

2019-2020 Parent and Family Engagement Plan

School Name	Catalina ES
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 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>1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement plan will assist in providing high quality instruction for all learners?</p>	<p>The mission of Catalina Elementary School is to empower all students to succeed with the support and involvement of all stakeholders which includes the community, families, students, staff, and faculty.</p> <p>The PFEP, Parent and Family Engagement Plan will support families to become involved with their child's education. Catalina will host a variety of curriculum nights throughout the school to provide resources to support their child's education.</p>
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Involvement of Parents

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<p>2. Does the plan include: How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?</p>	<p>Catalina Elementary will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> • Home-to-school and school-to-home communication in English and/or other languages • Student planners • Flyers • Newsletters • Connect Orange messages • School Website • Email <p>At Catalina 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>Attending</p> <ul style="list-style-type: none"> • School Advisory Council (SAC) meetings • Multilingual Parent Leadership Council (MPLC) meetings • Title I Annual Meeting <p>Participating In</p> <ul style="list-style-type: none"> • Parent and family engagement capacity-building activities <p>Reviewing</p> <ul style="list-style-type: none"> • Academic data • Previous school year Parent and Family Engagement Plan
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: How the school will coordinate and integrate parent and family engagement 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>Catalina ES provides community outreach events throughout the school year to bring resources to the parents.</p> <p>Catalina 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 students 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>
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Program	Coordination
Pre-K Varying Exceptionalities ESE - IDEA	The school will work with the ESE teachers and paraprofessionals to coordinate transitions for students into the regular classroom. Meetings will be held to discuss student needs and develop new IEPs. An opportunity for orientation to kindergarten and classroom visits will occur in spring and/or summer. Pre-K families will be invited to all Family Night events.
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community. ATS (After-School Tutoring) Supported by Title 1 funds until dedicated portion is exhausted, then by General Budget
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>4. Does the plan include:</p> <p>A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Title 1 Annual Meeting is held yearly to provide all parents with an overview of the Title 1 Program process. Parent flyers will be sent home, principal will send a ConnectEd message, and an announcement posted on the school's website to remind parents of this very important event. All parents are invited to attend and bring their children. This is a prime opportunity for parents to ask questions and be provided answers. The annual meeting agenda items covered includes, but are not limited to the following: Introduction of staff members to parents, information about Title 1 funds awarded to the school, how the Title 1 funds will be spent, parent responsibilities, overview of upcoming school activities and events scheduled for parents, parents Right to Know Letter, Parent-Teacher-Student Compact Forms, and information regarding the evaluation of the Title 1 program. In addition to the Annual Meeting, the following communication tools are used to communicate with parents for all parental involvement activities: , Flyers, ConnectEd, Marquee, School Newsletter, Grade-Level Newsletters, and Agenda Reminders.</p>		
Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness

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Meeting Notice	Parent Engagement Liaison	September 2019	Flyer, ConnectEd, Agenda Reminders, Posting at School, and Attendance
Sign-In Sheets	Parent Engagement Liaison	September 2019	Sign-In Sheets
Meeting Agenda	Principal	September 2019	Agenda and Handouts
Title 1 Annual Meeting MS PowerPoint presentation	Principal and Assistant Principal	September 2019	MS PowerPoint Presentation
Review PIP	Principal, SAC, and PTA	October 2019	Agenda and Minutes
Review Title I Budget	Principal, SAC, and PTA	October 2019	Agenda and Minutes
Review Title I Program and Services	Principal, SAC, and PTA	October 2019	Agenda and Minutes
Distribute Copies of PFEP	Principal	October 2019	Agenda and PFEP

Flexible Parent Meetings

<p>5. Does the plan include: How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<p>Parent resource fliers are sent home to apprise parents of the resources available on-campus and off-campus to assist them socially, emotionally, and academically. Parents are encouraged to always participate in their child's education. The school makes decisions regarding the schedule for parent meetings and activities based upon feedback from parents and tracking attendance statistics for previous activities.</p> <p>Catalina Elementary will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> • Morning, afternoon and evening opportunities for activities and teacher conferences • Developing and distributing a yearlong calendar in the first weeks of school and update as needed • Conduct parent surveys and use results to accommodate most requested times for school-wide activities <p>As it pertains to services related to parent and family engagement, the school will provide the following:</p> <ul style="list-style-type: none"> • Transportation to a minimum of 1 Parent Academy
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Building Capacity

