

2021 - 2022 Parent and Family Engagement Plan

School Name	Mollie Ray Elementary
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

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility? How the parent and family engagement	Mollie Ray Elementary School is dedicated to leading our students to success with the support and involvement of our parents and community. Our mission is to foster parent engagement by promoting an effective school-home communication system and providing parents a variety of learning opportunities. We believe that through a collaborative partnership with all stakeholders, all students will succeed. The parent and family engagement plan is a shared responsibility because it requires a collaboration and partnership between home and school to be successful. In order for our students to succeed, we know the parents and families must be engaged and involved. As a result, we
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plan will assist in providing high quality instruction for all learners?	have created a plan that includes activities that will help parents and families learn strategies to help support their child's learning at home. The parent and family engagement plan will assist in providing high quality instruction for all learners through the use of engagement activities that provide parents and families the opportunity to learn and practice research-based instructional strategies that are designed to increase academic achievement with all subgroups (i.e. ELL strategies, ESE strategies, reading best practices, math best practices, and hands-on science experiments).
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Involvement of Parents

<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>Mollie Ray Elementary believes that parents and families should be involved in all aspects of Title I programs and initiatives. Therefore, we encourage parents to attend all Title I events and volunteer to be part of the Title I decision making process and participate in activities such as, the development of the Parent and Family Engagement Plan.</p> <p>To encourage parental involvement and to keep parents abreast of events, we communicate with our parents through the following methods to :</p> <ul style="list-style-type: none"> • Home-to-school and school-to-home communication in English, Haitian-Creole, and Spanish • Student planners • Flyers • Newsletters • Connect Orange messages • School Website • Email • School Marquee • Text messages/ClassDojo • Social Media (FaceBook and Instagram) <p>At Mollie Ray Elementary, parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making for how Title I funds 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 • Annual Title I meeting <p>Participating In</p> <ul style="list-style-type: none"> • Parent/Teacher Association (PTA) activities <p>Reviewing</p> <ul style="list-style-type: none"> • Academic data for funding decision making • Previous school year's Parent and Family Engagement Plan and Parent-Teacher-Student compacts. <p>Our school will review the Title I program, parent involvement purpose and requirements during the Annual Title I meeting in September 2021.</p> <p>The School Advisory Council (SAC) is responsible for reviewing our School Improvement Plan (SIP) and encouraged to provide input on our academic goals, objectives, and action plan. Involvement of parents will be documented through sign-in sheets, photographs, and meeting minutes.</p>
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	<p>The AdvancED survey is distributed to the parents in the spring to analyze the school climate and academic implementations to assist in the development of our plans. Results are evaluated and areas of needs are identified and addressed. Results of the survey are shared with the SAC and made available to all parents.</p> <p>The school's website is updated with timely information and a Title I link is added in a separate section. A copy of the Title I Plan, including the Parental and Family Engagement Policy/Plan, is available on the website and a condensed brochure is available in the front office.</p>
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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>Mollie Ray Elementary will coordinate and integrate parent and family engagement programs and activities through a variety of planned events throughout the school year. These activities will teach parents how to help their child at home through the implementation of various best practices that are linked to learning. Below you will find the list of programs and coordination for each.</p>
Program	Coordination
Pre-K Varying Exceptionalities ESE - IDEA	Mollie Ray Elementary includes VPK in all communication and Title I events. The VPK teacher keeps parents informed of all activities and events as well.
Title I	Title I funds at Mollie Ray Elementary are used to purchase grade level materials for parents to use at home when helping their child. Funds are also used for curriculum-based family nights and parent workshops.
Title II	Funds from Title II at Mollie Ray Elementary are used to provide staff development to teachers in the areas of Reading, Writing, Math and MTSS. The information is then shared with families during curriculum nights.
Title III	Mollie Ray Elementary uses these funds for instructional support and resources for English Language Learners and their parents.
Title X	McKinney Vento Program provides support to our homeless students.

Annual Parent Meeting

<p>4. Does the plan include: A description of the specific steps the</p>	<p>Mollie Ray Elementary will host an annual Title I meeting in September to inform parents and families of children participating in Title I program at the beginning of the school year. During the Title I Annual meeting, parents and families will view a PowerPoint Presentation and participate in a discussion on the following topics:</p>
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<p>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>	<ul style="list-style-type: none"> • The rights of parents • Parent and Family Engagement Plan • School Compacts <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 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>During the Title 1 Annual Meeting, AYP, school choice, and the rights of parents are covered during the PowerPoint Presentation. During this time, parents are encouraged to participate in discussion and ask questions on the aforementioned topics.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
The Annual Parent meeting will be publicized: marquee, Connect Orange, Newsletter, Flyers	School Administrators, Parent Engagement Liaison	September 2021	Number of participants (sign-in sheets); Picture of marquee, Message count statement
Prepare and Print Sign-in Sheets	Title I Coordinator	September 2021	Number of participants (sign-in sheets)
An agenda and handouts will be developed to address the required components.	Title I Coordinator	September 2021	Copies of agenda, PowerPoint Presentation, and handouts
Conduct the Annual Parent meeting	Title I Coordinator	September 2021	Sign-in sheets, agenda
Copies of all material distributed during the meeting will be available in the front office for all parents and families that were not present at the meeting	Title I Coordinator	September 2021	Number of participants (sign-in sheets)

