

2019-2020 Parent and Family Engagement Plan

School Name	Colonial 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 school wide 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	Colonial High School, through its Title I Services, is committed to establishing and maintaining effective relationships with parents and guardians of our students to enhance and support their academic and behavioral growth and achievement. We achieve this goal by closing the gap between teacher and parents by facilitating better communication with the school. Our goal is to ensure, thorough high-expectations, that all children meet challenging academic standards and have a fair, equal, and significant opportunity to achieve a high-quality education.
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plan will assist in providing high quality instruction for all learners?	
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Involvement of Parents

<p>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]?</p>	<p>Parents will be encouraged and invited to become active members and participants of the School Advisory Council (SAC), Parent Leadership Council (PLC) and or PTSA. From such, parents will be provided information regarding the schools' Title I allocation (inclusive of professional developments and parent involvement allotments).</p> <p>Through various parent involvement meetings, such as the Annual Meetings, and surveys, parents will be provided the opportunity to assist in the building of the Parent Involvement Policy and School Improvement Plan. Additionally, meetings will be held through SAC or PLC to keep parents informed as to the upcoming events being held. Colonial High School will provide support in areas of parent involvement through the creating and implementing a Parent Resource Center.</p> <p>During meetings, parents will be allowed to provide input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff and students. The results will be analyzed to evaluate the effectiveness of the school's parent's involvement program.</p> <p>In the interim parents will receive a copy of the Compact Agreement to sign along with the teacher and students(s). The Parent Involvement Policy will be available for parents to view at all times. The Colonial High School plans to meet regularly with parents; all meetings will have agendas, as well as minutes of the meetings and discussions that take place.</p> <p>At these meetings we ask for involvement in planning, designing and incorporating the School Improvement Plan and the Parental Involvement Plan. We ask parents to discuss issues and concerns with us so that we can make immediate improvements as well as, celebrate our success. Colonial High School will establish a recognized parent group. The organized parent group will meet at least three times a year; provide timely notice of all parent/families and work collaboratively with the Title I Committee.</p>
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	<p>The Title I planning committee will meet at flexible times throughout the school year. The committee will include, in addition to teachers and administrators, a minimum of two parent representatives. All committee members will collaborate with the recognized organized parent group. Every parent and committee members will be a part of the decision-making process.</p> <p>Colonial High School will hold an annually public meeting for and with parents, family, and school community members to inform, explain, and discuss yearly school and student progress data and school programs plans, including financial program information. Funds will be discussed and allotted money will be decided amongst the community and school. This will be based upon student needs.</p>
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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>Colonial 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
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parental involvement at home, at school, and in the community.
Title II	Title II will coordinate with Title I to provide staff with professional development trainings to assist teachers with resources to increase student achievement as well as monitor their progress.
Title III	Title III will coordinate with the Title I department to support parent involvement by coordinating quarterly required meetings. The Parent Leadership Council will go over ESOL model, review the roles of the teacher, paraprofessional, guidance, and CCT.
IDEA	Introduce parents to the Agency for Persons with Disabilities (APO); stress the importance of signing up with the organization so that transition into post-

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	secondary services are as seamless as possible; provide opportunities for parents to begin the application process
Title X	McKinney Vento Program provides support to our homeless students.

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>Colonial High School will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none">• Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts• School Choice via district handouts and policies• The rights of parents via brochure and other resources <p>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p>Title I schools receive services from the largest federal aid to education program 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>Title I Programs and Academic Intervention Services at http://www.fldoe.org/bsa/title1/title_compile.asp and le our district's Title I website https://www.ocps.net/departments/title_i.</p> <p>Below are the specific steps that Example Elementary will take to conduct the Title I Annual Meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Secure translators	Administration	September 2019	Sign in sheets showing translator attendance
Prepare Power Point	Title I Liaison	September 2019	Power point

