

2022-2023 Parent and Family Engagement Plan

School Name	Ventura Elementary
LEA	Orange County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA)

Assurances

The above named school agrees to the following assurances:

- Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Jointly develop/revise plan with parent and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
- Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
- Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

Mission Statement

<p>1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement</p>	<p>Ventura Elementary School will lead our students to success with the support and involvement of families and the community. In conjunction with Ventura's School Advisory Council (SAC), decisions regarding the use of Program Improvement (PI) funds will be made. The SAC will make revisions based on parent input gained through periodic surveys and discussions/suggestions. Parental Involvement activities will be held at various locations and times to enable more participation.</p>
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plan will assist in providing high quality instruction for all learners?		
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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]?	In conjunction with Ventura's SAC, decisions regarding the use of PI funds will be made during monthly SAC meetings. The SAC will make revisions based on parent input gained through periodic surveys and discussions/suggestions. Parental Involvement activities will be held at various locations and times to enable more participation. An Agenda, sign in sheets and minutes recorded accompanies each meeting. The Agenda includes the date for the next SAC meeting so parents can plan ahead.
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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]?	Ventura 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.
Program	Coordination
VPK/Head Start	Pre-K and Head Start will be included in all communications sent home. School wide and Title I activities will include: coordinated meetings with parents, VPK teachers, and the kindergarten team. Orientation for kindergarten will occur in spring/summer. Pre-K families will be invited to all family and/or school events.
ESE; IDEA; Individuals with Disabilities Act	The school will work with the VE teachers and paraprofessionals to coordinate transitions for students into the regularly classroom. Meetings will be held to discuss students need and develop new IEPs. Orientation for kindergarten will

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	occur in spring/summer. All ESE students will be invited to all family and/or school events.
Title I	The principal or assistant principal will coordinate with the Title I office to provide opportunities for parental involvement at home, at school and in the community.
Title II	Professional development will be provided by the LEA and Administrator to support the professional development needs of the staff as related to parental involvement.
Title X	McKinney Vento Program provides support to our homeless students.
Title III	Provides funding for our ELLs' Imagine Learning to support their oral language development.

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>At the Annual Title I Meeting in September parents are informed about the Title I programs and school events that help support academic needs with the home-school connection. Sign in sheets are collected and uploaded into the portal. Two sessions will be provided for the Annual Meeting to allow access to majority of parents.</p> <p>Progress reports and report cards are sent home to inform parents of their child's academic progress. Parents also have access to Skyward where they can find information about their students' academics, attendance and homework.</p> <p>Planners, school website, marquee, Facebook page, Twitter, Classdojo and Connect Orange phone system are used to share timely information with parents. Open House offers the opportunity to share the curriculum being used by the school as well as the expectations regarding the tests and assessments students will see throughout the year.</p> <p>Parents have flexible opportunities to meet and participate in making decisions relating to the education of their child during SAC meetings and parent/teacher conferences. Parents are invited to be a part of the PFEP process/ratification during the annual SAC meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Announcement	Principal / Assistant Principal / Title I Coordinator	September 1, 2022	Facebook message, Electronic Newsletter, Marquee, ClassDojo
Multilingual Flyer	Principal / Assistant Principal / Title I Coordinator	At least 5 business days prior to Open House in English and in Spanish	Flyer, ClassDojo

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PowerPoint or presentation	Title I Coordinator	Open House date – September 2023	Copy of PowerPoint and PFEP in binder available in the front office
Title I Annual Meeting	Title I Coordinator	Open House date – September 2023	Copies of hand outs, notes from the meeting, sign in sheets
Maintain Documents	Title I Coordinator	August 2022-May 2023	Copies and uploads through Title I Portal of documents

