

2022-2023 Parent and Family Engagement Plan

School Name	AZALEA PARK 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]

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Mission Statement

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?	The mission of Azalea Park Elementary is to lead our students to success with the support and engagement of families and the community. Azalea Park Elementary School encourages a positive parent/family involvement in all school activities. This supports our philosophy that involvement is essential to all student academic achievement and behavioral successes.
How does the parent and family engagement plan assist in providing high quality instruction for all learners?	This plan will assist in providing high quality instruction for all learners by means of providing parents/families with information, materials and resources that are necessary in supporting their child's learning at home. We will offer workshops and training centered around the B.E.S.T. Standards, Literacy, and test taking strategies focused on high quality instruction provided at school.

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Involvement of Parents

<p>2. Does the plan include: How will the school 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>Azalea Park 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 • Flyers • Newsletters • Connect Orange messages • Class Dojo • School Website • Email • Social Media & Virtual Meetings and other known best practices as needed • During the SAC meeting when these plans are developed, the committee will decide how the parental involvement funds will be used at Azalea Park 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 funds will be used by: <p>Attending</p> <ul style="list-style-type: none"> • Meet the Teacher • Open House • School Advisory Council (SAC) meetings, • Multilingual Parent Leadership Council (MPLC) meetings • Annual Title I meeting • Virtual Meetings • Family Night • Parent-Teacher Conferences • Honor Roll • Field Trips <p>Reviewing</p> <ul style="list-style-type: none"> • Academic data for funding decision making • Previous school year Parent and Family Engagement Plan
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Coordination and Integration with Other Federal Programs

3. Does the plan include: How will the school coordinate and integrate parent and family engagement programs and activities?	Azalea Park 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.
How will the school coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?	Parents workshops will be developed to help teach parents how to help their child(ren) at home. A book club will also be created for parents to be able to meet and discuss learning strategies to help their children at home.
Program	Coordination
Pre-K Varying Exceptionalities ESE - IDEA	The administration and teachers will work together with the VPK office to coordinate transitional programs for students entering the regular public-school program. Activities may include: coordinating meetings with parents, VPK, and Kindergarten teachers to discuss learning needs and what transitional practices work best for these students. Meetings will be held to discuss student needs and develop new IEPs. Pre-K families will be invited to all family events.
Title I	The Principal and Title 1 Contact will coordinate with the Title 1 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 about B.E.S.T Standards. Professional development for faculty and staff that supports the integrity of ambitious instructions to improve student achievement and build teacher capacity.
Title III	Funds provide additional instructional materials for our ELL families. These funds also provided an ELL Parent Tutoring Program, 1 time per week for 13 weeks.
Title X	These students are provided with extra support services such as: transportation, clothes, backpacks, school supplies, and our "love" pantry which supplies food to the family for the weekend or when needed. In addition, all students receive free breakfast, and lunch on campus. If they participate in the Extended Day extended media, after school clubs, or tutoring they receive free supper.

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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>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 http://www.fldoe.org/bsa/title1/title_compile.asp and our district's Title I website https://www.ocps.net/departments/title_i.</p> <p>Below are the specific steps that Azalea Park Elementary will take to conduct the Title I Annual Meeting</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Create and distribute flyers with date and time of meeting in English and Spanish	Principal /Parent Engagement Liaison	Sept ____, 2023	Copies of flyers in English and Spanish, information posted on school website calendar as well as sent electronically through ClassDojo, Social Media, and Connect Orange
Advertise/publicize event	CRT/Parent Engagement Liaison	Posted on the website at schools Marquee by Sept, 2023 and other communication channels.	Posting on Azalea Park Elementary School Website, marquee in front of school, via the School Messenger, Social Media and ClassDojo announcements.
Create an agenda, PowerPoint and present materials in English and Spanish	Principal / CRT	Sept ____, 2023	Copies of agendas, Connect Orange calls, ClassDojo, and Social Media announcements in English and Spanish.

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Create Sign-in Sheets	Parent Engagement Liaison	Sept 2023	Sign in sheets for all meetings and parent events on campus
Conduct Annual Meeting	Assistant Principal	Sept 2023	Sign – In - Sheets Participation Summary
Maintain Title 1 documentation	CRT	Monthly	Title 1 documentation will be maintained electronically by the CRT. All documentation will be shared with the Title 1 office for monitoring purposes.

