

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Eccleston 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 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><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 vision of Eccleston Elementary is to ensure every student has a promising and successful future. The mission is with the support of families and the community, we create enriching and diverse pathways that lead our students to success.</p> <p>We are committed to working jointly with parents and family to develop a plan for activities and workshops that support high quality instruction needed for all learners to be successful. We will host multiple parent &amp; family engagement activities that are aligned to grade-level standards to model instructional strategies for home and school.</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>Eccleston Elementary is committed to the organized, ongoing, and timely manner of involving families through the following methods:</p> <ul style="list-style-type: none"> <li>● Developing and distributing a yearly/quarterly calendar with school and community events</li> <li>● Communicating in English and/or other languages as needed through phone calls, emails, or meetings</li> <li>● Posting messages on <i>Class Dojo</i> and social media</li> <li>● Updating grades and other information in <i>Skyward</i></li> <li>● Delivering <i>Connect Orange</i> phone call, email, or text</li> <li>● Updating the school marquee</li> <li>● Providing notes in child's agenda/planner</li> <li>● Handing out flyers in the front office and student backpacks</li> </ul> <p>At Eccleston 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><u>Attending</u></p> <ul style="list-style-type: none"> <li>● School Advisory Council (SAC) meetings</li> <li>● Multilingual Parent Leadership Council (MPLC) meetings</li> <li>● Title I Annual Meeting</li> </ul> <p><u>Participating In</u></p> <ul style="list-style-type: none"> <li>● Parent and Family Engagement capacity-building activities</li> <li>● Panorama school survey</li> </ul> <p><u>Reviewing</u></p> <ul style="list-style-type: none"> <li>● Academic data</li> <li>● School-Family Compacts</li> <li>● Previous school-year's Parent and Family Engagement Plan (PFEP)</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>Eccleston 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 children at home through the implementation of various best known practices that are linked to</p>
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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]?	learning. Below you will find the delineated program and coordination for each school-based program.
<b>Program</b>	<b>Coordination</b>
VE/ESE/IDEA	The Individuals with Disabilities Education Act (IDEA) ensures that children with disabilities receive a free and appropriate public education in the least restrictive environment. The school will work with the ESE teacher and Staffing Specialist to provide facilitated support for students in the regular classroom. Meetings will be held to discuss student needs and develop or update IEPs.
Title I	The Principal, Title I Contact, and Parent Engagement Liaison (PEL) will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school, and in the community.
Title II	The school will continue to work on informing parents of Florida Standards. Teachers will learn about these standards and how to implement them through Title II funds.
Title III	Our goal is to promote second language acquisition and academic achievement for English Language Learners (ELLs). We promote cultural awareness, community involvement, and quality services through best practices. Our Multilingual Parent Leadership Council (MPLC) meets at least two times a year to discuss various topics concerning our ELL students.
Title X	McKinney Vento Program provides support to our homeless students.

### Annual Parent Meeting

<p><b>4. Does the plan include:</b> A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly progress (AYP), school choice,</p>	<p>Eccleston Elementary will host an Annual Title I Meeting to inform parents and families of children participating in the Title I program in the fall 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</li> <li>● The rights of parents via brochure and other resources</li> </ul> <p>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high-quality supplemental instruction and support services for educationally disadvantaged</p>
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<p>and the rights of parents are covered at the annual meeting?</p>	<p>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. 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 at <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 Eccleston Elementary will take to conduct the Annual Title I 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	Fall 2023	Copy of notice (with date of dissemination)
Annual meeting date posted on the marquee	Parent Engagement Liaison	Fall 2023	Picture of marquee (with date posted)
Agenda and presentation materials developed	School Administrators and Title I Coordinator	Fall 2023	Copy of agenda
Connect Orange message sent	School Administrators	Fall 2023	Copy of message
Develop sign-in sheets	Title I Coordinator	Fall 2023	Sign-in sheets
Conduct Annual Title I Meeting	School Administrators and Title I Coordinator	Fall 2023	Copies of agenda/handouts/presentation
Maintain documents	Title I Coordinator	Ongoing	Copies of all documents

