

2020-2021 Parent and Family Engagement Plan

School Name	Evans High 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 Evans High School is to empower all students to succeed with the support and engagement of families and the community. Evans High 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
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<p>plan will assist in providing high quality instruction for all learners?</p>	<p>for activities and workshops that supports high quality instruction needed for all learners to be successful.</p> <p>Together we guarantee an empowering environment that ensures that each student has the opportunity to acquire the skills necessary to become career and college-ready, and a responsible, productive, global citizen able to cope with changing social and economic conditions.</p> <p>High academic achievement by students is of the utmost concern to the school's stakeholders with parental and family engagement a key component to the success of students.</p>
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Involvement of Parents

<p>2. Does the plan include:</p> <p>How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?</p>	<p>Evans High School will ensure the organized, ongoing, and timely manner of involving parents and families through:</p> <ul style="list-style-type: none"> • Home-to-school and school-to-home communication in English and /or other languages • Flyers • Newsletters • Connect Orange messages • School Website • Email • Meeting agendas • School marque <p>Evans High School parents and families, students, teachers and staff are involved in the planning, review, and improvement of Title I programs including school improvement and involvement in the decision making of how funds for Title I and school improvement will be used by:</p> <p>Attending</p> <ul style="list-style-type: none"> • Title I Annual Meeting • School Advisory Council (SAC) meetings • Multilingual Parent Leadership Council (MPLC) meetings <p>Participating</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 • Previous school year Parent Family Engagement Plan
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities?</p> <p>How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?</p>	<p>Evans High 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 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.</p>
Program	Coordination
Head Start Program	Evans High School has implemented a Head Start program. Head Start is a national school readiness program that provides comprehensive education, health, nutrition, and parent engagement services to children from low-income families. The Head Start program is administered by the Office of Head Start (OHS), Administration of Children and Families (ACF), and the Department of Health and Human Services (HHS).
Varying Exceptionalities ESE	Evans will work with the VE teachers and paraprofessionals to coordinate transitions for students into the regular classroom. Meetings will be held to discuss student needs and develop new IEP's. An opportunity for orientation and classroom visits will occur in spring and/or summer.
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 I funds and programs enhance Evans High School through professional development, student support, extended learning/tutoring, instruction and parental engagement programs including workshops that teach parents their student's academic requirements to graduate and how to help their student achieve success in meeting the requirements.
Title II Title III Title I, Part C- Migrant	<p>The school will continue for our ELL students' Imagine Learning to support their oral language development.</p> <p>*Provides funding for our ELL students' Imagine Learning to support their oral language development.</p> <p>*Migrant services are provided for students and parents. The district provides training for staff regarding migrant needs and services. Evans SAFE Coordinators lead efforts to ensure student and parent needs are met to ensure student academic success.</p>
Title X	McKinney-Vento Program provides support to our homeless students. The district provides professional development regarding Homeless programs. Information is disseminated to our school through the SAFE Coordinators and the Title I programs as well. Programs are implemented to help identify needs and to provide information and assistance with the highest degree of confidentiality for students and parents. School and

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	district level staff meet with parents to provide information on resources and options that will help parents make decisions to their student succeed.
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Annual Parent Meeting

