

**Ormond Beach Elementary Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, **Shannon E. Hay**, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.

**Assurances**

- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition:
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise with parents the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.



Signature of Principal or Designee

Date Signed

**\*\*Please use the data from the *Advance Ed* and *5Essentials* surveys to complete this Parent & Family Engagement Plan!**

**Mission Statement**

Parent & Family Engagement Mission Statement

Along with the support of our families and community, Ormond Beach Elementary will ensure high levels of learning for all students in a nurturing and encouraging environment.

## Engagement of Parents & Families

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used.

### Response:

**Ormond Beach Elementary** School invites parents to be involved in a variety of ways:

- **School Advisory Council (SAC)**, comprised of parents/family members, community members, business partners, and school staff, are responsible for the planning, review, and improvement of the Title I programs, as well as how Title I and SAC funds are spent.
  - SAC membership applications are provided to families each Spring; members are then elected during the regular SAC election window. Members, including parents/family can also be appointed by the principal—with the approval of current SAC members—at any time during the school year.
  - The SAC is responsible for reviewing and monitoring the School Improvement Plan (SIP) and the Title I and School Advisory Council budgets at each monthly meeting. Members have the opportunity to provide input/feedback at each meeting regarding the progress of the SIP and the spending of the budgets.
  - SAC members are responsible for the approval of all SAC fund requests by school staff.
  - SAC members are responsible for the annual review and modification of the School Compact.
  - Parents who are non-council members are welcome at SAC meetings; they are provided time during Public Comment for input, which is recorded in the SAC meetings minutes
  - SAC members review school data annually and provide input and feedback to school staff for input into the following year's School Improvement Plan.
- Other opportunities for parents to provide input:
  - **Parent Input Forms** are located in the main office year-round
  - The Parent and Family Engagement, School Improvement Plans, and School Compact are available on line and **in the front office for parent review and input**
  - **Annual Climate surveys** are provided to parents to provide input/feedback.
  - **The Parent Teacher Association (PTA)** is another parent-community-staff partnership group in which members work together to find ways to positively support the students and staff within Ormond Beach Elementary.

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## Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI.

count	Program	Coordination
1	Kindergarten Orientation	Teachers and school staff coordinate opportunities to present the KG curriculum and program to all families with students entering KG.
2	Title IX, Homeless	Staff and community members provide services to families to ensure that students have school supplies, food provisions, varying resources, and transportation.
3	SAI (Academic Coach)	Academic coach supports classroom teachers with resources and instructional feedback using a designed learning cycle to improve daily practice with the goal to improve student achievement and remediate students failing to meet proficient levels of performance. Academic Coach also assists in the coordination of PFEPs that support parent understanding of technology and school curriculum
4		Supplemental tutoring before/after school and supplemental materials/supplies are provided to students to help close the achievement gap. In addition, the provision of supplemental funding for ongoing staff development is provided—as determined by the results of FSA as well as professional learning focus based on the core actions in ELA

	Title I Part A	and Mathematics. In addition, Under Title I Part A our school works with outside agencies that provide specific services to targeted children and their families. These organizations team with our school to provide specific services to students, parents, and staff, including all special needs groups. It is the expectation of those involved in these partnerships that the activities and services will benefit the students by providing the children served with the support, tools, and materials they need to be ready to learn.
5	Title II	District-provided ongoing professional development in the core subject curriculum to ensure quality instruction.
6	Title III	District ESOL Coordinator and staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs and target interventions/enrichments to ensure the appropriate pathway toward graduation
7	Free & Reduced Meal Program	Approximately 76.6% of our student population is eligible for free or reduced lunch.

### Annual Title I Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish dates for Annual Title I Parent Meetings	Administration	September 2020	Date set on calendar
2	Prepare agendas for Annual title I parent meetings	Administration	September 2020	Completion of Agenda
3	Gather information on Title I such as brochures and PowerPoint outlining services	Administration	September 2020	Information prepared, distributed, and presented to parents and families during Title I meeting.
4	Open House procedures training for teachers	Administration	September 2020	Outlook Team meeting invite; staff emails, lead teacher communication
5	Advertise Annual Title I parent meetings	Administration and School Staff	September 2020	Marquee, newsletter, Volusia Connect messages, website, social media, SAC meeting
6	Provide parents with Title I materials, information on curriculum, and class expectations	Teachers	September 2020	Attendee sign in sheet and screenshots from Zoom/Teams Parent discussion and survey/input forms

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parent and family engagement.

