2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community 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 of Nap Ford Community School is to lead our students to success with the support and engagement of families and the community. Nap Ford Community School feels strongly that parent and family engagement is a driving force in a child's education and is a shared responsibility. We are committed to working jointly with parents and families to develop a plan for activities and workshops that support high quality instruction needed for all learners to be successful. We will

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

plan will assist in providing high quality instruction for all learners?	host events each month focused on parent and student engagement in the learning process both at school and at home.

Involvement of Parents

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]?	Nap Ford Community School will ensure the organized, ongoing and timely manner of involving parents through the following methods: Communications in English and/or native language; student planners; weekly backpack folder; flyers in weekly folder and distributed during arrival/dismissal; School Messenger broadcasts; email, phone call and other known best practices. At Nap Ford Community School, parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision of how funds for Title I will be used by attending various meetings such as SAC, PTA and meetings held throughout the year specifically for feedback and input, (those not able to attend are given opportunities through surveys (paper and online), and participating in monthly meetings and other parent and family engagement capacity building activities and reviewing academic data and previous year Parent and Family Engagement Plan.

Coordination and Integration with Other Federal Programs

3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities? 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]?	Nap Ford Community School will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will show parents how to help their child(ren) at home through the implementation of best known practices that are linked to learning. Below you will the delineated program and coordination for each school-based program.
Program	**Coordination**
Pre K Varying Exceptionalities ESE-IDEA	The school works with VE teachers to coordinate transitions for students into the regular classroom. Meetings will be held to discuss student's needs and development of new IEPs. We have strong partnerships with Headstart and PreK programs in the community and work with them during the year to ensure a smooth transition, including opportunities

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

	for orientation to kindergarten and classroom visits throughout the school year and summer.
Title I	The Director of Teaching & Learning along with classroom and resource teachers will develop and coordinate opportunities for parent and family engagement at home, school and in the community.
Title II	The school will continue to work on informing parents of the Florida Standards. Teachers participate in professional development through these funds.
Title III	Provides funding for ELL students to support their oral language development
Title X	McKinney Vento Program provides support to our homeless students.

Annual Parent Meeting

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? A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)? 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?	Nap Ford Community School will host an annual Title I meeting to inform parents and families of children participating in Title I programs at the beginning of the school year. We will host a single meeting to educate parents via the following methods: PowerPoint presentation, handouts, Adequate Yearly Progress (AYP) presentation, parent nights and School Choice. Parents and families are informed of the nature of the Title I program by the following statement: Title I schools receive services from the largest federal aid to education programs 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 education 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 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. 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/titlei/title_compile.asp and the district's Title I website: https://www.ocps.net/departments/title _1 Below are the specific steps that Nap Ford Community School will take to conduct the Title I Annual Meeting.

Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Develop and disseminate Save The Date in English	Director, Teaching & Learning & Office Manager	June 2019 through early August 2019.	Save The Date Flyer

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

and other relevant languages			
Annual Meeting Flyer Dissemination	Director, Teaching & Learning & Office Manager	July 15, 2019 – August 8, 2019	Flyer
Agenda & Presentation	Director, Teaching & Learning	August 1, 2019 – August 8, 2019	Agenda & presentation
Create Sign In Sheets	Office Manager	August 7, 2019	Copies of sign in sheets
Conduct the Title I Annual Meeting	Director, Teaching & Learning & other staff	August 8, 2019	Agenda, meeting, notes
Maintain Documents	Title I contacts	August 9 2019	Copies of all documents

Flexible Parent Meetings

5. Does the plan include: How will the school offer a flexible number of meetings, such as meeting in the morning or evening? 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]?	Nap Ford Community School will offer a number of flexible parent meetings by implementing the following: morning, afternoon, evenings and Saturday activities and teacher conferences; developing and distributing a school year calendar in the first month of school and updated as needed; conduct parent surveys and use results to accommodate most requested times for school wide activities. As it pertains to services related to parent and family engagement, the school will provide the following: transportation to a minimum of 1 Parent Academy; cover the cost of childcare with a Nap Ford Community School staff member for parents to utilize during parent activities and meetings.

Building Capacity

6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family involvement? How will the school implement activities that will build relationships with the community to improve student achievement?	Nap Ford Community School takes pride in building 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 families.

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

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]?	Below are the specific steps that Nap Ford Community School will take to build capacity for meaningful parent and family engagement.

Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet The Teacher	Director, Teaching & Learning, Instructional staff	Teachers will introduce classroom expectations, routines and establish rapport	August 8, 2019	Flyer, Sign In Sheets
Parent Teacher Conference	Director, Teaching & Learning, Instructional staff	Teachers will conduct individual conferences to discuss child's progress towards benchmarks, results to date, achievement plans and assistance with how to help at home	Oct 2019 Jan 2020 Mar 2020 May 2020	Teacher/Parent Sign In
Family Curriculum Series (reading, math, science, writing)	Director, Teaching & Learning, Instructional staff	Parents will interact with their child(ren) while learning a targeted skill	September, November, December, February, May	Flyer, agenda, meeting notes and sign in
School Messenger	Director, Teaching & Learning	Increased parental awareness of school events and transportation	Ongoing	Copy of message
SAC/PTA Meetings	Director, Teaching & Learning, Parents & Instructional staff	Parents will actively participate in the decision making process for the school	Ongoing	Flyer, agenda, meeting notes and sign in

Staff Development

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

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]?	Nap Ford Community School strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional and support personnel, administrators and other school leaders and other staff to build capacity in parent and family engagement. Below are the specific activities and tasks that Nap Ford Community School will implement to build capacity for meaningful parent and family engagement.