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Maintain documentation	Title I Coordinator	September 2021	Upload to the Title I collaboration site Hard copies of the distributed material will be kept on campus
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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>Leaders at Mollie Ray Elementary recognize that our parents have varying work schedules. As a result, our events are held at various times to accommodate our parents.</p> <p>The school will create a master calendar consisting of the following meetings which will be held in the morning and/or evening: Title I Annual Meeting, School Advisory Council, Parent Leadership Council, Parent Teacher Association, Open House, Report Card Conference Night, Curriculum Nights, FSA Night, Meet the Teacher, and Instructional Strategies Sessions for Parents.</p> <p>The following activities will take place during the morning: Kindergarten First Day of School Breakfast, Milk and Muffins, Instructional Strategies sessions for parents, and a session to offer FSA Information and review strategies. Report Card Conference Nights are held twice a year (1st and 3rd marking period) after-school into the evening to accommodate the needs of all families. Additional parent teacher conferences may be held before, after-school, virtually or via telephone as needed throughout the year.</p> <p>The School Advisory Council, Parent Teacher Association, Open House, Meet the Teacher and Curriculum Nights will be held in the afternoon/evenings.</p>
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Building Capacity

<p>6. Does the plan include:</p> <p>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</p>	<p>Mollie Ray Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We implement activities that build and strengthen these relationships throughout the school year. We welcome and encourage the involvement of the community during and after school through our Partners In Education (PIE) as well as our ADDitions volunteers.</p> <p>Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information regarding parent and family engagement activities.</p> <p>Below are the specific steps that Mollie Ray Elementary will take to build capacity for meaningful parent and family engagement.</p>
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<p>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>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher Parents will meet their child's new teacher and hear news about the upcoming school year.	Principal, AP, and all instructional faculty	Parents will receive information about the upcoming school year (academic and behavioral expectations)	August 2021	Sign-in sheets, handouts,
Parent - Teacher Association (PTA)	PTA President	PTA will be a part of all Family nights throughout the year, as well as, host other activities for parents and students.	Monthly August 2021 - May 2022	Sign-in Sheets
School/Class Newsletters The school and teachers will provide specific strategies for parents to use to help children with skills that are being taught in the classroom	Principal, AP, Teachers, PEL, and Resource Teachers	The newsletters will keep parents abreast of school happenings	Monthly August 2021 - May 2022	Copies of Newsletters
Skyward Parents will be able to monitor students' academic progress on a daily basis.	Principal, AP, and Classroom Teachers	Parents will be able to access their child's grades and keep track of his/her academic progress.	Monthly August 2021 - May 2022	Usage Reports
School Advisory Council (SAC)	SAC President, Principal, AP, and SAC committee members	Parental Involvement increases student achievement	Monthly August 2021 - May 2022	Agenda, sign-in sheets, SAC minutes
Open House	Principal, AP all instructional staff	Parents will be provided information about academic expectations	September 2021	Sign-in sheets
PLC	PLC President, Principal, AP	PLC will meet four times a year to review the PLC/SIP and ensure that Mollie Ray Elementary is meeting the needs of all ELL students and families.	October 2021, December 2021, February 2022, & April 2022	Sign-in sheets, PLC minutes and agenda
Parent/Teacher Conference Nights	AP and Classroom teachers	Parents attend conferences with teachers to discuss their child's academic	Oct 2021, April 2022	Sign – in sheets and and parent conference

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		progress, and curriculum		documentation forms
TEACH-IN	Teach-In Coordinator	Supporting school functions builds a sense of belonging and allows the students to learn about careers.	November 2021	Sign-in sheets, pictures
Math and Family Science Night (Orlando Science Center)	Principal, AP, PEL and all instructional staff (15 volunteers will be needed)	Parents will attend themath and science night to participate in fun, family science experiments and math activities. Parental Involvement increases student achievement	November 2021	Sign-in sheets, pictures
Literacy Night (held in conjunction with the Book Fair):	AP, Resource Teachers, PEL and Teachers	Teachers will provide information to parents as well as, demonstrate learning strategies for reading that can be replicated at home. The book fair will be open to give students and parents the additional opportunity to purchase books	January 2022	Sign-in sheets, pictures
FSA Night	Principal, AP, Resource Teachers and PEL	Parents will be provided information concerning FSA testing formats, question/problem samples, and scoring	March 2022	Sign-in sheets, PowerPoint presentation

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?</p>	<p>Mollie Ray Elementary strives to build the capacity of the school's faculty and staff. Throughout the year, various professional development activities are provided to educate the instructional personnel, instructional support personnel, administrators, and other staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities and tasks that Mollie Ray Elementary will implement to build capacity for meaningful parent and family engagement.</p>
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<p>- in how to reach out to, communicate with, and work with parents/families as equal partners?</p> <p>- in implementing and coordinating parent/family programs, and in building ties between parents/families and the school (ESEA Section 1116)?</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	PEL	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 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2 - Building Ties Between Home and School	PEL	Improved ability of staff to work with parents and families	December 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3 - Implementation and Coordination of Parent and Family Engagement Programs	PEL	Increased parent and family participation in school activities which support student achievement	February 2022	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4 - Communicating and Working with Parents as Equal Partners	PEL	Improved relationship, communication and collaboration between parents and school	May 2022	Sign-in sheets, exit slips