<p>4. Does the plan include:</p> <p>A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Evans High School will host an annual Title I meeting at the beginning of the school year to inform parents and families of children participating in the school's Title I program what the program is and how it is implemented. We will host a meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> • The rights of parents via brochure and other resources • School Choice via district hands and policies • Annual Yearly Progress (AYP) via PowerPoint presentation, handouts, and Evans website. <p>Parents and families are informed of the nature of the Title I program by providing them the following information:</p> <p>Title I is the largest federal assistance program supporting our nation's schools. The program serves millions of children in elementary and secondary schools each year. The goal of Title I is to provide instructional services and activities that support students in meeting state performance standards. Title I serves students from low income/poverty level families. The Federal government provides funding to each state and state education agencies distribute the funds to districts. The money each school receives is determined by the need of its students.</p> <p>"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>
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	<p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at http://www.fldoe.org/bsa/title1/tit1e_compile.asp and our district's Title I website at https://www.ocps.net/departments/title I</p> <p>Below are the specific steps that Evans High School will take to conduct the Title I Annual Meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Create a flyer for the Annual Meeting and send the notices home to parents in English and/or other languages	Title I Coordinator	August 10, 2020	Copy of notice with date of dissemination.
Create a flyer for the Annual Meeting and send the notices home to parents in English and/or other languages	Title I Coordinator	August 17, 2020	Picture and date posted
Develop agenda and presentation materials covering all Title I components	Title I Coordinator	August 17, 2020	Copy of agenda and presentation materials
Develop sign-in sheets	Title I Coordinator	August 24, 2020	Sign-in sheets for meeting
Set-up and conduct Title I Annual Meeting following agenda, PowerPoint presentation, discussing PFEP, compact, & evaluation.	Title I Coordinator	September 8, 2020	Copies of Agenda and handouts, signed sign-in sheets, completed evaluations
Maintain documents	Title I Coordinator	September 10, 2020	Copies of all documents filed and uploaded to Title I website

Flexible Parent Meetings

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<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>Evans High School will offer a number of flexible parent meetings as well as options.</p> <p>Evans leadership, staff, and faculty have a strong belief in the importance of parental engagement and therefore have put measures in place to offer parent meetings on a flexible schedule.</p> <p>Through parent surveys/feedback we were able to conclude that it is very difficult for most of Evans' parents to attend events during the school day and parents prefer evening activities due to their work schedules.</p> <p>For parents who are unable to come to the school the Social Worker, SAFE Coordinators, and Evans Resource Teacher make home visits for attendance and academic purposes. Parent, teacher, administration, student conferences are scheduled to accommodate parents in the morning, after-school, and early evening.</p> <p>The School Advisory Council (SAC) and Parent, Teacher, Student Association (PTSA) is scheduled monthly in the early evening and the dates for the entire year are distributed at the beginning of the school year. Orientations are scheduled in early evening.</p> <p>Because of a strong belief in the importance of parental engagement Evans implemented a Parent Resource Center which is open during the school day both in the morning, afternoon, after-school and scheduled evenings to provide parents with flexible times to access informational and computer resources, as well as, workshops and family engagement activities.</p> <p>As services are needed, as it relates to parent and family engagement, Title I funds will be utilized for transportation and/or child care.</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>Evans High School students will succeed as we build the capacity of all 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) coordinator as well as our</p>
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<p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>		<p>ADDitions coordinator which is coordinated through Evans Community School. Many of the activities build relationships among the stakeholders and at the same time provide a service.</p> <p>Evans Parent Resource Coordinator is the main point of contact for parents to receive resources, support, and information about activities that engage parents and family including assisting parents in progress monitoring their student's academic progress.</p> <p>Below are the specific steps that Evans High School will take to build capacity for meaningful parent and family engagement.</p>		
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher/Orientation: Information is provided to parents & students on academic programs, extracurricular activities, and extended learning opportunities. Parents and students with school faculty plan their High School experience.	Principal, Assistant Principals, Faculty	Teachers will introduce classroom curriculum, expectations, routines, and establish rapport with students and parents.	August 2020	Sign-in sheets and positive feedback from parents during PFEP review
College and Financial Aid Awareness:	CCRC Coordinator, API	Parents and students gain knowledge of college readiness requirements so they can monitor student, gain scholarship information so they can assist their student in successfully entering secondary education.	Fall 2020 Spring 2021	Sign-in sheets, agenda, and increased number of students with college readiness scores, attending college, and receiving scholarships
Open House: On-line/Virtual Each teacher provides a syllabus with expectations for student achievement. Teachers work with parents on how they can	Principal, Assistant Principals, Faculty	Parents learn the expectations for each of their student's classes and how they can	August/September 2020	Sign-in sheets

