

OAK PARK MIDDLE SCHOOL Title I, Part A Family Engagement Plan

I, Barbara A. Longo, 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 family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Engage the families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for family engagement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with families the school family engagement policy and distribute it to families of participating children and make available the family engagement plan to the local community [Section 1118 (b)(1)];
- Engage families, 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 family engagement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the family engagement policy review to design strategies for more effective family engagement, and to revise, if necessary, the school's family engagement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the families of participating children, the school will submit family comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

Signature of Principal or Designee

Date Signed

Mission Statement

Family Engagement Mission Statement (Optional)

Response: Oak Park Middle School's Mission:

Our mission is to provide a caring and supportive atmosphere so that students can reach their fullest potential by supplying a safe, orderly and academically rich environment.

Family Engagement Mission Statement:

Families play an integral role in assisting their child's learning. Oak Park Middle School's faculty and staff will encourage families to be actively involved/engaged in their child's

education through the following: participate and serve on our advisory committee where we collaborate on school-based decisions, timely and multiple invitations to parents/families meetings, events and workshops, opportunities for volunteering, opportunities for learning at home, and collaboration with the community.

Involvement of Families

Describe how the school will involve families 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 family engagement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Families are involved in the planning, review, and improvement of Title I programs including how family engagement funds are used through the school's SAC. The SAC meets monthly with time on the agenda to review the implementation of Title I programs. During the spring SAC meeting, members evaluate and/or revise the PIP in addition to making plans for the use of the upcoming year's family engagement funds.

Families are sent a form to return if they are interested in joining SAC. We collect forms and then contact each parent and confirm they will be committing to monthly meetings and serving on our SAC. Once parent members are confirmed SAC is built. At our Annual Title 1 meeting families vote on accepting this representative. After that, our first SAC meeting officers are elected and voted on. Documentation will be recorded in minutes of SAC and Title 1.

Coordination and Integration

Describe how the school will coordinate and integrate family engagement programs and activities that teach families 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 Families as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Oak Park collaborates with the District's ESE department to ensure that families of students with disabilities have the opportunity to participate in family engagement programs and activities. Supplemental instructional support provided by Title I will be discussed with families during the development of the students IEP.
2	Title 1X	Oak Park collaborates with the District's Homeless Liaison in the student services department to ensure families of homeless students have the opportunity to participate in family engagement programs and activities. Homeless Liaison will speak to faculty to include strategies and important tips to meet the needs of Homeless students. Also gave handouts on McKinney-Vento Act to FSL.
3	Title 1 Part A	A Family School Liaison will assist families by providing assistance, involvement, and development of our Family Engagement Center. The Family School Liaison through Title 1 will coordinate and provide families with the Families Right to Know 2017-2018 information packet and Oak Park Middle School Compact that promotes family, student, teacher, administration interaction.
4	Title III	Oak Park collaborates with the Title III Program Specialist to ensure families of ELL students have the opportunity to participate in family engagement programs and activities.

Annual Family Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform families of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted

assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of families. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials that address the required components	Leadership Team	September	Copies of agendas, PowerPoint presentation and handouts
2	Develop and disseminate invitations	Family School Liaison	September	Flyer with date of dissemination
3	Advertise/publicize event	Family School Liaison	September	Copy of Posting on school Web site and Automated Phone System
4	Maintain documentation	Family School Liaison	September	Title I online filing system.
5	Flexible times of meeting	Leadership Team	September	Agendas, sign in sheets

Flexible Parent/Family 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 family engagement [Section 1118(c)(2)].

