

2023-2024 Parent and Family Engagement Plan

School Name	Tangelo 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]

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	The mission statement at Tangelo Park Elementary is the lead our students to success with the support and involvement of families and the community. We are committed to working with families on the development of a quality instruction plan, for all learners, to support student	
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plan will assist in providing high quality instruction for all learners?	success. We will offer multiple curriculum nights to model instructional strategies for home and school.	
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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>Tangelo Park Elementary will involve parents on an ongoing and timely manner of involving parents and families through the following methods:</p> <ul style="list-style-type: none"> • Students Planners • Flyers • Newsletters • Monthly calendars • Connect Orange messages • School website • Email • And other know best practices as needed • Facebook <p>At Tangelo Park Elementary, parents and families are involved in the planning, review and improvement of Title 1 programs, including involvement in the decision making of how funds will be used by:</p> <p>Attending</p> <ul style="list-style-type: none"> • School Advisory Council (SAC) meeting • Multilingual Parent Leadership Council (MPLC) meetings • Title 1 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 <p>Previous school year Parent and Family Engagement Plan</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</p>	<p>Tangelo Park Elementary will coordinate and integrate parent and family engagement programs and activities throughout the school year. These activities will educate parents on how to help their child(ren) at home by implementing various best practices that are linked to learning.</p>
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<p>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>Below you will find the delineated program and coordination for each school based program.</p>
Program	Coordination
Two Year Old Program (home- based/ Coordinator based at school)	Instructional Support Teacher conducts and facilitates quarterly parental workshops and involvement activities.
Prekindergarten Program	Pre-K staff conducts and facilitates quarterly parental workshops and involvement activates on campus for all parents.
Title II	The school will continue to work on informing parents of Florida Standards. Techers will learn about these standards through Title II funds.
Title II	Professional Development
Title III	Committee members (including school personnel, parents and community representatives) work closely together in an advisory capacity to develop and support the ELL students.
Title I- ATS	Instructional Support Teacher coordinates tutoring staff an equipment. Classroom teachers provide tutoring.

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</p>	<p>Tangelo Park Elementary will host annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> • Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts • School Choice via district handouts and policies • The rights of parents via brochure and other resources <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</p>
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progress (AYP), school choice, and the rights of parents are covered at the annual meeting?	<p>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_complie.asp and at our district's Title I website https://www.ocps.net/departments/title_1.</p> <p>Below are the specific steps that Tangelo Park Elementary will take to conduct the Title I Annual Meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notices sent home to parents in English and/or other languages	Title I Coordinator	September 2023	Copy of notice with date of dissemination
Agenda and presentation materials developed	Title I Coordinator	September 2023	Copies of Agenda
Connect Orange Message sent	School Administrators	September 2023	Copy of message
Develop sign in sheets	Title I Coordinator	September 2023	Copy of sign in sheets
Conduct Title I Annual Meeting	School Administrators	September 2023	Copies of agenda and handouts
Maintain documents	Title I Coordinator	September 2023	Copies of all documents

Flexible Parent Meetings

5. Does the plan include: How will the school offer a flexible number	Tangelo Park Elementary will offer a number of flexible parent meetings by implementing the following:
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<p>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>	<ul style="list-style-type: none"> • Morning, afternoon and evening opportunities for activities and parent conferences. • Distributing a monthly calendar, throughout the year, two months at a time. • 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. • Provide childcare or child friendly activities for parents to utilize during parent activities and meetings.
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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 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>Tangelo 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) 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 Tangelo Park 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
Meet the Teacher	Instructional Staff	Teachers will introduce classroom expectations, routines and establish rapport.	August 2023	Connect Orange

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Open House	Instructional Staff	Teachers will review classroom expectations and discuss academic focus with parents.	September 2023	Connect Orange, flyers, handouts, sign in sheets
Parent Conference Night	Classroom Teachers	Teachers will conduct individual conferences to discuss child's test results, expectations, progress toward benchmark and individual needs.	November, 2023	Connect Orange Sign in sheets Conference logs
Curriculum/Multicultural Workshops	Instructional staff	Teachers will discuss expected grade level skills in reading, writing, or math. Parents will be given strategies and resources to assist their students in developing these skills at home.	Fall/Winter 2023 -2024	Sign in sheets, handouts, flyers
Family Night Series (Hispanic Heritage, Holidays Around the World, Black History Program, Math Night, Reading/Writing Night, Science Night, FAST Night)	Instructional Staff	Student attitudes about learning and academic benchmark results	Monthly, 2023-2024	Sign sheets, handouts, flyers, pictures
Two Year-Old Program Parent Meetings Rosen Pre-School	Two year-old program resource teacher	Providing School Prerequisites to children and families	Annually, 2021-2022	Class and parent attendance, rosters, feedback
Connect Orange Messages	Principal, Assistant Principal	Increased parental awareness of school events and participation	Ongoing	Copies of message on file
Newsletter, website, daily planners, email communication	Principal, Assistant Principal	Parents and students will have access to information about school events/activities	Ongoing	Website resources, survey feedback, copies of newsletters/ emails
Regularly scheduled SAC/PTA/PLC meetings	Principal, Parent representatives	Parents will actively participate in	Ongoing	Meeting Minutes, sign in sheets

