

2020-2021 Parent and Family Engagement Plan

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| School Name | WEST OAKS ELEMENTARY |
| LEA | Orange County Public Schools |

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by 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

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| 1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility? How the parent and family engagement | West Oaks is committed to working with our students and families to foster better working relationships for all parties involved. Our goal is to build better families by equipping parents with the resources available to increase participation in their child's education. Through the involvement of all primary stakeholders at West Oaks Elementary School, student achievement is expected |
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| plan will assist in providing high quality instruction for all learners? | to soar as the parents, students, and West Oaks staff relationships form a solid bond. |
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Involvement of Parents

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| <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>Title I will be discussed during monthly parent committee meetings – School Advisory Council, Parent Teacher Association, Parent Leadership Council, and annual Title I meetings. West Oaks Elementary works diligently to involve parents in all aspects of its Title I programs. The School Advisory Council works to develop and implement the school improvement plan, reevaluating and adjusting accordingly throughout the year based on school needs. These include, but are not limited to, the School Improvement Plan and Parent and Family Engagement Plan. Members of the School Advisory Council are representative of parents, West Oaks staff, and administration. Parents are given the opportunity for input involving all aspects of their child's education. Changes are made based on surveys. Use of funds are determined by the committee during development of the above mentioned plans.</p> |
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Coordination and Integration with Other Federal Programs

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| <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>West Oaks Elementary Parent Engagement Liaison is provided support from the Title I district team on how to write the Parent and Family Engagement Plan. The plan is shared with parents and feedback on the plan is requested from parents. The Title I district team will work closely with the Parent Engagement Liaison to on best practices to engage parents and families. The Parent Engagement Liaison will ensure the parent and family activities are linked to learning and they are researched based activities.</p> |
| Program | Coordination |
| VPK | On a monthly basis, parents are provided academic guidance through a VPK newsletter. West Oaks and the VPK Program work together to assist with transition programs for parents and families of students entering a public school program. |

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| TITLE 1 TUTORING | Academic Tutoring Services (ATS) will be provided for students using Title I funds. The ATS coordinator, will provide parents with awareness of tutoring available to their child (ren). Targeted students will be invited via written notification |
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| Title X | McKinney Vento Program provides support to our homeless students. |

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>Parents will be informed of our Annual meeting through a variety of communication methods. The school will send home flyers with each student with information about our annual Title I meeting. The school will also place the annual Title I meeting on school's marquee. Administration will use School Messenger to send a phone message to our families regarding the annual Title I meeting. During the annual Title I meeting administration will share with parents' information about our Title I Program (i.e. how the school qualifies as Title I, Parents Right to Know information, School Choice, School-Home Compacts, Adequate Yearly Progress, Academic Tutoring Service, Morning Media, and the Parent and Family Engagement Plan.)</p> | | |
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| Activity/ Task | Person Responsible | Timeline | Evidence of Effectiveness |
| Orientation date to be posted on the school marquee | Leadership Team | September 2020 | Number of participants |
| Advertise the meeting through the School Messenger | Administration | September 2020 | Copy of notification, # of participants |
| Develop agenda, sign-in sheets, handout materials and flyers | Leadership Team | September 2020 | Meeting sign in sheets |

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| Maintain documentation | Leadership Team | September 2020 | Title I Documentation kept in office in preparation for upload to the Title I Collaboration site. Monitored by Title I |
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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>Days and times of parent involvement activities will vary to accommodate parents' schedules. PTA and SAC meetings will alternate days and vary in time. Parent conferences will be made available before school, during the day, and evening. Parent nights will be held on Tuesdays, Wednesdays, and Thursdays. Childcare will be provided for specific events held in the evening. Home visits will be conducted by administration and staff as needed. Transportation to the parent academy events will be provided periodically to encourage parents to attend the Title I Parent Academy in which these trainings are held on Saturdays.</p> |
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Building Capacity

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| <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>How the school will provide material and training to assist parents/families to</p> | <p>West Oaks Elementary will hold activities that build capacity for parents/families' morning, during the school day, evening, nights, and Saturdays to accommodate a schedule that is conducive for all parents both day and evening involvement opportunities throughout the school year to promote meaningful engagement. The school will provide research-based materials for Family Engagement Resource Centers which will enhance family engagement to support increased academic performance. Developing partnerships with community-based organizations to enhance parent and family engagement through school and community connection. The school will attend Title I Annual Meeting/Training to focus on building capacity for parents and staff.</p> |
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| work with their child(ren)? How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | | | | |
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| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| Meet the Teacher | Administration, Resource Team, and Teachers | Parents are given the opportunity to meet teachers, administration, and other staff prior to the start of the 2016-2017 school year. Expectations set and relationship built. | August 2020 | Sign in sheets, School Messenger system, Marquee |
| Open House | Administration, Resource Team, and Teachers | Reinforces grade level and school wide procedural expectations, provide information to parents on curriculum, state standards, and state and district testing schedules, and upcoming events. | September 2020 | Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer |
| Literacy Night | Literacy Coaches, Instructional Coach, Resource Team, and Teachers | Content specific sessions for reading and writing designed to build parent capacity to understand state standards for reading and writing. Families will be shown how to implement strategies they can use at home that will increase student achievement and help students be successful in their Core subject areas. | October 2020 | Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer |