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	Director, Teaching & Learning	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	Oct, 2019	Agenda, sign in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building ties Between Home and School	Director, Teaching & Learning	Improved ability of staff to work with parents and families	Dec, 2019	Agenda, sign in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family	Director, Teaching & Learning	Increased parent and family participation in school activities which support student achievement	Feb 2020	Agenda, sign in sheets, exit slips

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

Engagement Programs				
Parent and Family Engagement Professional Development Module 4: Communicating and Working with parents as equal partners	Director, Teaching & Learning	Improved relationship, communication and collaboration between parents and school	April 2020	Agenda, sign in sheets, exit slips
Title I Annual Meeting	Director, Teaching & Learning	Information given about the assistance programs provided to the school to help support students academically	Aug 2019	Agenda, meeting notes, sign in sheets

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]?	Nap Ford Community School 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: *ESE office and staff have a resource center that includes information about but not limited to the following: Homeless Education, Retention, Counseling Services, Exceptional Education Services, Behavior Support Services and other resources outside of the school. A lab is available to allow parents access to computer resources and other online materials during scheduled open labs. District Parent Academy and Virtual Academy events are offered throughout the year. Below are specific activities and tasks that Nap Ford Community School will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren)		
Activity/ Task	**Person Responsible**	**Timeline**	**Evidence of Effectiveness**
Resource Center	ESE Contact & Social/Emotional Specialist	Ongoing	Sign In Sheets
Love Pantry	Social/Emotional Specialist & Office Manager	Ongoing	Food Distribution Sheets
Open Lab	Resource Teachers	3rd Wednesday each month	Sign in sheet
Virtual Academy	Resource Teachers	Oct 2019, Dec 2019, Feb 2020, Apr 2020	Registration, Flyer
Parent Academy	Resource Teachers	Sept 2019, Nov 2019, Jan 2020, Mar 2020, May 2020	Registration, Flyer

Communication

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

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 achievement levels students are expected to obtain? 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)/ How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?	Nap Ford Community School will maintain timely communication about Title I programs through the following: Hosting the Title I Annual Meeting; Conducting parent orientation meetings as new students are enrolled to cover the Title I programs. Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following: School Compact, Report Card Parent Conference, Student Planner, School Messenger, Parent Conferences and other school communication methods. Parents will be included in the formulation of suggestions and decision making through the following: One on one meetings with teachers, administrators and/or support staff; parent surveys, 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 school wide parent committee meeting for discussion, review and updates.

Accessibility

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? A description of how the school will share information related to school an parent/family programs, meetings,	Nap Ford Community School 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: Family Curriculum Series will be presented in the native language of the families; offer activities at multiple times throughout the day for parents and families to participate in the morning, afternoon, evening and select Saturdays. We will share information through best known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?	Home/School communication in English and native language; student planners; flyers, School Messengers, phone calls, email and other known best practices as needed

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.)	Nap Ford Community School 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 Nap Ford Community School will implement that are funded by Title I, Part A			
Activity/ Task	**Person Responsible**	**Correlation to Student Achievement**	**Timeline**	**Evidence of Effectiveness**
Provide training opportunities to parents to enhance the engagement of other parents	Director, Teaching & Learning and 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 survey feedback
Maximizing parent engagement participation in their chil(ren's) education by arranging school meetings and conferences at a variety of times and optional community locations with those who work directly with children, for parents who are unable to attend those conferences at school	Director, Teaching & Learning and 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 survey feedback

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

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]?	Nap Ford Community School, after reviewing the previous year's Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement: Economically disadvantaged Day/Time of the meetings Infant (baby) childcare

Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Economically Disadvantaged	Continuation of the Love Pantry program; partnerships with community resources to provide necessities for child(ren) and families; free breakfast and lunch for all students; partnership book drive
Day/time of the meetings	Vary the days and times of the week and explore use of other community centers
Infant (baby) child care	Incorporate infant care into the childcare portion of the meetings and activities

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	Attached are the following documents: Compacts (KG-2nd and Grades 3rd – 5th) Evidence of parent input

2019-2020 Parent and Family Engagement Plan

School Name	Nap Ford Community School
LEA	Orange County Public Schools

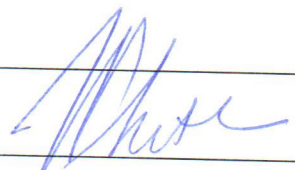
students will share the responsibility for improved student academic achievement?	

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 Sept 17 2019 and will be in effect for the period of 2019-2020 school year (Aug 12, 2019-May 29 2020).

The School will distribute this policy to all parents of participating Title I, Part A children on or before Oct 15 2019.

Signature of Authorized Personnel	
Date	Oct 1, 2019

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