

2018-2019 Parent and Family Engagement Plan

School Name	Killarney 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 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

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?	Killarney Elementary believes that parents and families are the primary influence in children's lives; therefore, it is our mission to create and sustain a collaborative culture among all school personnel, families, and community members with the shared goal of leading all students to success.
How the parent and family engagement	

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plan will assist in providing high quality instruction for all learners?	
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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>Killarney 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 • Text Messaging • School Website • Email • Class Dojo <p>At Killarney 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</p>	<p>Killarney 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. Below you will find the delineated program and coordination for each school-based program.</p>
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integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?	
Program	Coordination
Pre-K Varying Exceptionalities ESE - IDEA	Supplemental instructional support provided by Title I, consultation with parents during the development/revision of IEPs.
Title I	In consultation with Title I, Office of Parent and Family Engagement, four required training modules are provided for enhancing effective communication between staff and parents.
Title II	Through the Office of Title I, Title II funds are provided for professional development.
Title III	Title III provides funding for ELL students to receiving tutoring services.
Title X	The Title X-McKinney-Vento Program supports homeless students in OCPS.

Annual Parent Meeting

<p>4. Does the plan include: 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>Killarney Elementary will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year.</p> <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>
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	Below are the specific steps that Killarney Elementary will take to conduct the Title I Annual Meeting.		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Flyer announcing Annual Parent Meeting distributed to parents	CRT, Clerk	September 6 th , 2018	Number of participants as reflected on sign-in sheets
Copies made for meeting	Clerk	September 17 th , 2018	Comparison of number of participants from previous year
Reminder flyer about Annual Parent Meeting distributed to parents	CRT, Clerk	September 17 th , 2018	Number of participants as reflected on sign-in sheets
Prepare and print sign-in sheets	Title I Coordinator	September 19 th , 2018	Number of participants as reflected on sign-in sheets
Agenda and presentation materials developed and distributed	Principal, Title I Coordinator	September 19 th , 2018	Parent Survey results
Set up cafeteria for presentation	Title I Coordinator	September 20 th , 2018	Parent Survey results
Conduct Annual Parent Meeting	Title I Coordinator	September 20 th , 2018	Number of participants as reflected on sign-in sheets
Document samples maintained for Title I records	Title I Coordinator	September 20 th , 2018	Title I compliance documentation
Post Annual Parent Meeting presentation on school website under Title I	Principal	October 1 st , 2018	Parent Survey results

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</p>	<p>Monthly SAC meetings will be held on the first Tuesday of each month at 5:45 pm with the monthly PTA meeting to be held immediately following. Childcare will be provided for each of these meetings. Two SAC meetings, specifically at the beginning and end of the year, will be devoted to evaluating and revising the Parent and Family Engagement Plan. Our school website, Twitter, Facebook page, Connect Orange messages, monthly event calendars, and school marquee will be used to announce these meetings. Sign-in sheets, agendas, and minutes will be used to document these meetings. Some events hosted by our PTA will be held in the mornings and others held in the evenings to best accommodate our families' schedules. At the end of the first grading period and various points throughout the school year, evening conferences will be scheduled to discuss student progress. Conferences may also be</p>
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relate to parent and family engagement [ESEA Section 1116]?	scheduled before school or during teacher planning time to allow for more flexibility for our families.
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Building Capacity

<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family engagement? How will the school implement activities that will build relationships with the community to improve student achievement? How the school will provide material and training to assist parents/families to work with their child(ren)? How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Killarney 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. 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 Killarney Elementary will take 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
Back to School Night (Meet Your Teacher)	Principal	A welcoming, positive first experience with a child's teacher is the first step in building a strong parent-teacher-student relationship	August 9 th , 2018	Sign-in sheets
BooHoo/Yahoo! Breakfast for Parents	PTA	Increased parent involvement increases student achievement	August 13 th , 2018	Sign-in sheets
Title I Annual Parent Meeting	Title I Coordinator	Parents will learn about how the Title I	September 20 th , 2018	Sign-in sheets