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Flexible Parent Meetings

<p>5. Does the plan include:</p> <p>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>Azalea Park Elementary will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> • Monitoring, afternoon and evening opportunities for activities and teacher conferences • Developing and distributing a yearlong calendar in the first week 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 <p>Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings</p>
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Building Capacity

<p>6. Does the plan include: How will the school 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 will the school provide material and training to assist parents/families to work with their child(ren)?</p> <p>How will the school provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Azalea Park 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) as well as our ADDitions program.</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 families. The PEL will use surveys, the SIP, and staff committees to build needed programming to improve student achievement. A calendar of events will be set and the PEL will facilitate and advertise the event.</p> <p>Below are the specific steps that Azalea Park Elementary will take to build capacity for meaningful parent and family engagement.</p> <ul style="list-style-type: none"> • Conference night support. • Quarterly Live/ Online workshops linked to education. • Support Parent- Teacher conferences by translating • Monthly outreach to "%Bubble" students' families. • Frequent posts on school social media. • Quarterly newsletter by email blast 			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Pride of the Pack Breakfasts	Guidance Counselor teachers	Parents are invited to celebrate their children as they are honored for that month's character trait.	Quarterly	# of participants with Invitations
Honor Roll	School-wide Events Committee	2nd grade to 5th grade Parents are invited to see their child, receive a quarterly honor roll award.	End of each quarter	# of participants with invitation RSVP's and pictures
SAC meetings	Principal & Teachers	Parents will gain knowledge of information pertaining to the School Improvement Plan as well as goals of the 2022/2023 school year.	Sept. , 2023 Nov. , 2023 Feb. , 2024 Apr. , 2024	Sign-in Sheets, agendas, handouts, presentations materials, and parent surveys

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9-week report card Conferences (1 week)	Teachers	Parents will have an opportunity to meet with the teachers outside of the normal school hours to learn of their	October	Sign-In Sheets and select parent teacher conference notes
MPLC	Principal & ESOL Compliance Coordinator	Parents will gain knowledge of information pertaining to the ESOL services the school provides to LY students	Dec. 2023 Apr. 2024	Sign-in Sheets, agendas, handouts, presentations materials
Onsite Event “Meet the Teacher 2023”	Admin + teachers + Parent Engagement Liaison	Parents will have an opportunity to meet with the teachers and drop off supplies.	August 7 & 8 2023	Flyers, handouts, Sign In Sheets, pictures, notices sent home, Class Dojo, Facebook.
Onsite Workshop “Azalea Park Open Labs” English and Spanish	Parent Engagement Liaison	Provides parents with Information to better understand Canvas, Communication channels (Social Media) and Skyward platforms and how to maintain better communication through technology.	August 2023 – May 2024	Flyers, handouts, Sign In Sheets, pictures, notices sent home, Class Dojo, Facebook.
Onsite Workshop High Impact Strategy English and Spanish	Parent Engagement Liaison		September, 2023	Flyers, handouts, Sign In Sheets, pictures, notices sent home, Class Dojo, Facebook.
Onsite Workshop English and Spanish	Parent Engagement Liaison + Literacy Academic Programs Committee	Provides parents strategies to improve their students' school performance, common sense tips and research-based approaches explaining how children learn and ways to best prepare to learn.	October , 2023	Flyers, handouts, Sign In Sheets, pictures, notices sent home, Class Dojo, Facebook.

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Parent Academy	Parent Engagement Liaison	Provides parents strategies to improve their students' school performance, common sense tips and research-based approaches explaining how children learn and ways to best prepare to learn	November 2023	Flyers, handouts, Sign In Sheets, pictures, notices sent home, Class Dojo, Facebook.
Online Workshop Conversation Starters for After School English and Spanish	Parent Engagement Liaison + Guidance Counselor	Provide families strategies to engage with their children to debrief their school day. Making connections and staying aware of what's happening in their child's life are key to a great school year.	Dec 6, 2022	Flyers, handouts, Sign In, Sheets, pictures, notices sent home, Class Dojo, Facebook.

School Wide Event "STEM Night" English and Spanish	Parent Engagement Liaison + Math and Science Academic Programs Committee	Families will explore, experience, inquire, and investigate with hands-on activities in Science, Technology, Engineering, and Mathematics with their students.	Jan 19, 2023	Flyers, handouts, Sign In, Sheets, pictures, notices sent home, Class Dojo, Facebook
Onsite/online Workshop "Parenting Styles and Decision Making:" English and Spanish	Parent Engagement Liaison + Guidance Counselor + Possible guest speaker	Brainstorming and prioritizing are explained and then used to identify effective qualities of parents. The need for good role modeling is emphasized. Several strategies for decision making and problem solving are introduced.	February 7, 2023	Flyers, handouts, Sign In, Sheets, pictures, notices sent home, Class Dojo, Facebook

