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| **OCHWILLA ELEMENTARY SCHOOL**  C:\Users\c2leary\Desktop\Owl Clip Art.jpg    **Beth Leary – Principal**  **Sharice Williams - Assistant Principal**  **Heather Melton - Institutional Support**  **299 North SR 21**  **Hawthorne, FL  32640**  **(352) 481-0204**  [**http://oes.putnamschools.org/**](http://oes.putnamschools.org/)  **2020-2021**  **Parent and Family**  **Engagement Plan**  As a schoolwide Title I school, we assure the following measures to promote and support parents/families as equal partners in supporting student achievement:  · Invite and encourage parents/families to jointly review, revise, and improve the Schoolwide Plan, the Parent and Family Engagement Plan, and the Parent-Student-Teacher Compact;  · Invite and encourage parent/family attendance to the school’s Annual Title I Meeting;  · Involve parents/families in decisions about how Title I, Part A funds are spent;  · Provide parent/families with timely information in an understandable format Right-to-Know information, and upon request, the professional qualifications of classroom teachers and paraprofessionals;  · Provide an individualized student report on their child’s performance on State tests; and  · Provide a description within the PFEP of how the school will carry out the requirements of Section 1118 of ESSA. | **Involvement of Parents** | |
| ***Describe the process of making this plan an ongoing shared responsibility and how parents/families provide input to review and improve this plan.*** | The Parent Involvement Committee is responsible for the planning, review and  improvement of the parent involvement portion of the Title 1 School Improvement Plan.  School staff members were given the opportunity to volunteer for membership on the  committee. Parents were also given the opportunity to request membership on the  committee, and are always welcome to attend the monthly meetings. |
| ***How do you use the review of the previous year’s plan to retain, revise, or replace strategies to design more effective engagement?*** | Parents, students, and teachers were all given the opportunity to offer input on the parent activities that the school hosted last year. The input that we received from the surveys we conducted has helped to shape the activities and the format of those activities for this upcoming school year. |
| ***How will you involve parents/families in the decision making of how Title I Parent and Family Engagement funds are spent?*** | Parents are included in parent meetings, and are informed of monthly PIDAC meetings.  Suggestions made by parents were considered when planning the events for the  upcoming school year. |
| ***What evidence do you have to document parent/family participation in writing/reviewing your PFEP? What evidence do you have that documents parent/family input in spending PFE funds?***  ***Evidence should include an agenda clearly stating the purpose of review/revise the PFEP and a sign in sheet.*** | 😀 |
| ***Describe how the school will share comments/concerns received from parents/families with stakeholders concerning the Schoolwide Plan and PFEP. How will this plan be made available to the community?*** | Committee meeting notes and the plan will be made available to the community upon request and a copy will be put in the Title 1 Notebook. All unsatisfactory comments by parents will be forwarded to Federal Programs as they are received. The PFEP will be added to the school’s website for community access. |

