

# 2020-2021 TITLE I PART A PARENT & FAMILY ENGAGEMENT PLAN & POLICIES

## CLAY COUNTY DISTRICT SCHOOLS



School Name: **Orange Park Junior High School**

### School-Wide Parent and Family Engagement Mission Statement

**Orange Park Junior High School, recognizing parents as full partners in their child's education, will promote meaningful and consistent communication between the school and home, and will encourage active parental participation in all programs, activities, and decisions involved in the educational success of their child.**

## Assurances

**Assurance 9, Certification:** The LEA will ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. §1112(c)(6). The LEA will also ensure parents are notified appropriately according to the "Parents Right-To-Know" provision. §1112(e)(1)(A-B)

- At the start of each school year (in a timely manner), and LEA that receives Title I, Part A funds must inform/notify parents of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals qualifications.
- When a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified, but teaching out-of-field, the LEA must provide written notification to each parent in a timely manner. This notification should be timely and in letter form on LEA or school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

**Assurance 11a, Parent Consultation:** The LEA will ensure that in order to receive parent and family engagement funds under section 1116 the agency will conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

**Assurance 11b, School Parent and Family Engagement Policy:** The LEA will ensure that all requirements outlined in section 1116(b)(1-4) are met.

- Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform

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format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.
- If the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, such agency may amend that policy, if necessary, to meet the requirements of this subsection.
- If the plan under section 1112 is not satisfactory to the parents of participating children, the LEA shall submit any parent comments with such plan when such LEA submits the plan to the state.

**Assurance 11c, Policy Involvement:** The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5).

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
- Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.
- Involve parents, 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.
- Provide parents of participating children — (A) timely information about programs under this part; (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and (C) 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, and respond to any such suggestions as soon as practicably possible.
- If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA.

**Assurance 11d, Shared Responsibilities for High Student Academic Achievement:** The LEA will ensure that all requirements outlined in section 1116(d)(1-2) are met.

- As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part 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 and the means by which the school and parents will build and develop a partnership to help children achieve the Florida's challenging academic standards. Such compact shall — (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum — (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and (D) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

**Assurance 11e, Building Capacity for Involvement:** To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and LEA assisted under this part will meet the requirements outlined in section 1116(e)(1-14).

**Assurance 11f, Accessibility:** The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members with limited literacy skills) in the development, implementation, and evaluation of the parent and family engagement plan. The LEA shall ensure that the information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

**Administrative Signature of Assurances:**

**Justin Faulkner** *Justin Faulkner*

## Involvement of Parents in the Decision-Making Process

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). Involve parents, 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

How will your school involve parents/families in the decision-making process of your Title I program?	Discussions on Title I parent events and utilizing Title I funds within the school will be discussed at School Advisory Committee meetings throughout the year and parents are given the opportunity to make suggestions and provide feedback.
How Title I funds will be used for parent/family engagement activities and policies at your school?	Title I funds will be used to provide resources and teach parents strategies to strengthen the school/home connection.
How will your school ensure adequate representation of parents of participating children in the decision-making process?	The majority of SAC members will be comprised of parents to ensure there is adequate representation of parents participating in the decision-making process.
Describe how your school will involve parents (in an organized, ongoing and timely way) in planning, reviewing and the improvement of programs and policies?	Planning, review, and improvement of Title I programs will grow and evolve from responses and comments on the annual Title I Spring Parent Climate Survey, recommendations submitted by the OPJ School Advisory, and parent suggestions throughout the year gathered from feedback forms completed at parent involvement activities. OPJ's SAC will meet four times per year.
If requested by parents, how will your school respond to opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible?	The SAC meets at least four times per year and is open to the public. In addition, parents are able to provide feedback at all parent and family engagement events. If requested by parents, the administration team will have meetings to listen to suggestions and include parents in the decision-making process of their child, as appropriate.
What method of evaluation do you utilize to review and design more	Feedback forms from parent events, Title I lead evaluation form, and SAC

effective parent/family engagement strategies and policies?	input.
How will the plan be made available to the community?	The plan will be posted on the school's website and printed and distributed to SAC members. In addition, a copy is left in the front office in the Title I binder for any parent that wishes to have a hard copy.

\*If any part of this policy or plan is not satisfactory to the parents, please note within the plan and submit to the district-level Title I representative.

## Coordination and Integration

1. Describe how the school will coordinate and integrate parental involvement 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 [Section 1118(e)(4)].
2. Describe how the agency will involve parents and family members in jointly developing the LEA plan under section 1112, and the development of support and improvement plans under paragraphs (1-2) of section 1111(d). How will the schools (in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance) include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

PROGRAM/COMMUNITY REPRESENTATIVE (WHO?)	COORDINATION (HOW WILL THEY BE INVOLVED?)
Title II	Professional development resources are available to Title I schools through Title II.
IDEA	ESE ongoing consultations, IEP are completed to ensure student needs are met and MTSS interventions are completed for struggling students.
Title III	ESOL services are available for qualified students
Celebration Church, Springs Church	Local churches help teachers and students with supplies. Members are also able to provide feedback that concerns the community.

