

Title I Parent and 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 LEA shall ensure that the LEA and each Title I school has a written PFEP that (a) was jointly developed and agreed upon with parents; (b) is updated periodically; and (c) is distributed to parents of Title I students and made available to the local community. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall include the components as described in section 1116. The LEA must ensure that Title I, Part A funds reserved are used to carry out the activities and strategies in the PFEP as outlined in section 1116(3(D)(i - v).

The LEA shall ensure that Title I schools convene an annual parent meeting; offer a flexible number of meetings; involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the programs; and provide parents with timely information about programs, a description of curriculum, forms of the academic assessment used to measure student progress, the expected proficiency students are expected to meet, opportunities to provide input on their child's education and ensure that parents are involved in the decisions regarding how the set-aside is allotted for parent and family engagement.

The LEA shall ensure that each participating school, in conjunction with the parents of participating students, has jointly developed a school-parent compact that describes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment; addresses the importance of ongoing communication between teachers and parents; describes the ways in which each parent will be responsible for supporting their child's learning; and is discussed with parents of elementary aged students.

The LEA shall, provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. Additionally, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their right to know the professional qualifications of their student's classroom teachers and paraprofessionals.

ESEA Sections 1116(a)(2)(D), 1116(b), 1116(c), 1116(d), 1116(f), 1112(e)(3)(C), 1112(e)(4), 1116(a)(2)(B), 1116(h), 1112(e)(3), 1112 (e)(1)(B)(ii).

Signature of Principal or Designee

Date Signed

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Mission Statement

Parent and family engagement Mission Statement (Optional)

Response:

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.

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 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 family meetings, events and workshops, opportunities for volunteering, opportunities for learning at home, and collaboration with the community.

Involvement of Parents and Families

Describe how the school will involve parents and 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 parent and family engagement will be used.

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 parent and family engagement programs and activities that teach parents 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 Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI.

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 2018-2019 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.

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Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents about the school's Title I program, the nature of the Title I program, Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

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

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening and different days of the week. The school may provide with Title I funds, transportation, child care, or home visits, as such services relate to parent and family engagement.

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 (PIP) 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.

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Building Capacity

Describe how the school will implement parent and family involvement activities that are designed to improve student academic achievement and school performance. Describe how the activities will support a partnership among the school, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House/ AVID/Title 1 Annual Meeting Curriculum Night	Administration, teachers, Instructional Coaches AVID Coordinator and FSL	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. Families learned expectations including content standards including course Syllabus 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.	September 2019	Advertisements, agenda, sign in sheets
2	Literacy Night Black History	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. Showcase	January February 2020	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.	January 2020	Advertisements, agenda, sign in sheets
4	Bilingual Interpreter/ translation	Nancy Caballero Ms. Munoz	Improve communication with our Spanish speaking families, improve the ability of staff to work effectively with families. Improve sensitivity to culture spoken and written form.	Upon Request	Front Office Log, FSL Log and flyer's/Invitations
5	CTE 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 and the requirements to enter colleges.	May 2020	Advertisements, agenda, sign in sheets
6	Muffins With Mom	Administration and FSL	Families learn the importance of Family involvement and engagement at their child's school as it relates to their child(ren)s academic success	May 2020	Advertisements, agenda, sign in sheets
7	Incoming 6th grade Visitation	OPMS Staff	Families and Students obtain information on expectations, course selection and promotion requirements, tour of campus	August 2020	Advertisements, agenda, sign in sheets
8	S.T.E.A.M Science Fair	OPMS Staff	Families and students will gain knowledge of science and how it relates to everyday life. Showcase	December 2019	Advertisements, agenda, sign in sheets
9	Donuts with Dad Dads Take Your Child to school Day	Administration and FSL	Families learn the importance of Family involvement and engagement at their child's school as it relates to their child(ren)s academic success	September 2019	Advertisements, agenda, sign in sheets