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| **Flexible Parent Meetings** | |
| ***Describe how the school provides flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend.*** | Ochwilla Elementary School coordinates with parents to conduct parent/teacher conferences, MTSS meetings, IEP meetings, and 504 plan meetings at times convenient for parents from 7:00 a.m. to 6:00 p.m depending on the situation and timeliness of the request. ✔️  Many of the activities will be held in the evenings in order to accommodate working parents. Many of our activities are designed in such a way that parents can drop in at any point they are able within the window of time designated for the activity. We coordinate our activities with other local area schools to ensure that there are no conflicts.✔️ |
| ***Describe what childcare, home visits and/or transportation services are provided by your school to allow all parents to participate in the education of their child.*** | Most activities are all age appropriate and younger siblings are welcome to attend and participate in our events.  Transportation may be provided by the school administration or a school liaison as needed. Home visits are also provided on an as needed basis. |
| **Annual Parent Meeting – *the annual Title I meeting must be a stand-alone meeting with an agenda and sign in sheet clearly indicating that the meeting was only for the purpose of informing stakeholders that the school is a Title I school, explaining the requirements of being a Title I school, and the rights of parents to be involved.*** ***Federal Programs has been advised by the state that it is inappropriate to count this meeting as documentation of the opportunity for parents to review and revise the PFEP, the Schoolwide Plan and the School-Home Compact.*** | |
| ***Date and time you will hold your Annual Title I Meeting*** | 😀October 1st |
| ***Notification and Invitation:***   * ***How will the school inform and invite parents/families in a timely manner about the Annual Meeting?*** * ***How will the school assure the notification and invitations are in a language all parents can understand?*** | All meetings are advertised on our school’s social media pages, the marquee in front of the  school, the alert now system, and additionally through notes and flyers sent out by the  school specific to each meeting.  Notifications and invitations are provided in English and Spanish for all parents. If another language is needed, the school will seek district support. |
| ***Information:***  ***Please describe how your meeting will cover the required information about:***   * ***Benefits to all students in a Title I schoolwide program;*** * ***Right-to-know 4-week out-of-field letters & teacher and paraprofessional qualification information,;*** * ***explanation of curriculum;*** * ***assessments used to measure student progress,;*** * ***expected achievement levels on state tests;*** * ***PFE funds;*** * ***School Compact and;*** * ***opportunities provided for engagement.*** | PowerPoint and discussion during the Annual Title 1 meeting and a copy of the PowerPoint will be put in the Title 1 Notebook. |
| ***Barriers:***   * ***What barriers will you address to encourage parents/families to attend? Ex: Childcare, Transportation, Meals, Translations*** | * Transportation is provided by a school liaison upon request as needed. * Translation services will be provided on an as needed basis.✔️ |
| ***Evaluations:***   * ***How will you get feedback from parents about the meeting?*** | * At the conclusion of the Title I parent meeting, parents will be presented with a brief online questionnaire/survey. |
| ***Parents who do not attend?***   * ***How will you get the information home to parents who did not attend the meeting?*** | * A copy of the agenda presented in the Title I parent meeting will be sent home to each student in the newsletter. Information on how to access the PPT and information on who to contact with questions will be included in the newsletter and will be posted on the school’s facebook page. |
| **Building Capacity of Parents to Support Their Child**  **Explain how parents/families are invited to participate in activities such as parent trainings that are linked to student achievement.**   * ***How will your school help parents gain an understanding of such topics as: the State’s standards, state assessments, achievement levels of proficiency, and how to monitor their child's progress?*** * ***What training or materials will you provide to help parents work with their child to improve their child’s academic achievement?*** | |

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| **Title - Topic** | **Impact on Student Achievement** | **Materials** | **Tentative Date/Time**  **Is this flexible to accommodate**  **parent schedules?** | Transportation | Refreshments | Childcare | Translation |
| Title 1 Annual Meeting and Open House | Increased awareness of the importance of parent involvement. Parents will gain a better understanding of skills required for increased levels of achievement. | Agendas, Sign-in sheet from Title I meeting  Agenda,Sign-in Sheet from Open House | October 1st | X | X | X | X |
| Virtual SAC Meetings✔️ | Parents provide input and help with decisions impacting the school that impact their student’s behavioral and academic achievement. | Agenda, Sign in sheet | Quarterly | X | X | X | X |
| Virtual Family Game Night | To increase the family and community involvement with fun activities.  Families will have the opportunity to participate in virtual family games and practice problem solving, following directions, working together, and friendly competition. | Board game-like activities for families.  Sign in sheet and feedback form | December 1st  6-7 pm | X | X | X | X |
| Virtual Kindergarten Parent Night | Parents will understand the standard’s’ based report cards. They will also understand the rigorous standards their students are expected to meet and strategies to help them meet those  expectations.  Caregivers presented with high frequency word flash cards and given strategies on how to use them at home. | Sign in sheet, powerpoint and information packet from the meeting.  High frequency word flashcards.✔️ | October  6-7 pm | X | X | X | X |
| Virtual Literacy Night | Students in all grades will improve their literacy skills. Parents and children will be reading together.  Caregivers will learn clarifying strategies, and how to stop and ask questions about the pictures and what is happening in the story. | Agenda, sign in sheet, Copies of the book Evelyn DelRey is Moving Away | October 29th  6-7 pm | X | X | X | X |
| Painting with a Teacher | Students and caregivers will read the book: Grandpa and the Library: How Charles White Learned to Paint  Students and caregivers will learn about art history, an important African American and his contributions to art and society and will work on sequencing and following directions | Sign in Sheet, Comment Form, painting supplies | February 11th  6-8 pm | X | X | X | X |
| Virtual Math Night | Students in all grade levels will improve their math literacy and fact fluency skills. The event will purposefully connect caregivers to classroom learning and reinforce the roll they have as active participants in their child’s education. | Sign in sheet, comment form, math counters | March 9th  6-7 pm | X | X | X | X |
| Virtual Science Night/Planetarium | Students in grades k-5 will show improved understanding of the science standards explored in science night. | Sign in sheet, comment form, materials for experiment | April 20th  6-7 pm. | X | X | X | X |
| Parent Involvement District Advisory Council (PIDAC) | Educating parents on school related topics. Provides a forum for parent input into educational decisions at the District level. | Agenda, sign in sheets | Monthly with the District |  |  |  |  |