Other Activities

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<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>Mollie Ray 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 Staffing Specialist's office has a resource center that includes information about but not limited to the following <ul style="list-style-type: none"> ○ Homeless Education ○ Retention ○ Counseling Services ○ Exceptional Education Services ○ Behavioral Support Services ○ And other resources outside of the school <p>The Media Center offers computer access to allow students and parents access to district applications and other materials during extended hours weekly.</p> <p>District Parent Academy and Virtual Academy events are offered throughout the year.</p> <p>Below are the specific activities and tasks that Mollie Ray Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child.</p>		
<p>Activity/ Task</p>	<p>Person Responsible</p>	<p>Timeline</p>	<p>Evidence of Effectiveness</p>
<p>Resource Center</p>	<p>ESE Contact, Staffing Specialist</p>	<p>Ongoing</p>	<p>Sign-in Sheets, Registration Forms</p>
<p>Media Center</p>	<p>Media Specialist, Parent Engagement Liaison</p>	<p>Ongoing</p>	<p>Sign-in Sheets</p>
<p>Virtual Academy</p>	<p>Parent Engagement Liaison</p>	<p>Dates TBD</p>	<p>Parent registration, Media Center Sign-in sheet</p>
<p>Parent Academy</p>	<p>Parent Engagement Liaison</p>	<p>Dates TBD</p>	<p>Pictures, Parent Registration, Flyers</p>

Communication

<p>9. Does the plan include: How the school will provide timely information about the Title I programs? How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the</p>	<p>Mollie Ray 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 New Parent Orientations 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 Conference Nights • Progress Book
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<p>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"> • Student Planners • Parent Conferences • Connect Orange Messages • Flyers • Newsletter <p>Parents are always welcome to make suggestions. Parents will be involved in decision making during the following:</p> <ul style="list-style-type: none"> • One-on-one meetings with instructional staff, discipline team, and administrators • Parent Surveys • Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compacts <p>If the school-wide plan is not satisfactory to parents, feedback will be accepted at the SAC meeting. The floor will be open for discussions, review of policies and procedures, and needed updates.</p>
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Accessibility

<p>10. Does the plan include:</p> <p>A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p> <p>A description of how the school will share information related to school an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?</p>	<p>Mollie Ray Elementary will provide full opportunities for parents and families to participate in school activities. The following methods will be used:</p> <ul style="list-style-type: none"> • During Family Nights and Conferences, translators will be available for ELL families. • We will offer activities at different times throughout the day for parents and families to participate during the morning, evening and afternoon. <p>We will share information through various methods 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, Haitian-Creole, and Spanish • Student planners • Flyers • Connect Ed messages • School Website • Email • School Marquee • School Newsletter • Text messages/Class Dojo
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Discretionary Activities

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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.)	Some activities that have been planned that will be paid for through Title I include: Literacy Night, transportation to one Parent Academy, Math and Science Night.			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Math and Science Night	Math Coach	Parent engagement in reading activities will result in increased achievement in math and science.	November 2021	Sign-in sheets, increase in i-Ready reading data
Parent Academy	PEL	Increased parent and family participation in school activities which support student achievement.	September 2021 – May 2022	Online registration and attendance
Literacy Night	Reading Resource Teacher and Reading Intervention Teacher	Parent engagement in reading activities will result in increased achievement in reading.	January 2022	Sign-in sheets, increase in i-Ready math data

Barriers

12. Does the plan include: A description of the barriers that hindered participation by parents during the previous school year? 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>After reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, Mollie Ray acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> • Language • Education <p>Below are the specific steps that Example Elementary will take to address barriers that existed in the previous year.</p>
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Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Limited English Proficiency (Haitian-Creole and Spanish) (Subgroup: ELL)	Provide bilingual services at meetings and conferences. Translate forms in home language (Spanish). Provide English classes for Spanish speaking parents.
Limited understanding of how to help students at home (Subgroup: ELL, SWD, African Americans, Hispanics)	Provide Family Workshops; provide Family Nights in content areas; and encourage open communication between families and staff.
Education barrier (FRL, SWD, ELL, African Americans, Hispanics)	Open House and Report Card Conference Nights – preview/review 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.

School-Parent Compact

<p>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?</p>	<p>Mollie Ray has a school-parent compact for primary and intermediate grades. Please refer to the attached compact.</p> <p>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</p>
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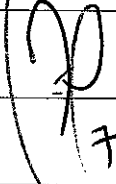
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Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

This policy/plan was adopted by the school on 7/12/2021 and will be in effect for the period of 1 year .

The School will distribute this policy to all parents of participating Title I, Part A children on or before September 30, 2021 .

Signature of Authorized Personnel	
Date	7/12/2021

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