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Onsite/online Workshop “Program Monitoring” English and Spanish	Principal / Academic Coaches / Teachers	Provide parents with information and updates about Program Monitoring	March 2023	Flyers, handouts, Sign In, Sheets, pictures, notices sent home, Class Dojo, Facebook
School Wide Event Multicultural Night	CCT/Parent Engagement Liaison	Parents and families will be able to learn about all of the cultures represented at Azalea Park Elementary.	March 7, 2023	Flyers, handouts, Sign In Sheets, pictures, notices sent home, Class Dojo, Facebook.
Onsite/online Workshop “Promotion to Middle School Prep” English and Spanish	Parent Engagement Liaison in collaboration with Guidance Counselor at Roberto Clemente Middle School	Provides parents with Usefully information related to the transition to middle school, allowing them to better assist their students during middle school adaptation.	April 2023	Flyers, handouts, Sign In Sheets, pictures, notices sent home, Class Dojo, Facebook.
School Wide Event Panther Student Showcase	Special Area teachers	Parents are invited to see what their students have worked on in Art, Music, and PE	May 2023	Sign-In Sheets & pictures.
Onsite/online Workshop “Preventing Summer Slide” English and Spanish	Parent Engagement Liaison + Literacy Academic Programs Committee	Provides simple ways that parents can engage their children in educational activities during the summer without their kids even noticing they are doing it!	May 2023	Flyers, handouts, Sign In Sheets, pictures, notices sent home, Class Dojo, Facebook.
Award Ceremony Evening of Excellence	Principal, 5th grade classroom teachers, & Special Area Teachers	5th grade promotion ceremony	May 2023	# of participants with Invitations RSVPs & pictures.

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Onsite Workshop “Kindergarten here we come” English and Spanish	Parent Engagement Liaison and KG Team	Provides parents orientation regards the kindergarten school year and usefully strategies to allow them to better assist their students with academic endeavors	July 2023	Flyers, handouts, Sign In Sheets, pictures, notices sent home, Class Dojo, Facebook.
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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>Azalea Park 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>				
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	School Administrator, Title 1 Coordinator, Parent Engagement Liaison	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships	October 2022	Sign-in sheets, exit slips	
Parent and Family Engagement Professional Development Module 2:	School Administrator, Title 1 Coordinator, Parent Engagement Liaison	Improved ability of staff to work with parents and families	January 2023	Sign-in sheets, exit slips	

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Building Ties Between Home and School				
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	School Administrator, Title 1 Coordinator, Parent Engagement Liaison	Increased parent and family participation in school activities which support student achievement	March 2023	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	School Administrator, Title 1 Coordinator, Parent Engagement Liaison	Improved relationship, communication and collaboration between parents and school	May 2023	Sign-in sheets, exit slips

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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 child(ren) [ESEA Section 1116]?</p>	<p>Azalea Park 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"> • The ESE and Guidance office have a resource center that includes information about but not limited to the following <ul style="list-style-type: none"> o Homeless Education o Retention o Counseling Services o Exceptional Education Services o Behavioral Support Services o And other resources outside of the school • The Media Center offers computer access to allow students and parent's access to district applications and other materials during extended hours weekly. • District Parent Academies and Virtual Academies offered throughout the year. <p>Below are the specific steps that Example 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	Number of people in need per week.
Virtual Academy	Parent Engagement Liaison, Media Specialist	October 2022, February 2023, April 2023	Parent registration, Media Center sign in sheet
Parent Academy	Parent Engagement Liaison	May 2023	Pictures, Parent Registration, Flyers.

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Communication

<p>9. Does the plan include: How will the school provide timely information about the Title I programs?</p> <p>How will the school 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>Azalea Park Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> • Hosting the Title I Annual Meeting • Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs <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 • Skyward • Class Dojo • Parent Conferences • Connect Orange Messages • And other school communication methods • <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> • One-on-one meetings with teachers, administrators, and/or support personnel • Parent Surveys • Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact <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>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>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>Azalea Park 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"> • Family Nights will be presented in multiple languages to services our ELL families. • Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon. <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"> • Home-to-school and school-to-home communication in English and/or other languages • Flyers • Newsletters • Connect Ed messages • School Website • Email • And other known best practices as needed
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Discretionary Activities

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>Azalea Park 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 Azalea Park Elementary will implement that are funded by Title I, Part A.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Provide training opportunities to parents to enhance the engagement of other parents.	Principal; 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, Parent program survey
Maximizing parent engagement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.	Principal; Assistant principal; CRT	Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom.	Ongoing	Sign-in sheets, Parent program survey

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Barriers

12. Does the plan include: A description of the barriers that hindered participation by parents/families during the previous school year?	Azalea Park 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: <ul style="list-style-type: none"> • Language • Homelessness • Education • Economically disadvantaged
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])?	Below are the specific steps that Azalea Park Elementary will take to address barriers that existed in the previous year. <ul style="list-style-type: none"> • Parent Engagement Liaison will create onsite and virtual workshops linked to education in English and Spanish. • Azalea Park Elementary in alliance with Love Pantry from Christian Service Center will support homelessness families providing perishable food weekly or as needed. • Parent Engagement Liaison will help parents economically disadvantaged by helping them find resources or providing reliable resources.
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Language barrier (ELL)	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.
Economically disadvantaged (FRL) Provide	Provide food during some evening events, free lunch for all students, Food Pantry, school supplies, clothing, holidays food baskets, Winter Holidays gifts and food.

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School-Parent Compact

13. Does the plan include: 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?	Provide a scanned copy with this document of the School Parent Compact and evidence of parent input in the development of the compact.
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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 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	

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