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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 parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents 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	Title I Contact, Family School Liaison and Title I Specialist	Improve the ability of staff to work effectively with families by providing examples of best practices for family engagement.	October 2019	Sign in Sheet, Agenda
2	Cultural diversity Training for Staff	Dennis Neal	Improve the ability of the staff to work effectively with families	August 2019	Sign in Sheet, Agenda
3	Bully Proof Your School	Dennis Neal	Safe, orderly environment. All stakeholders will be trained therefore increasing awareness across community.	August 2019	Sign in Sheet, Agenda
4	ELL PD	District Personnel	Improve the ability of the staff to work effectively with parents or ELL students	October 2019	Sign in Sheet, Agenda

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents 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 sixth grade building. The Family School Liaison will track the usage of resources and materials checked out by teachers, 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.

School supplies, Food pantry and Clothes closet are housed in the Family Resource Center. The Family School Liaison works closely with Title I families.

Communication

Describe how the school will provide parents 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)];

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- If requested by parents, 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 school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' 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. Posting notices in the car rider area and on the marquee.

Accessibility

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

Response:

Oak Park Middle School families will be notified through the school website, Marquee, car rider area and the automated phone system regarding all scheduled meetings including 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 offer services for Migrant Students.

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Discretionary Activities

Discretionary School Level Parent and family engagement Policy Components: Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
N/A					

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Please make sure to upload in Good Image the following documents as evidence:

- Flyer/Invitation for family and parent input
- Meeting Agenda
- Meeting minutes – showing input in the development of your PFEP and compact.
- Meeting sign-in sheet
- Copy of Family-School Compact

Evaluation of the previous year's Parent and 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 parents 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	166	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	Open House/AVID	1	166	Families were given a school overview, grade level, and curriculum specific information to be used to assist their student's academic progression.
3	AVID/LHS	1	9	Families learned AVID strategies to support their student at home with preparation for high school, college, and career.
4	Donuts with Dad	1	64	To provide opportunity to build relationships with families and provide information to families on how to engage/assist their student in academic success.
5	Science Family Night	1	113	Families gain hand on knowledge on how to assist their student with mathematical concepts through S.T.E.A.M. to provide ongoing opportunities to build interactive relationships.
6	Incoming 6th Grade Parent Night – Meet the Teacher	2	213	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.
7	Literacy Knight	1	59	To provide opportunity to build relationships while families obtain knowledge on the importance of Literacy in all subjects.
8	Muffins with Mom	1	83	o provide opportunity to build relationships with families and provide information to families on how to engage/assist their student in academic success.
9	Honor Roll Breakfast	1	308	To provide continue support and opportunities to build strong relationships with Parents, Communities, Students and School. To encourage parents to be engaged in their students academic success.
10	Science Fair	1	N/A	To provide opportunity to build relationships with families and provide a platform where students can showcase to families and community their understanding of Science in everyday life. An opportunity for families and community to engage/assist their student in academic success.

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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 parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents 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	3	67	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	47	Teachers/staff learn new ways to reach families and partner with them to increase student achievement.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents 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, access to "take home" laptops to check and get Online student help	Flexible hours of FSL. FSL offer appointments to parents who get off late or need to come in early.
2	Working Parent(s) - No extra time	Flexible hours for school activities and dinner.
3	Families who believe they do not have the ability to help their student with assignments.	Offer parent events that offer teachable moments and strategies. PTO & Parent Meetings.
4	Parent who feel intimidated by the school and teachers.	Work to ensure that the school climate is inviting. Positive phone calls home.
5	Limited English	Bilingual Personnel will be interpreting and translating communications distributed to students, families, and community. On campus postings, Newsletters, flyer's and thank you letters when applicable.

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Best Practices (Optional)

Describe the parent and 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 1 Newsletters, Utilized Call-out System, Save The Date Calendar, Posting Notices in the Front Office, Car Rider area, Marquee, school website, Facebook and twitter.