Response: The Oak Park Middle School Administration will meet monthly with families for input into the development, implementation, and evaluation of school improvement goals. These meetings will be offered in the evenings as well as additional times as parent request are presented. Dinner and Child Care will be provided for the Title I funded events. Communication through newsletters, the school website, and the automated phone system will also be available to provide updates to families of Oak Park Middle School. The existing Title I plan and Family engagement Plan (FEP) will be reviewed in the spring with the assistance of families and their feedback. A final meeting in May will identify any further needs or areas of concern including barriers for greater participation by families.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong family engagement, in order to ensure effective involvement of families and to support a partnership among the school involved, families, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help families work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for family engagement activities under Section 1118 as families may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Report Card Night	OPMS Staff	Families will get one on one face to face teacher time to discuss their child's report card. Suggestions on how to assist their child at home with assignments.	October 2017, January and March, 2018	sign in sheets
2	Literacy Night	OPMS Staff	Content specific sessions will be provided for families. Information will include grade level proficiency, strategies families can use at home, and assessment methods.	October , 2017 January , 2018	Advertisements, agenda, sign in sheets
3	Math Night	OPMS Staff	Content specific sessions will be provided for families. Information will include grade level proficiency, strategies families can use at home, and assessment methods.	October , 2017	Advertisements, agenda, sign in sheets
4	Technology Connections	OPMS Staff	Families will gain knowledge of various technology being used instructionally with their students	January , 2018	Advertisements, agenda, sign in sheets
5	Curriculum Night	Administration, teachers, Instructional Coaches	Families learned expectations including content standards including course Syllabus	September , 2017	Advertisements, agenda, sign in sheets
6	AVID Night	AVID Coordinator	Families will learn AVID Strategies from their students and be able to learn strategies to assist their student at home for high school and college readiness strategies.	March , 2018	Advertisements, agenda, sign in sheets
7	Title I Annual Meeting	Administration and FSL	Families will receive a folder with important information about how to access Skyward. Families will learn of the curriculum, assessments, the school's participation under Title I Part A, and their rights to be involved so that they can assist their child to be academically successful.	September , 2017	Advertisements, agenda, sign in sheets
8	College/Career Expo	OPMS Staff	Families and students will receive specific information regarding various careers and how having an education can assist them with jobs in the future.	March , 2018	Sign-In Sheets; Advertisement, agenda
9	Knights at the Museum	NJHS	Families and students gain special effects and heavy adventure with an uneven plot. Families get to watch their children act.	March , 2018	Advertisements, Sign-in Sheets, and agenda
10	Incoming 6th grade Day Camp	OPMS Staff	Families and Students obtain information on expectations, course selection and promotion requirements, tour of campus	May 2018	Advertisements, Sign-in Sheets, Agenda
11	Science Night	OPMS Staff	Families and students will gain knowledge of science and how it relates to everyday life.	December, 2017; January 2018	Advertisements, Sign-in Sheets, Agenda

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with families as equal partners, in the value and utility of contributions of families, and in how to implement and coordinate parent programs, and build ties between families and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	The Importance of Family engagement	Family School Liaison, Title I Contact and Title I Specialist	Improve the ability of staff to work effectively with families by providing examples of best practices for family engagement.	October , 2017	Agenda and Sign in Sheet
2	Cultural Diversity Training follow up for staff	PLC, Dr. Willis-Frye, George Shannon & Dave Harris	Improve the ability of the staff to work effectively with families	Meet Monthly	Sign-in Sheets, Agenda
3	Skyward	District Level Personnel	Communication Tool to assist closing the gap with families.	November 2017	Sign-In Sheets, Agenda
4	Decision ED	District Level Personnel	Data Base and will allow teacher's to have immediate access to data that will be shared with families during conferences.	October , 2017	Sign-In Sheets, Agenda
5	Bully Proof Your School	Dave Harris	Safe, orderly environment. All stakeholders will be trained therefore increasing awareness across community.	September , 2017	Sign-In Sheets, Agenda

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support families in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: Oak Park Middle School will have a Family Resource Center located on school grounds behind the eighth grade building. The Family School Liaison will track the usage of resources and materials checked out by families and all parent contacts. The Parent Resource Center will be open at designated hours throughout the school day and after-school hours to accommodate our working families. Laptops and IPADS will be available to the families, along with other resources that may be checked out and taken home. The school website has a Title I section that allows the families to research ideas and access additional online resources to better prepare their student for assessments in all content areas. Before and after-school tutoring will be offered in Math and Reading for our Silver Knights.

Both a food and clothing pantry are housed in the Family Engagement Center. The Family School Liaison works closely with Title I families.

Communication

Describe how the school will provide families of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- 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 [Section 1118(c)(4)(B)];

- If requested by families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the families of participating children, the school will include submit the families' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: During Oak Park Middle School's monthly Title I meetings, the Title I programs will be discussed. Families will receive handouts identifying the curriculum, academic assessments used to measure student progress, contact information for their child's teacher, instructions utilizing Skyward where families can access student homework, grades, and test scores as well as the ability to ask teachers questions on their students' performance in class. Invitations will be given for families to participate in SAC/PTO meetings which will afford them a greater opportunity to participate in their child's education. Minutes from those meetings will document parental input regarding comments/suggestions.