### 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 funds, transportation,</p>	<p>Eccleston Elementary will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> <li>● Developing and distributing a monthly calendar with school and community events</li> <li>● Offering a variety of events that occur in the morning, afternoon, or evening and some weekends</li> <li>● Allowing requests for conferences to be set-up before, during, and after school when pre-arranged</li> </ul>
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<p>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>● Sending reminders about upcoming events through emails, phone calls, and social media</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>● Scheduling home visits with the PEL and other staff as needed</li> <li>● Transportation to a Parent Academy (if at least 15 people are registered)</li> <li>● Childcare with OCPS staff member(s) during select activities or meetings</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 engagement activities [ESEA Section 1116]?</p>	<p>Eccleston 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 (at school) and external (at community centers) family 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) program as well as our ADDitions program.</p> <p>Our Parent Engagement Liaison (PEL) and Community Partnership NEST 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 specific steps that Eccleston Elementary will take 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>
Advertising	School Administrators, PEL, etc.	Parents and students will have increased access to	Ongoing	Copies of messages, newsletters,

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		information about school events/activities.		emails, flyers, etc.
Regularly scheduled SAC/PTA/MPLC meetings	Principal, Staff, Parent and Community Representatives	Parents will actively participate in the decision-making process for the school.	Ongoing	Meeting agenda and minutes, sign-in sheets, social media
Parent & Family Engagement Activities (parent workshops, family nights, etc.)	Instructional Staff, PEL	Parents will be given strategies and resources to assist their children in developing grade-level skills at home.	Monthly	Sign-in sheets, handouts, flyers, photographs, social media
S.O.A.R. Cafe	Community Partners	Students and families will engage in academic activities that support understanding and build skills. A community dinner will also be provided.	Monthly	Sign-in sheets, photographs, flyers, social media
Meet the Teacher	Instructional Staff	Teachers will introduce classroom expectations, routines, and establish rapport with parents and students.	August 2023	Connect Orange, marquee, sign-in sheets, handouts, social media
Open House	Instructional Staff	Teachers will review classroom expectations and routines as well as share information about grade-level curriculum.	Fall 2023	Connect Orange, marquee, flyer, sign-in sheets, handouts, social media
Parent Conferences	Instructional Staff	Teachers will conduct individual conferences to discuss student data, expectations, progress toward benchmarks, and individual needs.	Winter 2023  Ongoing as needed	Conference logs, School-Family Compacts

### Staff Development

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<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>Eccleston 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 specific activities and tasks that Eccleston Elementary will implement to build capacity for meaningful parent and family engagement.</p>
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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	Fall 2023	Agenda, PowerPoint, sign-in sheets
Parent and Family Engagement Professional Development Module 1 & Module 2	School Administration, Title I Coordinator	This course is designed to provide a framework for understanding Parent and Family Engagement (PFE) and how to implement best practices for partnering with parents and families to increase student achievement.	February 2024  April 2024	Canvas course completion report

### Other Activities



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<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>Eccleston 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>● Our Community Partnership network (NEST) will have information about but not limited to:                             <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>○ Health and Wellness</li> <li>○ Extended Learning opportunities</li> </ul> </li> <li>● The Media Center, Front Office, and NEST office offer computer access to allow students and parents access to district applications and other materials as needed</li> <li>● District Parent Academy and Virtual Academy events offered throughout the year</li> </ul> <p>Below are the specific activities and tasks that Eccleston Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their children.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Community Resource Center (NEST)	Community Partnership School staff	Ongoing	Sign-in sheets, conference log, meeting notes
Media Center/Front Office	PEL, Media Specialist	Ongoing	Sign-in sheets
Bites Camera Action Farmer's Market	Community Partnership School staff	Ongoing	BCA Report
OCPS Parent Academy and Virtual Academy	PEL	Ongoing	Parent registration, sign-in sheets, photographs