* Examples of capacity building events/activities: literacy training, using technology, Florida standards/curriculum, testing, progress monitoring, transition

information, (K, MS, HS), College and Career, Graduation requirements & scholarships.

* Agendas must document that parent/family activities had an academic component that facilitated parents and family being able to support their child’s

Academic achievement. Sign-in sheets are required documentation.

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| **Building the Capacity of Staff (Professional Development)**  ***This is a requirement under ESSA*** | | | | |
| **Please describe the professional development activities the school will provide to educate teachers, pupil services personnel, principals, and other staff on….**   * ***how to reach out to, communicate with, and work with parents/families as equal partners,*** * ***the value and utility of contributions of parents/families*** * ***how to implement and coordinate parent/family programs*** * ***how to build ties between parents/families and the school*** | | | | |
| **Please describe below how you will provide professional development** | | | | |
| **Topic-Title** | **Purpose?**  How does this activity help staff build  school/parent relationships? | **Implementation format:**  **(workshop, book study, etc.)**  **Presenter?** | **Who is the audience?** | **Tentative Date/Time** |
| How to Engage Parents | Faculty will learn strategies for increasing and improving parental involvement | Workshop | Faculty | October 27 |
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| **Communication** |  |
| ***Describe how you notify each family in a timely manner in an understandable format when their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is out of field?*** | A letter will be sent home with each student impacted by the out of field teacher as needed throughout the year. A copy will be put in the Title 1 Notebook in English and Spanish. ✔️ |
| ***Describe how you provide each family with timely notice in an understandable format information regarding their right to request information on the professional qualifications of their student’s classroom teachers and paraprofessionals.***  ***Include how the Teacher Certification Letter is sent to parents at the beginning of the year.*** | Parents will be informed of their rights during the Annual Title 1 meeting via PowerPoint & Discussion. A summary of the information will be printed in the newsletter. A copy of the PowerPoint and Newsletter will be put in the Title 1 Notebook and parents are welcome to visit the Department of Education website.  A letter provided by the District detailing how parents can access teacher qualification information is sent home at the beginning of the year. |
| ***Describe how parents are informed of the curriculum, forms of assessment used to measure student progress, and the achievement levels students are expected to obtain.*** | During Open House, parent nights, parent/student/teacher meetings and conferences parents will be given information on the curriculum, assessment and achievement levels to show mastery. |
| ***Describe how the school will provide each family on individualized report about their child’s performance on state assessments.*** | During parent/student/teacher meetings and conferences individual student data is discussed with the parent. FLDOE provides a parent report explaining the state tests and the score received by the student. Parents may pick up this report from the school in the summer or the report is sent home in the fall. |
| ***Describe how you ensure that your school holds parent-teacher conferences during which the compact is discussed as it relates to the individual child’s achievement. How is this requirement documented that it occurred? (This is a requirement for elementary schools only, but it is a legislated requirement).*** | During conferences teachers will date and refer to the compact. These conferences will be well documented to show the use of the school-home compact and will be filed in the school’s audit box. |