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help their children achieve.		assist them in achieving.		
Senior Night for Parents:	Principal, Assistant Principals, Guidance, and Senior Sponsor	Parents will gain knowledge of Senior requirements and events to assist in preparing their student to successfully reach their academic goals and successfully complete their High School experience.	September 2020	Sign-in sheet and positive feedback from parents during review of PFEP.
ESE Parent Night: Overview of support services and programs	Assistant Principal, Staffing Specialist	Parents gain information on their student's curriculum and support services.	Fall 2020	Sign-in sheets and positive feedback from parents
Regularly scheduled SAC/PTSA/PLC meetings	Principal, Assistant Principal, Parent, Student, and Community representatives	Parents and students will actively participate in the decision-making process for school improvement	Monthly 2020/2021	Sign-in sheets agenda and minutes
IB/AP Information/Potential/Award's Night	Principal Assistant Principals, Resource Coaches	Provides parents with Math, Science, and ELA requirements to assist their	Fall 2020 Spring 2020	Sign-in sheets and positive feedback from parents during PFEP review

Staff Development

7. Does the plan include: A description of the professional development activities the school will provide to educate the teachers, specialized instructional support	Evans High 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 support personnel administrators, other school leaders, and other staff to build capacity in parent and family engagement.
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<p>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>Below are the specific activities and tasks that Evans High School will implement to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	Principal, Title I Coordinator	Information given about the assistance programs provided to the school to help support students academically including extended learning programs	September 2020	Agenda, Power Point, and sign-in sheets
Parent and Family Engagement Professional Development Module 1- Building Strong Partnerships with Parents and Families	School Administration, Family Engagement 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 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties	School Administration, Family Engagement Coordinator	Improved ability of staff to engage and work with parents and families.	December 2020	Sign-in sheets, and exit slips

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Between Home and School				
Parent and Family Engagement	School Administration	Increased parent and family and engagement.	February 2020	Sign-in sheets, exit slips
Professional Development Module 3: Parent Teacher Home Visit (Virtual Visit)	Title I Coordinator	Participation in school activities which supports student achievement.		
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	School Administration, Title I Coordinator, Family Engagement Coordinator	Improved relationship, communication, and collaboration between parents and school will increase student achievement.	April 2021	Sign-in sheets, exit slips

Other Activities

<p>8. Does the plan include: How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]?</p>	<p>Evans High 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: Guidance and Evans' College and Career Resource Center (CCRC) is a resource for students and parents helping them plan for college and assisting them in completing the necessary steps. The CCRC is open every day Monday-Friday and scheduled evenings and Saturdays. Evans Community School "The Hub" provides information and resources, but not limited to the following: Homeless Education Retention Counseling Mentoring Nutrition Education Expanded Learning Enrichment Programs School Supplies Clothing Closet Workshops Wellness Center Food Pantry The Parent Resource Center provides parents a welcoming</p>
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	<p>environment staffed with a Parent Resource Center Coordinator to assist and provide training on resources and information on the following:</p> <p>Parents are able to monitor their student's grades using the computers in the Resource Center. Information and resources are provided on their student's academics, housing, counseling, and referrals to other services.</p> <p>Parent and Family Engagement Workshops</p> <p>District Parent Academy and Virtual Academy events offered throughout the year.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
College and Career Resource Center (CCRC)	CCRC Coordinator	Ongoing	Sign-in sheets, increase in college applications/acceptance and financial assistance
Evans Community School	Community School Director	Ongoing	Participation records flyers regarding services
Parent Resource Center	Parent Resource Coordinator	Ongoing	Sign-in sheets
Parent Academy-Virtual	Parent Resource Coordinator	TBA	Flyer, parent registration