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| Conference Nights | Administration, Resource Team, and Teachers | Teachers will conduct individual conferences targeting the specific needs of students, outlining expectations and goals, while using data to drive discussions. | October 2020 and January 2021 | Sign in sheets, School Messenger system, Marquee, Weekly Preview, individual appointments notices |
| Math Night | Administration, Resource Team, and Teachers | Builds parent capacity to understand state standards in math and science and how to implement strategies at home that will increase student achievement. | November 2020 | Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer |
| Assessment Night FSA/FCAT and other Locally Required Assessments | Administration, Resource Team, and Teachers | Builds parent capacity to understand state standards in all academic areas. Parents will be aware of specific tests requirements and how to implement strategies at home that will increase student achievement. | January 2021 | Sign in sheets, School Messenger, Weekly Preview, Flyer |
| STEM Night | Administration, Resource Team, and Teachers | Builds parent capacity to develop a deeper understanding of the Nature of Science Standards and support students at home to increase student achievement. | February 2021 | Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer |

Staff Development

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| 7. Does the plan include: A description of the professional development activities | Throughout the year, professional development activities are provided to educate teachers and staff on parent and family engagement. |
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| <p>the school will provide to educate the teachers, specialized instructional support 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]? | | | | |
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| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| Parent Involvement Training Modules | Parent Liaison , Leadership Team | Providing teachers with the tools to improve parental communication and in turn student achievement. | Sept. 2020 – May 2021 | Parent/Teacher feedback/Title I survey, Module Exit Slips |
| Parent Training | Parent Engagement Liaison, Administration, and Resource Team | Increased student achievement by providing resources for students and parents that support academic achievement | Sept. 2020 – May 2021 | Parent/Teacher feedback/Title I survey, sign-in sheets |
| Student Engagement Strategies | Administration, and Resource Team | Increased student achievement by building capacity of staff | Sept. 2020 – May 2021 | Parent/Teacher feedback/Title I survey, sign-in sheets |
| Monthly Newsletter & Calendar | Parent Engagement Liaison, Administration, and Resource Team | Promote and assist with student achievement/effective communication and support | Sept. 2020 – May 2021 | Parent/Teacher feedback/Title I survey, sign-in sheets |
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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]? | <ul style="list-style-type: none"> • Provide parents frequent reports on their children's behavioral and academic progress <ul style="list-style-type: none"> * Report Cards * Mid-Quin Reports * Report Card Conferences • Take home Thursday packets <ul style="list-style-type: none"> * Students take home each Thursday an envelope with the weeks completed and graded work along with any additional parent notification or important information * Parents are kept current with student progress and homework hints • School wide student agendas <ul style="list-style-type: none"> • The agenda is used as the main mode of communication between teacher and parents. The communication in the agenda allows parents to keep up with what is occurring in their child's classroom on a daily basis, both academically and behaviorally. • Weekly homework/curriculum guides <ul style="list-style-type: none"> • The Weekly Preview is sent home each Monday by each grade level. This is designed to provide parents with valuable information about the academic material that will be cover during that week. Parents can monitor student achievement at home. • Curriculum Nights such as Literacy, Math, STEM and Assessment Night. | | |
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| Activity/ Task | Person Responsible | Timeline | Evidence of Effectiveness |
| Weekly Preview | Teacher | Sept. 2020 – May 2021 | Parents can monitor student achievement. |
| Take Home Thursday | Teacher | Sept. 2020 – May 2021 | Parents are able to monitor student achievement |
| Agenda | Teacher | Sept. 2020 – May 2021 | Communication |
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Communication