## Annual Parent Meeting

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). Describe the steps the LEA will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform

parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

Date and time of Title I Annual Parent Meeting	September 2020, 6:00 PM – 7:00 PM
Describe the Title I Annual Parent Meeting (Including how parents were notified in a timely manner and what materials were utilized.)	Meeting flyers will be sent home along with website posting and social media postings. Presentation will be implemented through a PowerPoint.
Describe how your meeting will communication information regarding: <ul style="list-style-type: none"> <li>• The Title I Program (Benefits and how it affects your school)</li> <li>• Parents Right to Know</li> <li>• Qualifications of Teachers or Paraprofessionals</li> <li>• Notification of Teacher(s) who are out for more than 4 consecutive weeks</li> <li>• Ways Families Can Offer Suggestions/Feedback</li> <li>• How Parents Can Access Academic Achievement Results</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will be provided this information in the café by principal and Title I lead teacher.</li> <li>• Letters sent home to parents.</li> <li>• Right to Know information will be sent home to parents.</li> <li>• Parents offer suggestions/feedback during SAC meetings, on feedback forms at parent events, and at end of year parent events designed for feedback.</li> <li>• Parents can access Academic Achievement Results during teacher conferences, through the Parent Portal, family events, and upon request.</li> </ul>
How will you determine the effectiveness of the Title I Annual Parent Meeting?	Parent feedback forms.

## Flexible Parent Meetings

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.	OPJ will provide morning, afternoon, and evening activities to accommodate various work schedules. Parent events are offered on various days to accommodate various work schedules.
Describe what child care, home visits, transportation and/or varied language services are provided by your school.	Special pupil transportation is offered as needed and approved as well as our social worker conducts regular and immediate need home visits.
<b>Barriers:</b> Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.	Previously, there haven't been enough variety of times offered. Parents weren't able to participate due to work schedules.

<b>Barriers:</b> What steps will the school take to overcome these barriers?	Flexible times and days to accommodate various events and meetings, phone conferences.
<b>Evaluations:</b> How will you obtain feedback regarding parent and family engagement activities?	Parent feedback forms and one-on-one conferences as necessary.
<b>Accessibility:</b> Describe how the school to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.	Student forms and iReady parent data are available in other languages and can be sent home. In addition, we have several ESOL assistants that assist in translation. Upon request, information will be made available in varied languages. Flexible times and days to accommodate various working schedules.

## Building Capacity of Parents & Staff

Describe how the school will ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, each school and LEA assisted under this part will meet the requirements outlined in [section 1116\(e\)\(1-14\)](#).

\*This section should align with your school's Comprehensive Needs Assessment.

Parent & Family Engagement Activity  (Included anything your school will be using 6150 funds for.)  (Include activities, trainings, staff, materials, programs)	Researched-Based Rationale  (You may hyperlink the research.)	Timeline of Event (Tentative Date/Time)	Evaluation Method
Parent Portal Registration	<a href="https://globalfrp.org/content/download/102/695/file/7-DataSharingTipSheets-HarvardFamilyResearchProject%20(2).pdf">https://globalfrp.org/content/download/102/695/file/7-DataSharingTipSheets-HarvardFamilyResearchProject%20(2).pdf</a>	Ongoing	Number of parents registered for parent portal
Parent/Student Orientation	<a href="https://www.ed.gov/family-and-community-engagement/team">https://www.ed.gov/family-and-community-engagement/team</a>	August 19 2020 5 pm – 8 pm	Parent/family feedback/sign-in sheets

Title I Annual Meeting	<a href="https://www.readingrockets.org/article/building-parent-teacher-relationships">https://www.readingrockets.org/article/building-parent-teacher-relationships</a>	September 2020	Parent/family feedback/sign-in sheets
Grade-level/teacher-specific events surrounding data	<a href="https://www.edutopia.org/article/5-strategies-successful-parent-teacher-conference">https://www.edutopia.org/article/5-strategies-successful-parent-teacher-conference</a>	Ongoing 2020-2021 school year	Parent/family feedback/sign-in sheets
Feedback Event	<a href="https://www.readingrockets.org/article/building-parent-teacher-relationships">https://www.readingrockets.org/article/building-parent-teacher-relationships</a>	April/May 2021	Parent/family feedback/sign-in sheets
Parent Meeting	<a href="https://www.waterford.org/education/how-parent-involvement-leads-to-student-success/">https://www.waterford.org/education/how-parent-involvement-leads-to-student-success/</a>	May 2021	Parent/family feedback/sign-in sheets
Parent Engagement Monthly Activities	<a href="https://www.ed.gov/family-and-community-engagement/team">https://www.ed.gov/family-and-community-engagement/team</a>	September 2020 - May 2021	Parent/family feedback/sign-in sheets

## Building Capacity of Teachers

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)].

Title	Purpose?	Training Format (Workshop, book study...)  Presenter?	Intended Audience	Timeline
Parent Training	-How to reach out, communicate with parent/families -The value of contributions of parents/families -How to coordinate	Faculty training presented by Lead Title I teacher	All faculty	October 2020

	parent/family programs			

## Communication

Assurance 9	How do you distribute the “Right-to-Know” policies?	Title I Annual Meeting, front office Title I binder, and Right-to-Know letters are sent home to parents.
Assurance 9	How do you notify each family, in a timely manner when their child has been assigned or taught for four or more consecutive weeks by a teacher out of field?	A letter is sent home on school letterhead by the principal to parents.
Assurance 11c	Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.	Conferences, Parent Portal, IEP meetings, Title I Annual Meeting, Open House, student planners
Assurance 11d/f	Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.	FSA reports are sent home as well as conferences with school counselors.
Assurance 11d	How do you ensure that your school holds parent-teacher conferences, at least annually, of which the compact is discussed as it relates to student achievement?	Compacts discusses during Orientation/Open House, teacher attestation page that all compacts were completed.
Assurance 11d/f	Describe how parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.	Student forms and iReady parent data are available in other languages and can be sent home if needed. A translator can be utilized if necessary.
Assurance 11d	Describe how the plan/policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.	The plan will be posted on the school website and printed and distributed to SAC members. In addition, a copy is left in the front office for any parent that wishes to have a hard

		copy. The SAC committee meets at least four times per year to review plans and policies to meet the changing needs of parents and the school.
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