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 relate to parent and family engagement [ESEA Section 1116]?</p>	<p>We offer parent meetings on a flexible schedule outside the traditional school day. Parents are notified of events and meetings through Connect Orange messages, Facebook postings, newsletters, Class Dojo, flyers sent home, and marquee updates. Parents will be notified of flexible scheduling options for parent conferences so they can choose a time that is convenient for them to attend. If necessary, translation will be provided. Options for virtual meetings with parents, if preferred, will also be arranged through Microsoft Teams meetings and / or conference calls.</p>
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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 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</p>	<p>The Parent Academy is also a district resource for parents. Information about Parent Academy is sent home to parents via Connect Orange, monthly school newsletter, and also available on the school website. Transportation will be provided for monthly Parent Academy meetings.</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. The PEL will conduct at least one monthly parent class per month to build capacity in parents to assist their students academically as well as emotionally.</p> <p>Below are the specific steps that Ventura Elementary will take to build capacity for meaningful parent and family engagement.</p> <p>All events are pending approval of Health and Safety guidelines due to COVID 19.</p>
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work with their child(ren)? How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Teachers	Teachers will introduce classroom expectations, routines and establish rapport	August 2022	Connect Ed, Marquee
Open House	Principal/ Asst. Principal/Teachers	Communication with parents on school achievement, goals, and the compact agreement support parental involvement with students	September 2022	Presentation/sign in sheets for attendance
Report Cards Parents Conferences	Teachers	Teacher and parent conferences increase parental involvement with informing, collaboration and creating a plan as a time to give the student the best support system.	October 2022 / January 2023	Parent Conference forms
MPLC Meetings	ECS or LEA	Communication and opportunities for parents to learn and share information regarding academic support	2022-2023 Two meetings during the year	Sign in sheets/feedback
FAST / BEST Curriculum Night	Parent Engagement Liaison, Instructional Coach, Reading Specialist, Math / Science Coach	Sharing the logistics with FAST information helps parents understand the expectations with Florida BEST Standards. The FAST Night also help guide parents with helpful skills	October 2022	Sign in sheets/feedback

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		and resources to practice at home.		
Science Center Night	Parent Engagement Liaison / Math & Science Coach	Science Night is presented by the Orlando Science Center. Students and their families can explore different aspects of science and engineering by participating in interactive, hands-on activities	November 2022	Participant Sign in sheet
Parent Academy	Parent Engagement Liaison	Parents learn about different topics that are related to student achievement and family engagement.	September 2022-May 2023	Parent sign up, registration
Virtual Parent Academy	Parent Engagement Liaison	Parents learn about different topics that are related to student achievement and family engagement	September 2022-May 2023	Parent sign up, registration
New Families to Ventura Breakfast	Parent Engagement Liaison	Parents are provided with Title I Programs and important school information.	September 2022-May 2023	Parent sign up, registration
Hispanic Night	Parent Engagement Liaison / ECS	Parents and students participate in an activity where their cultures are represented.	October 2022	Sign in sheets
Multicultural Night	Parent Engagement Liaison	Parents and students participate in an activity where their cultures are represented.	Dec 2022	Sign in sheets
Awards/Recognition Program	Parent Engagement Liaison	Students are recognized for their hard work in quarterly ceremonies.	Fall 2022 & Spring 2023	Sign in sheets
Literacy Night	Extended Admin Team, Teachers, Literacy Committee	Special invitees come out to the school and read books to the students and parents. Parents are also given reading	Jan 2023	Sign in sheets

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		strategies to use at home.		
Black History Month Presentation	Parent Engagement Liaison	Parents and students participate in an activity where African American History is recognized.	February 2023	Sign in sheets
Publix Math Night	Parent Engagement Liaison / Math & Science Coach	Parents and students participate in a math activity that involves real world math problems in the context of grocery shopping at Publix.	March 2023	Sign in sheets
Literacy Book Club	Reading Specialist	Students read different books throughout the year and their knowledge is tested with different assessments. An event takes place in April where students compete with other schools.	April 2023	Participation in SELC Battle of the Books.
Science Fair	Science Coach	Students display tri folds with details of experiments they made at home.	April 2023	Sign in sheets
Book Fair	Reading Specialist / Media Clerk	Students and parents are given the opportunity to purchase books and other items to enhance reading at home.	October 2022/April 2023	Final amount sold.
Evening of the Arts	Music/Art Teachers	Parents are invited to see the artwork that their child has made throughout the year. They also enjoy a school play.	May 2023	Sign in sheets