Communication

<p>9. Does the plan include:</p> <p>How the school will provide timely information about the Title I programs?</p> <p>How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p> <p>How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as</p>	<p>Evans High School will provide timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> • Hosting the Title I Annual Meeting that presents all components of Title I including the School-Parent-Student Compact, Title I resources, Title I funding, Parent and Family Engagement Plan, and Parents Right to Know Letter. <p>Parents also receive Title I information at school events including Meet the Teacher Night/Orientation, Open House, SAC and PTSA meetings as well as during registration. 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> <p>School Compact Skyward Program</p>
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<p>appropriate, in decisions relating to the education of their child(ren)/</p> <p>How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>Curriculum Guide Parent Conferences PTSA and SAC meetings</p> <p>Parent Resource Center</p> <p>School Orientation Events</p> <p>Connect Orange Messages</p> <p>Community Brief Newsletter</p> <p>Evans Website</p> <p>Parents will be included in the formulation of suggestions, decision making, and development of strategies for student achievement and school improvement.</p> <p>One-on-one meetings with teachers, administrators, and/or personnel.</p> <p>Parent surveys.</p> <p>Participation in the Title I Annual Meeting, PTSA, and SAC meetings to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP) and School Compact. Plans will be presented at the SAC meeting for discussion, review, and needed updates and parent suggestions will be incorporated in the school plans.</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>Family Engagement Plan, and Parents Right to Know Letter.</p> <p>Parents also receive Title I information at school events including Meet the Teacher Night/Orientation, Open House, SAC and PTSA meetings as well as during registration. 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> <p>School Compact</p> <p>Skyward Program</p> <p>Curriculum Guide Parent Conferences PTSA and SAC meetings</p> <p>Parent Resource Center</p> <p>School Orientation Events</p> <p>Connect Orange Messages</p> <p>Community Brief Newsletter</p>
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	<ul style="list-style-type: none"> ◦ Evans Website <p>Parents will be included in the formulation of suggestions, decision making, and development of strategies for student achievement and school improvement.</p> <ul style="list-style-type: none"> ◦ One-on-one meetings with teachers, administrators, and/or personnel. ◦ Parent surveys. ◦ Participation in the Title I Annual Meeting, PTSA, and SAC meetings to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP) and School Compact. Plans will be presented at the SAC meeting for discussion, review, and needed updates and parent suggestions will be incorporated in the school plans.
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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.)	Evans High School will utilize Title I, Part A funding for additional activities to support parent engagement and student achievement. Although not required these activities will further support student achievement. Below are additional activities and tasks that Evans High will implement.			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Provide transportation for extended learning/tutoring enabling more students to participate.	Community School Director Extended Learning Coordinator	Transportation for extended learning/tutoring provides students the opportunity to increase their understanding and ability to achieve on assessments	TBA	TBA
Provide training and workshops for parents/families to enhance the engagement of parents/families and their ability to assist their student in achieving.	Community School Director Parent Resource Center Coordinator	Increase the engagement of parents/families and their knowledge of student's level of performance and needs in the classroom.	TBA	TBA

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Barriers

<p>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>	<p>Evans High School's stakeholders reviewed the Parent and Family Engagement Plan and with the feedback received we were able to conclude the following are barriers to parent and family engagement: Economically disadvantaged - Evans' parents/guardians work multiple jobs and are unable to take off from work to attend functions, especially during the day. (all subgroups) Lack of technology and the knowledge to use it. (all subgroups) Limited English proficiency. (ELL) Below are the specific steps that Evans High School will implement to address barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Economically disadvantaged (all subgroups)(FRL)	Grab and Go meals will be available, daily. Food Pantry and snacks will be available every other Friday, for parents who are unable to physically attend. Information will be provided via FaceBook Live.
Lack of technology and knowledge to use it (all subgroups).	Evans Parent Resource Center will provide parents with computer use and instruction. This will enable parents without the technology at home to monitor their student's progress and access on-line resources including Evans and OCPs websites.
Limited English proficiency. (ELL)	Evans ESOL Resource Teacher will provide services for parents with limited English proficiency by translating documents, providing translators upon request for meetings and conferences, initiating contact with parents to provide information regarding school events, extended learning, graduation requirements, and assist parents when they visit the school.

School-Parent Compact

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<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>Evans High School will empower all students to succeed with the support and involvement of all stakeholders. Evans' School Parent-Student Compact is an agreement that parents, students, and teachers developed together. It explains how the school, parents, teachers, and students will work together to ensure student achievement.</p> <p>Included with this document is a copy of the school's 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

This policy/plan was adopted by the school on 8-10-2020 and will be in effect for the period of 1 year.

The School will distribute this policy to all parents of participating Title I, Part A children on or before 8-31-2020.

Signature of Authorized Personnel	<i>Reinaldo Bailey</i>
Date 7/31/20	<i>7/31/20</i>

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:

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- ☐ 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