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| 9. Does the plan include: How the school will provide timely | <ul style="list-style-type: none"> • Information about Title I programs will be shared during regularly scheduled meetings such as School Advisory Council, Parent Teacher Association, Parent of the Month, and Parent Leadership |
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| <p>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 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>Council. Curriculum and assessment information will be shared on a regular basis through these meetings as well as through activities such as Open House, Conference Nights, Literacy Night, Math, Science, and Assessment Nights. Parents will be notified of the meetings via the School Messenger, school marquee, Weekly Preview, and flyers.</p> <p>During specific/targeted meetings parents will be given cut scores for FSA, FCAT-Science, STAR, and iReady assessments. These assessments are used by the district to determine if students are above, at, and below grade level. Parents will be provided resources to assist students with their academic performance and academic programs held at the school will be shared with parents during these meetings.</p> <p>Parent Engagement Liaison, administration, and resource team will conduct home visits, provide parent workshops, gathering and presenting detailed data pertaining to parent engagement activities, participating in parent/school leadership councils, establishing communication with all parents, creating engagement opportunities for all parents. Participates in creating school Title I Parent and Family Engagement Plan and support the distribution of district and school plans. Maintains daily log on parent engagement initiatives and submit monthly. Hosts at least one Virtual Parent Academy in collaboration with the district Parent Academy team.</p> |
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Accessibility

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| <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</p> | <p>Written information regarding meetings and evening events are sent home to parents in English, Spanish, and Creole. The material will be provided in additional languages as needed. Translators and Sign Language interpreters are provided as availability permits. Parents with physical limitations have access to handicapped parking and use of the elevator. When expecting a</p> |
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| <p>for all parents/families?</p> <p>A description of how the school will share information related to school and 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>large number of guests on campus, school staff park at the church next door in order to allow parents/guardians access to the parking lot. School Messenger notifications are also sent. The Parent Engagement Liaison, administration, resource team, teachers, and staff work together to ensure that parents of all students in the school receive equal access, opportunities, and treatment, to the extent possible and that services are rendered to all parents.</p> |
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Discretionary Activities

| <p>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.)</p> | <p>West Oaks Elementary will utilize Title 1, Part A funding for additional activities to support student achievement.</p> | | | |
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| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| <p>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)]</p> | <p>Parent Engagement Liaison, Administration, Resource Team, and Teachers</p> | <p>The activity will help to build parents' capacity to understand the state's reading standards. Parents will learn how to implement strategies at home that will increase student achievement. Refreshments will be served.</p> | <p>Sept. 2020 – May 2021</p> | <p>Parents will learn how to implement strategies at home that will increase student achievement.</p> |
| <p>Paying reasonable and necessary expenses associated with parental involvement</p> | <p>Parent Engagement Liaison, Administration, Resource Team, and Teachers</p> | <p>Transportation will be available for parents attend selected Parent Academy events.</p> | <p>Sept. 2020 – May 2021</p> | <p>Parents will be involved in skill-building workshops, specialized parental</p> |

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| activities, including transportation and child care costs, to enable parents to Participate in school-related meetings and training sessions. [Section 1118(e)(8)] | | | | support, educational events, and activities for families. The information gained will provide parents with skills to assist students with academic support as well as other family needs. |
| 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)] | Parent Engagement Liaison, Administration, Resource Team, and Teachers | School meetings are arranged at a variety of times to make school personnel accessible to parents. Home conferences between educators and parents are conducted with parents who are unable to attend those conferences at school or as needed | Sept. 2020– May 2021 | Parents will be kept abreast of their student's academic progress in FSA, NGSS and Common Core Standards. |
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Barriers

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| <p>12. Does the plan include:</p> <p>A description of the barriers that hindered participation by parents during the previous school year?</p> <p>A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to</p> | <p>West Oaks Elementary has continued to address barriers that hinder participation by parents/families.</p> <ul style="list-style-type: none"> • Economically disadvantaged • Parents/caretakers work schedule • Students of parents with limited English Proficiency • Incorrect parent contact information |
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| parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]? | |
| Barriers (Including the Specific Subgroup) | Steps the School will Take to Overcome |
| Parents/caretakers work schedule (ELL, FRL, and ESE) | Flexible hours |
| Students of parents with limited English Proficiency (ELL, FRL, and ESE) | Increase translations for all school activities |
| Incorrect parent contact information | Continuous update of student information in SMS |
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School-Parent Compact

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| 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? | Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact. |
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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 and will be in effect for the period of .

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

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| Signature of Authorized Personnel | |
| Date | |

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

Student Responsibilities

It is important that I work to the best of my ability. Therefore, I will:

- ⇒ follow the rules and procedures at West Oaks ES
- ⇒ Read at home for 30 minutes daily with my family
- ⇒ Complete and turn in my homework and assignments on time

Teacher and Staff Responsibilities

It is important that students achieve. Therefore, I will:

- ⇒ Create a safe learning environment
- ⇒ Strive for excellence and do my best everyday
- ⇒ Deliver lessons that are grade level appropriate, aligned to Florida Standards, and increase student engagement
- ⇒ Monitor student progress

Communication About

Student Learning

West Oaks Elementary is committed to frequent communication with our families through:

- ◆ School Facebook Page
- ◆ School Webpage
- ◆ E-mail
- ◆ Phone Calls
- ◆ Conferences
- ◆ School Marquee
- ◆ Newsletter



Parent Involvement Opportunities

- ◆ Literacy and Math Night
- ◆ ADDitions Volunteer
- ◆ Field Trips
- ◆ Monthly PTA/SAC Meetings
- ◆ Spirit Nights
- ◆ Student Recognition Programs

WEST OAKS ELEMENTARY

2019-2020 TITLE I PRIMARY GRADES SCHOOL-PARENT COMPACT



905 Dorscher Rd.
Orlando, FL 32818

Phone: 407.532-3875
Fax: 407.532-3878

What is a School Compact?