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		program enhances their children's education		
Curriculum Night	CRT	Parents will learn about the curriculum that is used for instruction.	TBD	Sign-in sheets, parent survey results
Fall Report Card Conference Week	Principal	Teachers will conduct individual parent-teacher-student conferences to discuss each child's progress	October 22 nd -26 th , 2018	Sign-in sheets, parent survey results
Family Math Night	STEM Committee	Parents will gain an understanding of fun, family-friendly activities that can be done at home to increase math skills	October 30th, 2018	Sign-in sheets
FSA Parent Information Night	CRT	Parents will be informed of the Florida Language Arts and Mathematics Standards. They will learn about the Florida Standards Assessment (FSA).	January 24th, 2019	Sign-in sheets, parent survey results
"For the Love of Reading"/Family Literacy Night	Literacy Committee	Parents will gain knowledge in how to read to/with their children and an awareness of how to foster a love of literacy in their children	February 12th, 2019	Sign-in sheets
Science Fair	STEM Committee	Parents and students will see the projects displayed that they have worked on together	May 9th, 2019	Sign-in sheets
Publish monthly newsletters	Principal, CRT, PTA	Provide information to parents about curriculum, events, and activities at Killarney	Monthly	Parent survey results
Contact parents via Connect Orange messenger system	Principal	Increase communication with parents regarding important information and	Weekly on Sunday evenings throughout the 2018-	Parent survey results

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		events occurring at Killarney	2019 school year	
SAC Meetings	Principal/SAC Chairperson	Increase the level of involvement of parents to become active in the decisions being made at the school	First Tuesday of each month throughout the 2018-2019 school year	Parent survey results, sign-in sheets

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:</p> <ul style="list-style-type: none"> - 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>Killarney 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 Killarney 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
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Parent Engagement Liaison	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family	November 2 nd , 2018	Sign-in sheets, exit slips

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		engagement, and maintain strong school to home partnerships		
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Parent Engagement Liaison	Improved ability of staff to work with parents and families	December 14 th , 2018	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Parent Engagement Liaison	Increased parent and family participation in school activities which support student achievement	February 22 nd , 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Parent Engagement Liaison	Improved relationship, communication and collaboration between parents and school	April 5 th , 2019	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 child(ren) [ESEA Section 1116]?</p>	<p>Killarney Elementary will use various school resources to assist parents and families with their needs. Below are specific activities and tasks that Killarney Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren).</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness

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A Balanced Beginning Parent Academy	Parent Engagement Liaison	September 15 th , 2018	Sign-in sheets, parent surveys
Parents as Partners Parent Academy	Parent Engagement Liaison	November 3 rd , 2018	Sign-in sheets, parent surveys
New Year-New You: Healthy Choices for School and Home Parent Academy	Parent Engagement Liaison	January 12 th , 2018	Sign-in sheets, parent surveys
Do Your Best on the Test Parent Academy	Parent Engagement Liaison	March 9 th , 2019	Sign-in sheets, parent surveys
Sunny Ideas for Summer Learning	Parent Engagement Liaison	May 4 th , 2019	Sign-in sheets, parent surveys
Family Resource Center	Parent Engagement Liaison	Throughout the 2018-2019 school year	Parent surveys
PTA Meetings	PTA President	Quarterly meetings throughout the 2018-2019 school year	Sign-in sheets, parent surveys
SAC Meetings	Principal	First Tuesday of each month throughout the 2018-2019 school year.	Sign-in sheets, parent surveys
Community Task Force	Principal	Quarterly throughout the 2018-2019 school year.	Sign-in sheets

