

2022-2023 Parent and Family Engagement Plan

School Name	Castle Creek 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 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 plans with parents and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of 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 is the parent and family engagement plan a shared responsibility?	The mission of Castle Creek Elementary is with the support and engagement of families and the community; we create enriching and diverse pathways that lead our students to success. The administration, teachers, and staff of Castle Creek Elementary School will work together to encourage parent/family engagement and share the responsibilities in a child’s education.
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How does the parent and family engagement plan assist in providing high quality instruction for all learners?	We will work together with parents/families to develop a plan for activities and workshops that will support high quality instruction with positive social/emotional support. We will host curriculum nights set to each grade level standards to model instructional strategies for home and school.
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Involvement of Parents

<p>2. Does the plan include: How will the school 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>Castle Creek Elementary will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> • Home-to-school and school-to-home communication in English and/or other languages • Student planners • Flyers • Newsletters • Connect Orange messages • ClassDojo • School Website • Email • School Marquee • Social Media <p>At Castle Creek Elementary, parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used by:</p> <p>Attending:</p> <ul style="list-style-type: none"> • School Advisory Council (SAC) meetings, • Annual Title I meeting • Parent Conferences <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 review during SAC and Parent Conferences
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: How will the school coordinate and integrate parent and family engagement programs and activities?</p>	<p>Castle Creek 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.</p>
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How will the school coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?	Parent workshops will be developed to help teach parents how to help their child(ren) at home.
Program	Coordination
VPK	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public-school program. Activities may include coordinated meetings with parents, teachers, and the kindergarten teachers to discuss the specific learning needs of students and develop new IEP's, joint parent meetings to discuss transitioning. Opportunities will be available in spring for orientation to kindergarten and classroom visits. Pre-K families will be invited to all Family Night events. Supplemental instructional support provided by Title I will be discussed with parents and/or guardians during the development or annual review of the student's IEP.
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community.
Title X	McKinney Vento Program provides support to our homeless students. These students are provided with extra support services such as transportation, clothes, backpacks, school supplies, and/or gifts cards. In addition, all students receive free breakfast, and lunch on campus. If they participate in the Extended Day, after school clubs, or tutoring they receive free supper.

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</p>	<p>Castle Creek Elementary 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.</p> <ul style="list-style-type: none"> • School Choice through district handouts and policies • The rights of parents through brochure and other resources <p>Parents and families are informed of the nature of the Title I program by the following statement:</p>
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<p>(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>Title I schools receive services from the largest federal aid to educational 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 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</p> <p>http://www.fldoe.org/bsa/title1/title_compile.asp and our district's Title I website https://www.ocps.net/departments/title_i.</p> <p>Below are the specific steps that Castle Creek Elementary will take to conduct the Annual Title I Meeting.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Annual Title I Meeting Flyer, Agenda, Social Media in English, Spanish and additional languages as needed.	Principal, Title I Coordinator, Parent Engagement Liaison,	September-October 2022	Flyer will be sent home with students, post on social media and Connect Orange message to families.
Annual Meeting message and date on School Marquee	Principal	September-October 2022	Picture of Marquee and date posted.
Develop Annual Meeting PowerPoint and Agenda	Principal, Title I Coordinator	September-October 2022	PowerPoint and copies of Agenda

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Annual Meeting Connect Orange reminder message	Principal	September-October 2022	Copy of message sent on Sunday prior to the event.
Develop Sign-In Sheets for meeting	Parent Engagement Liaison	September-October 2022	Sign-In sheets for Annual Meeting.
Conduct Annual Title I Meeting presentation	Principal, Title I Coordinator	September-October 2022	Copies of Agenda, handouts and sign-in sheets.
Maintain Documentation	Title I Coordinator, Parent Engagement Liaison,	September-June 2022-2023	All copies of documents uploaded and hard copies on file at the school site.

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>Castle Creek Elementary will offer several flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> • Morning, afternoon and evening opportunities for activities and teacher conferences. • Developing and distributing a yearlong school calendar and updating as needed. • 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"> • ADDitions approved volunteers to help during parent events.
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Building Capacity

<p>6. Does the plan include: How will the school 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</p>	<p>Castle Creek Elementary takes the importance in building the capacity of all participants who play an essential role in the academic success of our students. We provide workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the families and the community through activities during and after school that community members and organizations can volunteer to support through our ADDitions coordinators.</p>
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<p>community to improve student achievement?</p> <p>How will the school provide material and training to assist parents/families to work with their child(ren)?</p> <p>How will the school provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Our Parent Engagement Liaison (PEL) will be a main point of contact for parents/families to receive resources, support, and information about activities that engage parents and families.</p> <p>Below are the specific steps that Castle Creek Elementary will take to build capacity for meaningful parent and family engagement.</p> <ul style="list-style-type: none"> • Linked to learning workshops. • 1/1 meetings with lowest quartile families. • Monthly calls to lowest quartile families. • Monthly blog post through the school website and school social media. • Positive Phone calls home.
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Regularly scheduled SAC and PTA meetings	Administration, Staff, SAC chair, PTA representative	Participation/decision-making in student education	Ongoing and monthly	Meeting minutes, Sign-In sheets, and Agenda
Meet the Teacher	Administration, Instructional Staff	Teachers will introduce classroom routines and establish parent communication.	August 2022	Connect Orange Marquee, ClassDojo, Website, School Digest Social Media
Open House	Administration, Instructional Staff	School procedures and provide parents with information to allow them to better assist their child(ren) with academic endeavors.	September 2022	Flyer, handout Sign-In sheets, Pictures, Orange Connect Marquee, ClassDojo, Website, School Digest Social Media
Report Cards,	Classroom Teacher	Individualized meetings that	Ongoing and monthly from	Invite letters, Sign-In sheets