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| **Coordination and Integration – *If any of the programs below do not apply to your school, please indicate N/A.*** | |
| **Describe how you coordinate and integrate parent and family engagement activities in the programs listed below to help parents help their child at home.** | |
| * ***Homeless*** | District and community support: The Homeless Liaison supports homeless students to support academic achievement.✔️ |
| * ***Migrant*** | District support: Title IC staff support the academic achievement of migrant students.✔️ |
| * ***Headstart*** | OES will coordinate an orientation and transition program with District Early Learning staff.✔️ |
| * ***Title II*** | The school District provides teacher professional development to staff through Title II funds. |
| * ***Title III - ELL*** | District support: ELL Support Leader  Helps to enhance students with limited English proficiency to ensure grade-level yearly progress. ✔️ |
| * ***Title IV*** | Funds are used to support students and enrichment services.✔️ |
| * ***Title V*** | Rural and low-Income school services are provided with Title V funds.✔️ |
| * ***ESE*** | The school will work with the ESE teachers to coordinate all the accommodations for students in the alternative education classrooms. Meetings will be held to discuss student needs to develop and review IEP’s. Teachers will monitor student's data and meet with students to support academic and behavioral needs. The District Department of Exceptional Services supports our students.✔️ |
| * ***Neglected and***   ***Delinquent*** | Staff identify students and families in order to enlist the support needed. Conferences are held with the parents in order to provide resources to assist them. |
| * ***SAC*** | The SAC provides input and support in preparing the School Improvement Plan for OES. At mid-year, they review the plan and look at data to evaluate the progress made toward goals and to make suggestions on anything that needs to be adjusted.✔️ |
| * ***PIDAC/MPAC (Migrant Parent Advisory Council)*** | Federal program staff facilitate monthly PIDAC (Parent Involvement District Advisory Council) meetings. Parents from OES are invited to participate.✔️ |
| * ***PTO/PTA*** | PTO & PTA will coordinate parent and family engagement programs to plan activities throughout the school year. These interactive activities will help teach parents how to develop better educational practices at home. ✔️ |
| * ***Community***   ***Agencies*** |  |
| * ***Business***   ***Partners*** |  |
| * ***Other*** | Ochwilla Baptist Church organizes and leads the Good News Club to provide an engaging faith and morals based program for students to participate in on a voluntary basis. Additionally, they make donations of supplies to teachers to help them in the classroom.✔️ |

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| **Accessibility** | |
| ***What opportunities do parents have to participate in their child’s education?***   * ***Volunteer?*** * ***Mentor?*** * ***SAC?*** * ***PTO/PTA?*** * ***Other?*** | Parents are invited to attend our SAC meetings and our Parent Involvement Committee meetings. Ochwilla invites all parents to participate in and and all areas of the school that they feel comfortable in supporting. |
| ***What forms of communication do you provide parents in an understandable and uniform format as it relates to:***   * ***school and parent programs*** * ***meetings*** * ***school reports*** * ***other activities*** | All activities: events, programs, and/or meetings are advertised on our school’s social media pages, the marquee in front of the  school, the alert now system, and additionally through notes and flyers sent out by the  School specific to each meeting.  Individual student meetings parents can be notified by phone calls, letters and/or home visits.  Notifications and invitations are provided in English and Spanish for all parents. If another language is needed, the school will seek district support. ✔️ |
| ***What barriers hinder participation by parents in parental engagement activities?***  ***What steps will you take this school year to overcome these 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.***  ***Please address the subgroup populations that are included in your schoolwide plan as performing below the state average. How will you support the parents and families of these subgroups to help their children at home?*** | Barriers: Lack of communication between school and parents  Actions to overcome: Plan for communicating in a variety of ways to send out information to parents/families (School Messenger, Facebook, Webpage, Flyers, Newsletter)✔️  Barriers: Parent Contact Information not updated  Actions to overcome: Sign in Sheets that include a section to update contact information will be provided at each activity  Barriers: Work schedule  Actions to overcome: We will vary the days and start times of our events in order to try and accommodate as many parents as possible. |
| ***How does your school provide information to parents in their native language?***  ***What languages do you provide?***  ***Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent’s native language? Explain.*** | All information sent home is in both English and Spanish ✔️  Languages provided are English and Spanish.  At Ochwilla we have staff that are able to translate English to Spanish. ✔️ |
| ***How will the school encourage and support additional opportunities for more meaningful engagement for parents/families in the education of their child?***   * ***Parent/Family Resource Centers*** * ***Parent Liaison*** * ***Data Reviews*** * ***SAC*** * ***PTO*** * ***PIDAC*** * ***Other*** | The Ochwilla team with the support of parents will review the surveys and questionnaires to offer meaningful opportunities to parents. |