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		decision-making process for school		
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Staff Development

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]?	Tangelo 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. Below are the specific activities and tasks that Tangelo Park Elementary will implement to build capacity for meaningful parent and family engagement.			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	School Administration, Title I Coordinator	Information given about the assistance programs provided to the school to help support students academically.	September 2023	Agenda, PowerPoint and sign in sheets
Parent and Family Engagement Development Module 1- (Anticipated)	Dean	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and	October 2023	Exit Slips

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		maintain strong school to home partnerships		
Parent and Family Engagement Professional Development Module 2: (Anticipated)	Dean	Improved ability of staff to work with parents and families	January 2024	Exit slips
Parent and Family Engagement Professional Development Module 3: (Anticipated)	Dean	Increased parent and family participation in school activities which support student achievement	March 2024	Exit slips
Parent and Family Engagement Professional Development Module 4: (Anticipated)	Dean	Improved relationship communication and collaboration between parents and school	May 2024	Exit slips

Other Activities

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>Tangelo Park Elementary will use various school resources to assist parents and family with their needs. The following are some of the school resources available to parents and families:</p> <ul style="list-style-type: none"> • The media center offers computer access to allow students and parent's access to district applications and other materials. • District Parent Academy and Virtual Academy events offered throughout the year. <p>September 2023 - (Anticipated) November 2, 2023 - (Anticipated) January 2024 - (Anticipated)</p> <p>School and Home March 2024- (Anticipated) May 2024- (Anticipated)</p> <p>Virtual Academy October 2023 - (Anticipated) December 2023 - (Anticipated) February 2024- (Anticipated) April 2024 – (Anticipate)</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Media Center	Media Specialist, Parent Engagement Liaison	Ongoing	Sign in sheets
Parent Academy	Parent Engagement Liaison		Pictures, Parent registration, Flyers

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>Tangelo 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 <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 • Parent Conference Nights • Skyward • Planners • 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>Tangelo 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 service our ELL Families. • Offer activities at multiple times throughout the day for parents and families to participate during the morning, afternoon and evening. <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 • Student planners • Flyers • Newsletters • Connect Orange Messages • School Website • Email <p>And other know best practices as needed</p>
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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.)	Tangelo Park Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement. Below are additional activities and tasks that Tangelo Park Elementary will implement that are funded by Title I, Part A.			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

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Provide training opportunities to parents to enhance the engagement of other parents.	Principal; Instructional staff	Increase the engagement of parents and their knowledge of students' level of performance and needs in the classroom.	Ongoing	Sign in sheets, parents program survey
Maximizing parent engagement and participation in their children's education by arranging school meetings at a variety of times or by conducting in home or conference calls with parents who are unable to attend conferences at school.	Principal; Assistant Principal; CRT; PEL	Increase the engagement of parents and their knowledge of student's level of performance in the classroom.	Ongoing	Sign in sheets, parent program survey

Barriers

<p>12. Does the plan include: A description of the barriers that hindered participation by parents during the previous school year?</p> <p>A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?)</p>	<p>Tangelo 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:</p> <ul style="list-style-type: none"> • Time of Day for Meetings • Parking • Notice for Events <p>Below are the specific steps that Tangelo Park Elementary will take to address the barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Time of day for meetings (FRL, ELL)	Continue to offer parent engagement opportunities at a variety of times to accommodate all parents.

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Parking (All)	Provide as much parking for the parents as possible. (staff parking in the back to offer more spots/ opening the bus loop for parking)
Notice for events (All)	Talking Points and School Messenger advertisement

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 05/2023 and will be in effect for the period of one year .

The School will distribute this policy to all parents of participating Title I, Part A children on or before 09/21/24 .

Signature of Authorized Personnel	
Date	

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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 PTO artifacts where Title I/PFE topics were on the agenda
- Parent Feedback Summary of PFEP Evaluation
- Parent and Family Engagement Activities Tracking Form