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<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family engagement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>The school will implement activities that will promote parent engagement through a variety of events available to the parents. Catalina has implemented a community outreach event each month. The staff goes out into the community to provide resources to the parents.</p> <p>Catalina Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.</p> <p>Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.</p> <p>Below are the specific steps that Catalina Elementary will take to build capacity for meaningful parent and family engagement.</p>
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Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Curriculum Nights	Instructional Support Team	Florida Standards	Ongoing	Attendance and parents using strategies at home
FSA Parent Informational Meetings including packets of helpful hints.	Curriculum Resource Teacher	AMOs achieved	1st and 2nd 9 weeks	School grade and AMOs achieved
Provide information on websites for academic help.	Instructional Support Team	AMOs achieved	Ongoing	Student usage

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Staff Development

<p>7. Does the plan include: A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff: - 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>Catalina 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 Catalina 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 Professional Development Module 1 - Building Strong Partnerships with Parents and Families	District Parental Involvement Contact, Malissa McCann, and Michelle Austin.	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 – November 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional	District Parental Involvement Contact, Malissa	Improved ability of staff to work	November 2019-	Sign-in sheets, exit slips

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Development Module 2: Building Ties Between Home and School	McCann, and Michelle Austin.	with parents and families	January 2020	
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	District Parental Involvement Contact, Malissa McCann, and Michelle Austin.	Increased parent and family participation in school activities which support student achievement	January 2019-March 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	District Parental Involvement Contact, Malissa McCann, and Michelle Austin.	Improved relationship, communication and collaboration between parents and school	March 2020 - May 2020	Sign-in sheets, exit slips

Other Activities

<p>8. Does the plan include: How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their</p>	<p>Catalina Elementary will provide Literacy and Curriculum Nights to encourage a culture of active reading. In addition to the stated activities, Catalina Elementary will support the OCPS Parent Academies that have been planned.</p>
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child(ren) [ESEA Section 1116]?	
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Communication

<p>9. Does the plan include: How the school will provide timely information about the Title I programs?</p> <p>How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p> <p>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>Catalina will communicate with families and the community through a variety avenues:</p> <ul style="list-style-type: none"> • provide information verbally (parent meetings and School Messenger) and in-print • school communications and Title I marketing are provided in English, Spanish, Haitian-Creole, and French • Spanish and Haitian-Creole translator at all PTA, SAC, Multilingual Parent Leadership Council (MPLC), and curriculum night meetings • the respective accommodations are provided to parents with disabilities to include them in all parental involvement activities • individual education plan (IEP), language enriched pupil (LEP), Section 504, and transition meetings conducted in parents' home-language and meeting minutes are provided in the parents' home-language, when feasible. <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> • School Compact • Report Card Nights • Progress Book • Planners
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Accessibility

<p>10. Does the plan include: A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p>	<p>Catalina Elementary will provide Literacy and Curriculum Nights to encourage a culture of active reading. In addition to the stated activities, Catalina ES will support the OCPS Parent Academies that have been planned.</p>
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<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>Parent resource fliers are sent home to apprise parents of the resources available on-campus and off-campus to assist them socially, emotionally, and academically. Parents are encouraged to always participate in their child's education. The school makes decisions regarding the schedule for parent meetings and activities based upon feedback from parents and tracking attendance statistics for previous activities.</p>
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Discretionary Activities (optional)

<p>11. Does the plan include: Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)</p>				
Activity	Description of Implementation Strategy	Person Responsible	Correlation to Student Achievement	Timeline
Curriculum Nights	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	CRT	FSA and AMO's	On-going
	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Resource Teacher Community Services	Character Development, Attendance, and Discipline	On-going

Barriers

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<p>12. Does the plan include: A description of the barriers that hindered participation by parents/families during the previous school year?</p> <p>A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?)</p>	<p>CES greatest challenge is gaining parent support for making sure that their children are priority in the following areas: arrive prepared for school, be on time to school daily.</p> <p>Parent participation at PTA/SAC meetings.</p> <p>Parent participation at teacher-parent conferences.</p> <p>Participation with our volunteer program and providing better information in their children's planner.</p>
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Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
CES greatest challenge is gaining parent support for making sure that their children are priority in the following areas: arrive prepared for school, be on time to school daily	Four parent workshops will be held at Catalina throughout the year. Issues such as consistent attendance, being to school on time and remaining throughout the day, students being "ready to learn" once arriving at school, etc. will be highlighted and discussed.
Parent participation at PTA/SAC meetings	Staff will be available for consultation with parents throughout the school year during alternative hours (i.e., in addition to normal school hours).
Parent participation at teacher-parent conferences.	The importance of parent-school communication and rapport will be highlighted in our parent workshops
Participation with our volunteer program and providing better information in their children's planner.	Staff will be available for consultation with parents throughout the school year during alternative hours

School-Parent Compact

<p>13. Does the plan include: As a component of the school-level parent</p>	<p>See attached copy of School-Parent Compact.</p>
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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?	
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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 .

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

Signature of Authorized Personnel	
Date	

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