A compact is an agreement that parents, students, and school staff develop together. The purpose is to acknowledge that we all have a part in ensuring our students reach the grade level standards.

Required Signatures

By signing below, I acknowledge that I have read and agree to the 2020-2021 West Oaks Elementary Title I School-Parent Compact and I will commit myself to the goals of West Oaks Elementary School and the continued success and achievement of all students.

Parent Signature

Date

Student Signature

Date

Teacher Signature

Date

Principal Signature

Date



Title I Compact

2020-2021

West Oaks Elementary School

Goals for Primary Grades

| Subject | Goals |
|---------|---|
| Reading | By June, 2019, students will read and comprehend informational and literary text that is appropriately complex. |
| Math | By June, 2019, students will apply properties and strategies to complete mathematical operations. |

2020-2021

I Ready Data for Primary Grades

| Subject | Fall | Winter | Spring |
|---------|------|--------|--------|
| Reading | | | |
| Math | | | |

Our Vision

"Every day, in every community, every child in Title I Schools benefits from a quality public education."

Parent Responsibilities

I want my student to be successful. Therefore, I will:

- ⇒ Ensure that my student completes and turns in homework
- ⇒ Read to/with my student for 30 minutes a day
- ⇒ Attend school events and have open communication with the teacher
- ⇒ Provide updated contact information if an address or phone number changes
- ⇒ Sign and return quarterly pro-

WEST OAKS



WILDCATS

Student Responsibilities

It is important that I work to the best of my ability. Therefore, I will:

- ⇒ Understand and follow the rules and procedures at West oaks ES
- ⇒ Read at home for 30 minutes daily with my family
- ⇒ Complete and turn in my homework, assignments, and projects on time

Teacher and Staff Responsibilities

It is important that students achieve. Therefore, I will:

- ⇒ Create a safe learning environment
- ⇒ Strive for excellence and do my best everyday
- ⇒ Deliver lessons that are grade level appropriate, aligned to Florida Standards, and increase engagement
- ⇒ Monitor student progress

Communication About

Student Learning

West Oaks Elementary is committed to frequent communication with our families. Some of the ways we communicate with you are:

- ◆ School Facebook
- ◆ School Website
- ◆ E-mail
- ◆ Phone Calls
- ◆ Conferences
- ◆ School Marquee
- ◆ Newsletter



Parent Involvement Opportunities

- ◆ Literacy and Math Night
- ◆ ADDitions Volunteer
- ◆ Field Trips
- ◆ Monthly PTA/SAC Meetings
- ◆ Spirit Nights
- ◆ Student Recognition Programs

WEST OAKS ELEMENTARY

2020-2021 TITLE I INTERMEDIATE GRADES SCHOOL-PARENT COMPACT



905 Dorscher Rd.
Orlando, Fl 32818

Phone: 407-532-3875
Fax: 407-532-3878

What is a School Compact?

A compact is an agreement that parents, students, and school staff develop together. The purpose is to acknowledge that we all have a part in ensuring our students reach the grade level standards.

Required Signatures

By signing below, I acknowledge that I have read and agree to the 2020-2021. West Oaks Elementary Title I School-Parent Compact and I will commit myself to the goals of West Oaks Elementary School and the continued success and achievement of all students.

Parent Signature

Date

Student Signature

Date

Teacher Signature

Date

Principal Signature

Date



Title I Compact

2020-2021

West Oaks Elementary School

Goals for Intermediate Grades

| Subject | Goals |
|---------|---|
| Reading | By June, 2019, students will read and comprehend informational and literary text that is appropriately complex. |
| Math | By June, 2019, students will apply the 8 mathematical practices used for problem solving. |

2020-2021

I-Ready Data for Intermediate Grades

| Subject | Fall | Winter | Spring |
|---------|------|--------|--------|
| Reading | | | |
| Math | | | |

Our Vision

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Parent Responsibilities

I want my student to be successful. Therefore, I will:

- ⇒ Ensure that my student completes and turns in homework
- ⇒ Attend school events and have open communication with the teacher
- ⇒ Read to/with my student for 30 minutes a day
- ⇒ Provide updated contact information if an address or phone number changes
- ⇒ Sign and return quarterly progress reports and report cards

