in the previous year.</p>
<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 locations of activities to community centers or alternate sites.
Language barrier (ELL)	Provide Haitian-Creole, 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.

## 2019-2020 Parent and Family Engagement Plan

School Name	Washington Shores Elementary School
LEA	Orange County Public Schools

Economically disadvantaged (FRL)	Provide food during some evening events, free lunch for all students, food pantry, clothing, holiday gifts and food baskets.
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### 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?	A scanned copy of the School Parent Compact and evidence of parent input in the development of the compact is included.
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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 8/12/2019 and will be in effect for the period of one year.

The School will distribute this policy to all parents of participating Title I, Part A children on or before October 31, 2019.

Signature of Authorized Personnel	
Date	10/30/19

## **2019-2020 Parent and Family Engagement Plan**

<b>School Name</b>	<b>Washington Shores Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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