Staff Development

7. Does the plan include: A description of the professional	Ventura 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
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<p>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>support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Training Module 1. Importance of Parental Involvement	Principal/assistant Principal/ADDitions Coordinator/Title I Coordinator	Parental involvement with students has been a scientifically-based procedure that helps increase student achievement	September 2022 – May 2023	Increased parent attendance in school events. Increased ADDitions volunteers
Training Module 2. Building ties Between Home and School	Principal/assistant Principal/ADDitions Coordinator/Title I Coordinator	Parental involvement with students has been a scientifically-based procedure that helps increase student achievement	September 2022 – May 2023	Increased parent attendance in school events. Increased ADDitions volunteers
Training Module 3. Implementation and Coordination	Principal/assistant Principal/ADDitions Coordinator/Title I Coordinator	Parental involvement with students has been a scientifically-based procedure that helps increase student achievement	September 2022 – May 2023	Increased parent attendance in school events. Increased ADDitions volunteers
Training Module 4. Communicating and working with parents	Principal/assistant Principal/ADDitions Coordinator/Title I Coordinator	Parental involvement with students has been a scientifically-based	September 2022 – May 2023	Increased parent attendance in school events.

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		procedure that helps increase student achievement		Increased ADDitions volunteers

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]?	Ventura has a guidance counselor and outside counselor for support with parent needs. Resources are shared with parents in areas of need such as counseling, food assistance, lodgings, and academic school support available. The media center has computers set up for parent usage outside of student contact hours.		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
New Parents to Ventura Breakfast	Parent Engagement Liaison	September 2022 – March 2023	Sign in sheet / Survey
Parent Seminar	Parent Engagement Liaison	September 2022 – March 2023	Sign in sheet / Survey
Multicultural Night	Parent Engagement Liaison	December 2022	Sign in sheet / Survey
VPK/Kinder Orientation	Parent Engagement Liaison, Extended Admin Team	August 2022	Sign in sheet
Two Way Dual Language Parent Meeting	Parent Engagement Liaison, ECS, Two Way Dual Language Teachers	August 2022 / March 2023	Sign in sheet

Communication

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	<p>Ventura Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> • Hosting the Title I Annual Meeting • Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> • School Compact
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<p>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>	<ul style="list-style-type: none"> • Report Card Nights • Family Access • Planners • Parent Conferences • 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 • Annual Parent Survey • 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> <p>Parent newsletters, SAC, flyers and Connect Orange messages are shared in English and Spanish. At school events presentation are given in English with a translator in Spanish who repeats the information.</p>
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Accessibility

<p>10. Does the plan include:</p> <p>A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p> <p>A description of how the school will share information related to school an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?</p>	<p>For parent(s) with a hearing exceptionality, a district sign language interpreter is provided as requested. A microphone or voice enhancement system is used to support the highest degree of audiology for parents and audience members. All egresses are wheelchair accessible. For Spanish speaking parents translation is always provided.</p> <p>Parent Engagement Liaison will develop calendar with upcoming events for the year to be distributed at the beginning of the year to parents.</p>
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Discretionary Activities

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11. Does the plan include: Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)	<p>Ventura 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 Ventura Elementary will implement that are funded by Title I, Part A.</p> <p>Transportation for Parent Academy (buses).</p>			
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 118(e)(7)]	ECS / PEL	Increase of English language learning by parents to support student learning for our ELLs	September 2022- April 2023	Participation in Parent Academy.

Barriers

12. Does the plan include: A description of the barriers that hindered participation by parents during the previous school year? A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116])?	<p>Ventura ES provides parents and families with flexible time for the different events throughout the school year. In addition, translation for Spanish speaking parents is always provided.</p>
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Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Scheduling of activities (Economically disadvantaged and working families)	Flexible timing with events and offer multiple opportunities when applicable for parents and students
Transportation (Economically disadvantaged, ELL families, disabled)	Ventura ES always has faculty and staff that assist parents with translations to make the information comprehensible in their native language. After school/before school to increase parental involvement due to the majority of our students being car riders. This will help ensure parents can attend without the inconvenience of making an extra trip with time and gas.

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 and will be in effect for the period of .

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

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Signature of Authorized Personnel	
Date	

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