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Progress Reports, Conferences		include the child and the parent(s)/guardians to discuss diagnostic results and individualized learning plans.	September till June 2022-2023	and Conference/Communication logs.
Connect Orange Messages,	Principal	Expand parental awareness of school events and participation; give weekly best updates on academic strategies and best practices to enhance student achievement results.	Ongoing yearly.	Written copies of messages on file.
Flyers, website, social media, daily planner, email communication, ClassDojo,	Principal, Parent Engagement Liaison,	Parents and students will have access to information about school events/activities	Ongoing yearly.	Website resources, survey feedback, copies of flyers/emails

Staff Development

<p>7. Does the plan include: A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff: - 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?</p>	<p>Castle Creek Elementary aims 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 Castle Creek Elementary will implement to build capacity for meaningful parent and family engagement.</p>
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<p>- in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Annual Title 1 Meeting	Principal, Title I Coordinator	Information given about the assistance programs provided to the school to help support students academically.	September 2022	Agenda, PowerPoint and Sign-In sheets
Title 1 Professional Development Modules	Title I Coordinator	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.	October 2022 January 2023 April 2023	Email invite, PowerPoint, Sign-In sheets, Exit Slips

Other Activities

<p>8. Does the plan include:</p> <p>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</p>	<p>Castle Creek Elementary will use diverse school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:</p> <p>The ESE and Guidance office have a resource center that includes information about but not limited to the following:</p> <ul style="list-style-type: none"> ● Retention ● Counseling Services ● Exceptional Education Services
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child(ren) [ESEA Section 1116]?	<ul style="list-style-type: none"> Behavioral Support Services And other resources outside of the school <p>OCPS (Orange County Public Schools) Parent Academies are offered throughout the year.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Parent/Teacher Conferences	Instructional Staff	Ongoing	Sign-In sheets, Conference Forms
Media Center	Media Specialist, Parent Engagement Liaison	Ongoing	Sign-In sheets
Meet the Teacher and Open House per District direction	Instructional Staff	August 2022 September 2022	Sign-In sheets, Flyers
SAC/PTA/ESOL	SAC chair, PTA President, ESOL Compliance Teacher	Ongoing Monthly	Sign-In sheets, Minutes
Performing and Visual Arts Nights	Special Area Teachers, Instructional Staff, Administration	Throughout the school year	Sign-In sheets, Flyers
OCPS Parent Academy	Parent Engagement Liaison	Throughout the school year	Pictures, Parent Registration, Flyers, Sign-In sheets

Communication

<p>9. Does the plan include: How will the school provide timely information about the Title I programs?</p> <p>How will the school describe and explain</p>	<p>Castle Creek Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> Hosting the Annual Title I Meeting. <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to</p>
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<p>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 will the school submit parents/families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> •School Compact •Planners •ClassDojo •Parent Conferences •Skyward •Connect Orange Messages <p>And other school communication methods</p> <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) <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 an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the</p>	<p>Castle Creek Elementary will establish many 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, Spanish being our dominate second language to service our ELL families including translators. • Activities will be offered at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon. <p>We will share information through diverse 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>
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parents/families can understand?	Home-to-school and school-to-home communication in English and/or other languages <ul style="list-style-type: none"> • Student Planners • Flyers • Newsletters • Connect Orange messages • School Website/Social Media • ClassDojo • Email • School Marquee • And other known best practices as needed
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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.)	Castle Creek 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 Castle Creek Elementary will implement that are funded by Title I, Part A.
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

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	Castle Creek 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: <ul style="list-style-type: none"> • Transportation • Language • Homelessness • Education • Economically disadvantaged <p>Below are the specific steps that Castle Creek Elementary will take to address barriers that existed in the previous year.</p>
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parents/families of migratory children [ESEA Section 1116]?		
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome	
Language Barrier: Non English Speakers – ESE, ELL, FRL, BLK, MVP, Hispanic, Multi, White	Translation will be provided in Spanish at all school events and meetings. Flyers/advertisement will let parents know that translation will be provided.	
Transportation – ESE, ELL, FRL, MVP, BLK, Hispanic, Multi, White	Below are the specific steps that Castle Creek Elementary will take to address barriers that existed in the previous year.	
Work Schedule Conflicts – ESE, ELL, FRL, MVP, BLK, Hispanic, Multi, White	The school will provide a calendar of dates on the school website/social media and send Connect Orange messages to provide advance notice in order for parents to take time off, if needed.	
Time of Activity – ESE, ELL, MVP, FRL, BLK, Hispanic, Multi, White	Activities will be provided at various times (morning, afternoon and evenings) to allow all parents to participate in selected activities.	

School-Parent Compact

<p>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?</p>	<p>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</p>
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Adoption

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	Orange messages to provide advance notice in order for parents to take time off, if needed.
Time of Activity – ESE, ELL, MVP, FRL, BLK, Hispanic, Multi, White	Activities will be provided at various times (morning, afternoon and evenings) to allow all parents to participate in selected activities.

School-Parent Compact

<p>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?</p>	<p>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</p>
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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


Sept 15, 2022

This policy/plan was adopted by the school and will be in effect for the period of.

12 months

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

Oct 4, 2022

Signature of Authorized Personnel	
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Date	10/3/22
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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 year's 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