### Communication

<p><b>9. Does the plan include:</b> How the school will provide timely information about the Title I programs?  How the school will describe and explain the curriculum at the</p>	<p>Eccleston 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>● <i>Connect Orange</i> phone calls, emails, and texts</li> <li>● <i>Class Dojo</i> and social media posts</li> <li>● School marquee updates</li> <li>● School-wide calendar of events</li> </ul>
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<p>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>	<ul style="list-style-type: none"> <li>● Handing out flyers in front office and student backpacks</li> <li>● Providing information to parents new to the school to cover Title I programs as needed through the PEL/NEST</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-Family Compact</li> <li>● <i>Class Dojo</i> messages</li> <li>● <i>Skyward</i> student information system</li> <li>● Notes in student agendas/planners</li> <li>● Phone calls, emails, face-to-face meetings</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, administrators, and/or support personnel</li> <li>● Parent Panorama Surveys</li> <li>● Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School-Family Compact</li> </ul> <p>If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.</p>
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### Accessibility

<p><b>10. Does the plan include:</b> A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p>	<p>Eccleston 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>● Translation services will be offered as needed during phone calls and conferences.</li> </ul>
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<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 for parents and families to participate during the morning, evening, and/or afternoon.</li> </ul> <p>We will share information through various best known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:</p> <ul style="list-style-type: none"> <li>● Home-to-school and school-to-home communication in English and/or other languages</li> <li>● Student planners/agendas</li> <li>● Flyers and newsletters</li> <li>● <i>Connect Orange</i> messages</li> <li>● School website, <i>Class Dojo</i>, and other social media</li> <li>● Email and phone calls</li> <li>● <i>Skyward</i> student information system</li> </ul> <p>And other known best practices as needed.</p>
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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>Eccleston 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 Eccleston Elementary will implement that are funded by Title I, Part A.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
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	Administration, PEL, and Instructional Staff	Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom	Ongoing	Sign-in sheets, Meeting notes, Parent survey

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with children, with parents who are unable to attend those conferences at school				
Involving parents in the development of training for teachers, principal, or other educators to improve the effectiveness of that training	SAC	Support toward proper training will increase student success in the classroom	Ongoing	Sign-in sheets, Meeting notes
Providing training opportunities to parents to enhance the engagement of other parents	Administration, Instructional Staff, PEL	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
Adopting and implementing model approaches to improving parental engagement	Administration, Instructional Staff, PEL, Community Partners	Increased family engagement will increase student academic success at school	Ongoing	Sign-in sheets, Meeting notes
Developing appropriate roles for community-based organizations and businesses, including faith-based organizations in parental engagement activities	ADDitions Coordinator, PIE Coordinator, PEL, Community Partners	Monetary support, mentoring, and tutorial help will aid in acquiring supplies and academic skills needed for student success	Ongoing	Sign-in sheets, Meeting notes

### 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</p>	<p>Eccleston Elementary, after reviewing the previous year's 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>● Economic disadvantages</li> </ul>
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parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?	Below are specific steps that Eccleston Elementary will take to address barriers that existed in the previous year.	
<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. Schedule events at a variety of times. Inform parents of events in a timely manner.	
Language barrier (ELL)	Provide Spanish and Haitian-Creole (or other) translation as needed.	
Education barrier (FRL, SWD, ELL)	Host an Open House to preview 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). Improve marketing of events with increased communication and relevant content.	
Economic disadvantages (FRL)	Provide food during some events, free breakfast and lunch for all students, free snacks, fresh fruit and vegetable program, Food Pantry, BCA Farmer's Market, Thanksgiving food baskets, Christmas gifts, etc. Also provide childcare for school-age children during workshops. Provide health and wellness services through Community Partnerships. Build a sense of community and school pride.	

### 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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### 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 05/24/22 and will be in effect for the period of SY 23-24.

The School will distribute this policy to all parents of participating Title I, Part A children on or before 10/01/23.

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