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Advertise Annual Meeting	Title I Liaison, Administration,	September 2019	Copy of Connect-Ed script
Create sign in sheets	Title I Liaison	September 2019	Sign in sheets
Create Flyer	Title I Liaison	September 2019	Flyer
Create Agenda	Title I Liaison	September 2019	Agenda
Annual Meeting - inform parents of the school's participation in Title I Program	Title I Liaison, Administration,	October 2019	Connect-Ed, Flyers, School Facebook, sign in sheets
Maintain meeting documentation	Title I Liaison	Throughout the year	Annual meeting 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>Colonial High School will make efforts to secure time and locations for parent meeting with the understanding of the various times of availability that is a barrier in our parent involvement plans.</p> <p>Outside of mandated Title I parent involvement meetings (i.e. Annual Meeting, Orientation), teachers will hold conferences individually with parents of students in their classroom. Likewise, being a high school, counselors will use the opportunity to discuss the Compact Agreement with parents, teachers and students during parent conferences. To increase the parental involvement on Colonial High School campus, we will create initiatives that will work for the efforts of our parents. Such initiatives to be considered are child care and transportation. Additional options to provide convenient opportunities for parent input will be the use of surveys. All parents will be given the opportunity to engage in discussions on how they can support the efforts of CHS through parent feedback. Colonial High School will be considerate to offer flexible meetings according to the climate survey of needs and accommodations suggested by parents.</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>Colonial High School takes pride in building the capacity of all key 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) coordinators as well as our ADDitions coordinators.</p>
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<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 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>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.</p> <p>Below are the specific steps that Colonial 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
Digital Classroom presentations and Orientation	Administration, Title I	Offer opportunity for student schedule pickup, transportation, schedule information and online access for Free-Reduced Lunch Application	August 2019	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed
OPEN HOUSE	Administration, Title I, Guidance, Focus Groups (9th, 10th, 11th)	For parents and students to have a brief time to get acquainted with the teacher(s). Provide the opportunity to see the campus, classroom expectations and curriculum for the year	September 2019	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed
PARENT TEACHER CONFERENCES	Administration, Title I, SAFE	Conferences are designed to give parents one-on-one time with the students' teachers and are the perfect time to discuss the Compact Acknowledgement. Provide platform for concerns and or	Ongoing throughout the year	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed

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		create an action plan to help the student do his/her best in and outside the classroom		
Title I Parent Information Meeting	Administration, Title I	Provide parents with information on how to assist their students at home. Topics will include but not limited to, information on testing strategies and relatable skills in core content areas.	Ongoing quarterly	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed
CURRICULUM NIGHT	Administration, Title I, Reading Coach, Math Coach	Provide an opportunity for parents to come to the school to find out more about what their student will learn for the current school year.	January 2020	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed
PARENT AVID Night	Administration, Title I, Reading Coach, Math Coach	Designed to tutor parents as to what we are teaching the student in the classroom. Designed to make the parent the tutor to build better working relationship between the classroom and home.	February 2020	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed
PARENT RESOURCE NIGHT	Administration, Title I	Provide parents with community information designed to assist with various opportunities within the community (ESOL classes, health care)	Ongoing throughout the year	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed
All About Colonial	Administration, Title I	Provide parents with Academic Information	February 2020	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed

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Digital Device Presentations	Administration, Title I	Digital Curriculum Education and Assistance	August 2019	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed
Parental Leadership Council	ESOL Coordinators	Parents will be provided with curriculum information and Florida state requirement strategies to improve student achievement	Quarterly 2019-2020	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed
School Advisory Counsel	Principal/SAC Chair	Parents will be provided with curriculum information and state requirements to improve student achievement	Monthly 2019-2020	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed
Honors Convocation Night	Administration and Guidance Counselors	Celebrates and recognizes outstanding achievement and success in academics, the arts, athletics and school activities	May 2020	Sign-In Sheet, Parent Feedback (survey), marquee, agenda, flyer, connect-ed

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,</p>	<p>Colonial 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.</p> <p>Below are the specific activities and tasks that Colonial High School will implement to build capacity for meaningful parent and family engagement.</p>
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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]?				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
OCPS PI Module 1 Building a strong partnership with parents and families	Title I Liaison	Closing the gap on student/ parent expectation related to student achievement	October 2019	Completion and analysis of module questions
OCPS PI Module 2- Building Ties Between Home and School	Title I Liaison	Closing the gap on student/ parent expectation related to student achievement	January 2020	Completion and analysis of module questions
OCPS PI Module 3- Implementation and Coordination of Parental Involvement Programs	Title I Liaison	Closing the gap on student/ parent expectation related to student achievement	March 2020	Completion and analysis of module questions
OCPS PI Module 4- Communicating and Working with Parents as equal partners	Title I Liaison	Closing the gap on student/ parent expectation related to student achievement	May 2020	Completion and analysis of module questions

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]?	Colonial 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: The ESE and Guidance office have a resource center that includes information about but not limited to the following <ul style="list-style-type: none"> • Homeless Education • Retention • Counseling Services • Exceptional Education Services • Behavioral Support Services • And other resources outside of the school
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	<p>The Media Center offers computer access to allow students and parent's access to district applications and other materials during extended hours weekly.</p> <p>District Parent Academy and Virtual Academy events offered throughout the year.</p> <p>Below are the specific activities and tasks that Colonial High School will use to encourage and support parents and families in more meaningful engagement in the education of their childr(en)</p>		
)Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
College and Career Resource Center	Guidance Counselor, ESE Contact, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Media Center	Media Specialist, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Virtual Academy	Parent Engagement Liaison, Media Specialist	October 2019 February 2020 May 2020	Parent registration, Media Center Sign-in sheet
Parent Academy	Parent Engagement Liaison	October 2019 November 2019 December 2019 February 2020 March 2020 May 2020	Pictures, Parent Registration, Flyers