### Response:

**Ormond Beach Elementary School offers a flexible number of meetings to encourage parental involvement:**

- Each spring, the **SAC committee reviews and votes to approve monthly meetings** for the upcoming year
- **PTA events are held in the mornings, evenings and on weekends**; dates and times vary to increase opportunities for attendance
- School is **open and staffed beginning at 7:30 am**
- School staff hold **parent/family conferences before, during, and after school**

## Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	KG Parent Orientation	Administration and KG teachers	Increase parent knowledge of student transitions to school, student expectations, school/class procedures, and curriculum	August 27, 2020	Volusia Connect Parent sign-in Parent survey
2	Meet the Teacher	Administration, staff, teachers	Parents will learn about the curriculum, school/class procedures and classroom expectations	August 28, 2020	Parent sign-in Volusia Connect Parent survey
3	Open House	Administration, staff, teachers	Parents will learn about curriculum, the Code of Conduct and student expectations, and school/classroom procedures	September 2020	Parent Sign In Marquee Newsletter Volusia Connect Parent input form
4	Annual Title I Parent Meetings	Administration, staff, teachers	Parents will learn about the school's Title I program, Adequate Yearly Progress (AYP), school choice, supplemental educational services, and the rights of parents.	September 2020	Parent Sign In Marquee Newsletter Volusia Connect Parent input form
5	Grandparent's Day	Media Staff and administration	Grandparents are invited to join their grandchildren for lunch and then visit the media center, where we have the Book Fair and literacy activities available. The intent is to build stronger relationships between families, as well as families and school staff, while promoting literacy.	November 18, 2020 (may change due to C-19)	Sign-in Newsletter Marquee Volusia Connect Feedback/input
6	Book Fair Preview Night	Media staff and administration	Families are invited to join their children for an evening of literacy in the media center. We will have opportunities for students to win "Book Fair Bucks" that can be used	November 18, 2020 (may change due to C-19)	Sign-in Newsletter Marquee Volusia Connect Parent survey

			toward the purchase of Book Fair Items. The Book Fair will have literacy activities available. The intent is to build stronger relationships between families, as well as families and school staff, while promoting literacy.		
7	Holiday Showcase	Performance sponsors	Families are invited to join students, staff, and community members for our biannual showcase where students demonstrate what they have learned in the performing arts (music, dance, theater)	December 2020	Parent Survey
8	Bingo for Books	Media staff/ administration	Provide a fun, engaging night for families and their children. The intent is to build stronger relationships between families, as well as families and school staff, while promoting literacy. Each child will leave with at least one new book.	Semester II 2020	Parent sign-in Newsletter Marquee Volusia Connect Parent feedback
9	FSA Parent Night	Academic Coach, Administration, Teachers Grades 3-5	Increase parent knowledge of the FSAs, how scores are used, 3 <sup>rd</sup> grade retention, etc. A Q&A session is also available.	Spring 2020	Sign In Parent Surveys Newsletter Marquee Volusia Connect Parent feedback
10	Volusia County Schools Social Studies Fair Parent Night	Academic Coach; 4 <sup>th</sup> Gr. Teachers	Provide parents with information regarding the social studies fair projects, what constitutes a successful project, and provide parents tips on how they can help their child with projects.	February 2020	Sign In Parent Surveys Newsletter Marquee Volusia Connect
11	Volusia County Schools Science Fair	Academic Coach; 5 <sup>th</sup> Gr. Science Teacher	Increase parent involvement and awareness of both expectations in social studies and the social studies curriculum. Invite parents to celebrate in student learning, achievements and projects.	Spring 2020	Sign In Parent Surveys Newsletter Marquee Volusia Connect
12	Spring Performance Showcase	Performing Arts Sponsors	Families are invited to join students, staff, and community members for our biannual showcase where students demonstrate what they have learned in the performing arts (music, dance, theater)	April 2020	Parent Surveys
13	Summer Reading Challenge Kick-Off	Media staff/ administration	Families are invited to join their children for an evening of literacy in the media center. We will have opportunities for students to win "Book Fair Bucks" that can be used toward the purchase of Book Fair Items. The Book Fair will have literacy activities available. The intent is to build stronger relationships between families, as well as families and school staff, while promoting literacy.	May 2020	Sign In Parent Surveys Newsletter Marquee Volusia Connect

OBE has a parent resource center that provides uniforms, resources, and school supplies to students. In addition, OBE has partnered with Provision Packs and Food Brings Hope to provide

meal assistance to students and families in need.

In addition, Ormond Beach Elementary provides numerous family activities and events throughout the year to encourage families to take an active interest in their child's education, physical/emotional well-being, and to build relationships with the school staff, teachers, and parenting groups:

- Kindergarten Orientation
- Meet the Teacher (K-5)
- Annual "Open House" and Title I Parent Meeting
- Shifters Bike to School; National Walk to School Day; National Ride Your Bike to School Day
- Donuts for Dads, Grandparent's Day
- Parent Technology Night, Family Science Night, FSA Parent Night, Social Studies Fair Night, Science Fair Night; Book Fair Family Preview Night
- Red Ribbon Week; Unity Day

Additionally, all school information regarding parent meetings and school or community-related events are publicized via Volusia Connect and the school marquee.