Accessibility

Describe how the school will provide full opportunities for participation in family engagement activities for all families (including families 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 families can understand [Section 1118(e)(5) and 1118(f)].

Response: Oak Park Middle School families will be notified through the school website, and the automated phone system regarding all scheduled meetings related to Title I. Flexible meeting times will be offered to accommodate our working families. All notifications will be translated in Spanish. Translators will be provided upon request. The school complies with the American's With Disabilities Act. The hard copy of the Title I Plan, the Family engagement Plan, School Improvement Plan, and Compact are available in the front office, Parent Resource Center, and online at Oak Park Middle School's website. Copies/summary of the plans are in both English and Spanish. OPMS currently does not have any Migrant students but services are available if we should get enrollments.

Discretionary Activities

Discretionary School Level Family engagement Policy Components Check if the school does not plan to implement discretionary family engagement activities. Check all activities the school plans to implement:
☒ Not Applicable

Upload Evidence of Input from Families

Upload evidence of parent input in the development of the plan.
[Uploaded Document](#)

Upload Parent-School Compact

Note: As a component of the school-level family engagement policy/plan, each school shall jointly develop, with families for all children served under this part, a parent-school compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.
[Uploaded Document](#)

Upload Evidence of Family engagement in Development of Parent-School Compact

Note: As a component of the school-level family engagement policy/plan, each school shall jointly develop, with families for all children served under this part, a parent-school compact that outlines how families, the entire

school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

Uploaded Document

Evaluation of the previous year's Family engagement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of families to help their children [Section 1118 (e)(1-2)]. 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	Annual Title I Meeting	1	52	Families will learn curriculum expectations, their role and right(s) as a Title I school parent and how they can provide input regarding educating their student.
2	AVID	1	41	Families learned AVID strategies to support their student at home with preparation for high school, college, and career.
3	Open House	1	76	Families were given a school overview, grade level, and curriculum specific information to be used to assist their student's academic progression.
4	Family Consumer Science Family Night	1	68	Families gained knowledge of how to assist their student with mathematical concepts through sewing.
5	Incoming 6th Grade Parent Night	2	122	Families gained knowledge of Standard Operational Procedures for Oak Park Middle. This information assisted them with helping their student with the transition from elementary to middle school.
6	Redi-Step Events	1	58	Families gained knowledge of testing scores for their children.
7	Career/College Expo	1	22	Families gained knowledge to assist their child to be successful.

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 families; how to reach out to, communicate with, and work with families as equal partners; the implementation and coordination of parent programs; and how to build ties between families and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Cultural Diversity Training	1	42	Oak Park Middle School Staff gained an awareness and learned various strategies that will assist them when teaching a culturally diverse population of students and identify strategies to improve parent collaboration.
2	Family Engagement Staff Training	1	48	Teachers learned new ways to reach families and partner with them to increase student achievement.

Barriers

Describe the barriers that hindered participation by families during the previous school year in family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parent access to computers	Flexible hours of FSL. FSL will work different shifts throughout the week. FSL will come in later on days when there is a parent engagement event, to speak with parents about getting them an iPad or Laptop to take home.
2	Parent access to "take home" laptops to check and get online student help	Flexible hours of FSL. FSL will be available to make appointments with parents/families to accommodate parents/families schedule. FSL will work a few days of early shifts and a few days of a later shift, especially on days of parent engagement events.
3	Working Parent(s) - No extra time	Flexible hours for school activities and dinner. Parent Engagement events will be schedule in the morning as well as at night.
4	Families who believe they do not have the ability to help their student with assignments.	Offer parent events that offer teachable moments and strategies. Provide information on how to help their student excel in academic, attendance and behavior. Parent Teacher Conferences.
5	Parent who feel intimidated by the school and teachers.	Work to ensure that the school climate is inviting. Positive phone calls home.
6	Limited English	Bilingual Personnel

Best Practices (Optional)

Describe the 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	Effective Communication	Title I Newsletter and Utilized Callout System