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</p>	<p>Colonial High School in will maintain timely communication about Title I programs though 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 • The school's parental involvement program. <p>Teachers and other staff members will support parents understanding of curriculum, forms and assessments used to measure progress and expected achievement the following:</p> <ul style="list-style-type: none"> • School Compact • Report Card Nights • Progress Book • Planners • Parent Conferences • Connect Ed Messages • A weekly school newsletter distributed electronically to all parents. This will be in both English and Spanish. • Informational website for parents to access.
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<p>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"> • Information on the state of the school and an overview of curriculum assessment, expectations of both parents and teachers and how parents can assist and make a difference in his/her child's education. • Provide parents with information for digital curriculum, testing and graduation requirements. • Develop a parent advisory committee made up of current parents will be established to provide advice and guidance for school improvement that will serve as a means to communicate any pertinent information in regards to the school, staff and student body. • Work community/business members to help with and promote activities within the school to strengthen school programs, family practices and student learning. • Communicate with the community opportunities to visit classrooms and interact with students. • Publish information regarding our partners the newsletter. <p>Parents will be included in the formulation of suggestions and decisions making through the following:</p> <ul style="list-style-type: none"> • One-on-One meetings with Teacher and or other needed support personnel • Parent Surveys • Participation in the SAC to review School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP) and School Compact <p>If the schoolwide plan is not satisfactory to parents feedback will be presented at the SAC meeting for discussion, review, and needed updates to the plan.</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</p>	<p>Colonial High School will provide the PFEP in English, Spanish, Creole and, available as needed, any language. Parents will be sent notification of the plan in the school's newsletter, website, and made available in the front lobby of the school. All correspondences regarding the parent meetings will be created in the aforementioned languages and distributed to parents to increase participation. When made known of the need, translators will be available at parent meetings and made available as requested. To the extent possible, information related to the school, parent programs and meetings, and other activities will be sent to the homes of participating children in the language used in such homes. In carrying out the parent involvement requirements, Colonial High will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing an opportunity to parents with disabilities to request the auxiliary aids and services of their choice (such as sign language interpreters and large print or materials in Braille) to ensure meaningful participation in the different types of programs or activities carried out to implement the Part A provisions. Additionally, where the concern for child care, CHS will consider initiatives that will diffuse this hindrance in parent participation. In addition. Elevators and special parking are made accessible for the community to access all areas of campus.</p>
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languages that the parents/families can understand?	
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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.)				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Administration, Department Leaders, Title I Liaison	To provide teachers, principals and other educators needed information that will improve the relationship component to student achievement.	Monthly 2019-20	Sign-in sheets, Parent program survey
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 1118(e)(7)]; and	Faculty and Administration	Help parents to work with their children to improve their children's achievement, such as literacy training, subject area expectation, and using technology, as appropriated, to foster parental involvement	November 2019 January 2020 March 2020	Sign-in sheets, Parent program survey
Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	District Trainer, Title Liaison, Administration, PTSA President	Parent involvement increases awareness, relationships with school, staff and teacher, to establish effectiveness with student achievement.	Monthly throughout the year	Sign-in sheets, Parent program survey

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Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Title I Liaison Teachers, Staff, Guidance Counselors, Focus Group (9th, 10th, 11th) Social Worker,	Parents formulate suggestions and participate, as appropriate, in decisions relating to the education of their children.	Monthly- throughout the year	Sign-in sheets, Parent program survey
Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Administration, Title I Liaison, Teacher	Providing materials to help parents work with their children to improve their children's academic achievement	Quarterly	Sign-in sheets, Parent program survey
Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Title I Liaison, Community Leader, SAFE	Discuss how we can combine our efforts to achieve a higher percentage of parent involvement to improve our school and community	Ongoing	Sign-in sheets, Parent program survey

Barriers

12. Does the plan include: A description of the barriers that hindered participation by parents during the previous school year?	Colonial High School, 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 • Two Campuses • Child Care
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<p>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>	<ul style="list-style-type: none"> Lack of Technology in Homes (Economically disadvantaged) <p>Below are the specific steps that Colonial High School will take to address barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Transportation (Social Economic Disadvantaged, Hispanic, Homeless, African American)	Provide transportation
Language (Hispanic, Creole, Arabic)	Have an interpreter
Two-Campuses (Social Economic Disadvantaged, Hispanic, Homeless, African American)	Flexible meeting times
Child care (Social Economic Disadvantaged, Hispanic, Homeless, African American)	Provide child care
Lack of Technology in homes (Social Economic Disadvantaged)	As a result of a digital school all students will be issued a laptop.

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

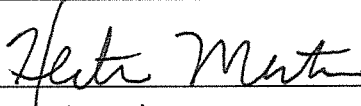
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The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

This policy/plan was adopted by the school on 8/2/19 and will be in effect for the period of 8/2/20 .

The School will distribute this policy to all parents of participating Title I, Part A children on or before 10/5/19 .

Signature of Authorized Personnel	
Date	7/18/2019

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