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### Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent and family engagement programs, and build ties between parents and schools.

1	Shared Decision-Making and Collaboration	Asst. Principal	Improve student learning by making collaborative decisions with parents about instructional programs and support services.	Fall 2020	Faculty Mtg Agenda/Mins SAC Agenda/Mins Exit Survey
2	Parent and Family Engagement	Asst. Principal	Increased student achievement by improving staff understanding of parent/family perceptions regarding school and education, and how to engage parents in becoming part of the learning process.	Fall 2020	Faculty Mtg Agenda/Mins SAC Agenda/Mins Exit Survey

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### Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

### Response:

Timely information about Title I programs is provided through Annual Title I Parent Meetings, informational brochures/handouts, Open House, newsletters, and through School Advisory Council and other parent meetings.

Curriculum and assessment information is shared at Meet the Teacher, Open House, School Advisory Council meetings, parent conferences, via newsletters, and at FSA Parent Night. State Assessment scores are sent home and available for pick up in the front office.

Parents can request parent-teacher/parent-staff meetings at anytime throughout the school year. Parents are also invited to provide input to the school using Parent Input Forms, informal and formal discussions, and climate surveys.

Parents are given timely information about school meetings, programs, and events using the school marquee, the Volusia Connect phone messaging system, newsletters, website, Facebook, Twitter, and flyers.

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### **Accessibility**

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

#### **Response:**

Information regarding parent and family events, as well as invitations to the events, is provided to parents via school website, Volusia Connect phone messaging system, school newsletter, Facebook, Twitter, various communication apps, parent/teacher conferences, students, workshops, and the school marquee.

District information is available in English and Spanish. When requested, the district will provide a translator if school staff are not able to assist. Books and videos in Spanish are available in the school. District staff or school based will translate information for parents over the phone and at conferences as needed. Parents and students with special needs are accommodated.

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### **Upload Evidence of Input from Parents**

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

Please upload into SharePoint and keep copies for our records.

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### **Upload School-Parent Compact**

Note: As a component of the school-level PFEP, 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.

Please upload into SharePoint and keep copies for your records.

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### **Upload Evidence of parent and family input in the development of the School-Parent Compact**

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload into SharePoint and keep copies for your records.

## Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

### Parent & Family Engagement summary (Building Capacity summary)

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I Annual Meeting.

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher	1	217	Meet the teacher and learn about procedures and classroom expectations
2	Open House and Annual Title I Meeting	1	242	Parents will learn about curriculum, the Code of Conduct and student expectations, and school/classroom procedures
3	KG Parent Orientation	1	48	Increase parent knowledge of expectations, procedures, curriculums
4	Family Bingo for Books Night	1	N/A Cancelled due to Covid-19	Provide a fun, engaging night for parents and their children to build stronger relationships and each child will leave with at least one new book.
7	Grandparent's Day	1	67	Grandparents are invited to join their grandchildren for lunch and then visit the media center, where we have the Book Fair and literacy activities available. The intent is to build stronger relationships between families, as well as families and school staff, while promoting literacy.
8	Mother's Day Tea	1	N/A Cancelled due to Covid-19	Female family members will have the opportunity to learn about the importance of being involved in their child's education. They will also have the opportunity to network and build relationships amongst themselves.
9	FSA Night	1	N/A Cancelled due to Covid-19	Family members increase knowledge on the FSA assessments, how they impact student supports including placements/retentions, what parents and families can do to support their student academically and socially before the assessments
10	Family Science Night	1	N/A Cancelled due to Covid-19	Families participate together in a variety of hands-on and other learning experiences and experiments as presented by MOAS.
11	Parent Technology Night	1	31	Parents/Guardians learn about accessing and understanding Gradebook, as well as the variety of learning and communication apps used by instructional staff and students at OBE.

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### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous



school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent & Family Engagement	Asst. Principal	Increased student achievement by improving staff understanding of parent/family perceptions regarding school and education, and how to engage parents in becoming part of the learning process.	April 2019	Faculty agenda and minutes
1	Collaborative Partnerships and Shared Decision-Making	Asst. Principal	Instructional staff will learn the expectations of working with parents/guardians, as well as how to effectively collaborate and make decisions with parents/guardians regarding students and student achievement	April 2019	Faculty agenda and minutes

### Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Child care	OBE will offer child care during select parent informational events.
2	Meeting Times too late	Offer earlier meeting times (after school when parents arrive to pick up their students) and monthly parent activities.
3	Meeting day conflicts with church	OBE will not hold any performances, parent meetings, or events on Wednesday evenings.

### Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1		
2		

Please return completed Parent & Family Engagement Plan (PFEP)  
to your Parent & Family Engagement (PEF) facilitator by

***PFEP must be signed by the Principal and approved by PEF  
prior to upload to CIMS***

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