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</p>	<p>All programs, events, and meetings will be announced first with a flyer at least two weeks prior. All written communications will be sent out in English and Spanish. Following that, reminder flyers, Connect Orange phone messages, and notices on the school marquee will be made to remind and encourage participation the week of the events. The school will send home monthly “one-pager” flyers, including a calendar, to notify parents of upcoming events, assessments, etc. During Open House and conference nights, curriculum is discussed as well as the various assessments used at the school. On progress reports and report cards, students’ reading and math levels are noted and suggestions for working with the student at home. Families may request a conference at any time to discuss their child’s progress. During Meet Your Teacher and Open House, teachers discuss the importance of using the student planner as a source of communication. A letter will be sent to families informing them of the resource center in the front office as well as information about Title I. Additionally, this information is housed on our school’s website and other social media platforms (Facebook, Twitter). Parents and families will be included in the formulation of suggestions and decision making through Parent Surveys and participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact. If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates. Teachers will employ the use of Class Dojo to track student behavior and send instant updates and feedback to parents throughout the day to keep them updated and aware of their students’ daily activities. Our Title I Parent Engagement Liaison</p>
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<p>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>will also assist in keeping communication lines open with families via phone calls, emails, and face-to-face conversations in the office.</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>During any school meeting, a Spanish-language translator will be available. Parents who have other disabilities must notify the school prior to the meeting requesting assistance, and appropriate resources will be made available. School volunteers and/or district personnel will be used to translate school information to be sent to all parents in Spanish, Vietnamese, and Haitian Creole. Through the AdvancED parent climate survey, we will monitor whether the translations are effective. All communications will be sent home on Mondays under the name “Monday Messages” so that parents will know when to expect information. These communications will give parents at least two weeks’ notice of upcoming events. Connect Orange phone messages are delivered via phone, text, and email on the Sunday evening preceding the school week to ensure that all parents are aware of important information and upcoming events.</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</p>	<p>Killarney 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 Killarney Elementary will implement that are funded by Title I, Part A.</p>
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parent/family engagement, etc.)				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [(Section 1118(e)(7))]	Reading Coach, CRT	Literacy Night and Curriculum Night held to increase parent awareness of how to foster a love of literacy in their children	Curriculum Night: October 2018 Literacy Night: February 2019	Increased parental involvement fosters increased student achievement
Maximizing parental involvement 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 [Section 1118(e)(10)]	Principal, CRT	Evening events are held after traditional work hours, report card conferences are held throughout entire week with both morning and evening times available to accommodate parents' work schedules	Throughout 2018-2019 school year	Increased parental involvement fosters increased student achievement
Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]	Title I Coordinator, Partners in Education Coordinator	Community outreach programs and faith-based organizations participate in school events and provide support to families in need	Throughout 2018-2019 school year	Increased parental involvement fosters increased student achievement
Adopting and implementing model approaches to improving parental involvement	Title I Coordinator, PTA President, Partners in Education Coordinator	Plan a minimum of three off-campus outreach activities during school year at locations central	August 2018, January 2019, May 2019	Increased parental involvement fosters increased

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[Section 1118(e)(11)]		to zone in which our students live (i.e. STEM Night at local public library)	student achievement
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Barriers

<p>12. Does the plan include: A description of the barriers that hindered participation by parents/families 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>	<p>Killarney Elementary, after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the barriers to parent and family engagement. These barriers include lack of childcare, lack of transportation, limited English, and economically disadvantaged.</p> <p>Below are the specific steps that Killarney Elementary will take to address barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Lack of childcare (FRL)	Provide childcare at parent involvement events; give at least two weeks' advance notice to plan for events
Lack of transportation (FRL)	Provide or pay reasonable transportation costs to school events
Limited English (ELL)	Provide documents translated into Spanish, Vietnamese, and Haitian Creole; provide translators
Economically disadvantaged (FRL)	Provide food during some evening events, free breakfast and lunch for all students, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts and food, food baskets for Spring Break

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School-Parent Compact

<p>13. Does the plan include: As a component of the school-level parent 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?</p>	
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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 parent surveys of previous year's events and activities, SAC and/or PTA artifacts with Title I/PFE topics on the agenda, and Parent Feedback Summary of PFEP Evaluation. Evidence is scanned and attached to this document.

This policy was adopted by the school on **August 1st, 2018** and will be in effect for the **One year (2018-2019)** period of .

The school will distribute this policy to all parents of participating Title I, Part A children on or before **November 5th, 2018** .

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Signature of Authorized Personnel	
Date	

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