

2020-2021 Parent and Family Engagement Plan

School Name	Pinecrest Preparatory Academy
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

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?

How the parent and family engagement plan will assist in providing high quality instruction for all learners?

Pinecrest Preparatory Academy's mission is to engage all members of the learning community (students, staff and parents) in a school-wide plan to provide the skills and knowledge necessary for students to become active members of society. Pinecrest Prep. is committed to ensuring that each student has the opportunity to acquire the skills necessary to become a responsible, productive citizen able to cope with changing social and economic conditions. The staff of Pinecrest Prep. Strives to meet the individual needs of each student, taking into consideration their unique attributes and capabilities. High academic achievement by students is of the utmost concern to the school's primary stakeholders, which includes parents, teachers, and administrators. Therefore, parental involvement is a key component to the success of the school.

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Involvement of Parents

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]?

Response: The Title I Committee works in conjunction with the School Advisory Council to review, plan, and improve school programs, including the parent involvement plan. The principal and Title I Contact will provide agendas of meetings and reminders for meetings to encourage participation. At the beginning of the school year, meetings are designed to educate parents on the purpose and requirements of being a Title I school. The parent involvement budget is explained to parents. Parents, teachers, and staff are asked to offer suggestions for utilizing these funds. The Title I contact provides forms for participants to offer suggestions in writing. Parents are also notified that LPES is a school wide Title I program at the first PTO meeting as well as in the school newsletter. Parents are encouraged to submit suggestions to the Title I Contact via email through the school website or in writing through suggestion dates and times of upcoming meetings. Title I is also a separate section on the school website. A copy of the Title I Plan, including the Parent Involvement Plan, is available on the website. Feedback will also be provided after each Title I meeting through the use of parent feedback forms as well as the spring Title I surveys. Parents also provide email addresses and consent to use email as a line of communication. Update school website with timely information (link to Title I school contact), monthly newsletter, Title I is a regular agenda item on the School Advisory Council and at faculty and grade level meetings

Coordination and Integration with Other Federal Programs

Program	Coordination
Title I	As part of our Title I program we will increase the opportunities for parents to be involved in many different areas of their child's education process.
Title II	Funds from Title II will be used to pay stipends for teachers to attend afterschool training sessions related to Title I. Funds will also be used to purchase the book "Beyond the Bake Sale" for teachers to use during a PLC.
Title III	Some of our students are English Language Learners. These funds will help our students become proficient in English thereby improving academics

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Title X McKinney Vento Program provides support to our homeless students.

Annual Parent Meeting

3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities?

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]?

Program Coordination

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Orientation October 6,2020	Principal	October 6,2020	Number of Participants
Notification will sent home with information pertaining to annual meeting	Xaviera	September – October 5th	Number of participants
Reminder meeting flyer will be sent home to encourage parent participation	Xaviera	October 5, 2020	Number of Participants
Agenda and presentation materials developed	Principal	October 5, 2020	Number of participants
Prepare sign in sheet for Virtual Zoom meeting	Xaviera	October 5, 2020	Sign in Sheets
Create Digital Handouts	Xaviera	October 6,2020	Number of participants
Power Point slide show for meeting	Principal	October 6, 2020	Number of participants
Conduct Meeting	Principal	October 6, 2020	Number of participants
Send home handout to all a parents who did not attend	Xaviera	October 7, 2020	NA
Maintain Documentation	Xaviera	August 2020-June 2021	Copies of all compliance down loads

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Flexible Parent Meetings

5. Does the plan include: How will the school offer a flexible number of meetings, such as meeting in the morning or evening?

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]?

Response: During the first semester of school, evening parent conference will be scheduled to discuss student progress. To provide flexibility and ensure all parents are accommodated, conferences may also be scheduled before school or during teacher planning time as needed throughout the year. Telephone conferences also provide flexible options. Title I funds will be used to provide educational incentives to students whose parents participate. During the first nine weeks, one week is designated for evening.

Title I Parent Involvement Meetings: Several meetings will occur throughout the school year to discuss and plan parent involvement activities as related to school events. Meetings will be planned for after school and before evening parent involvement events to allow more parents to attend.

A variety of day and evening parent involvement opportunities will be provided throughout the school year:

- Day time and/or evening programs will be held to promote science, literacy, and math.
- Childcare will be provided during the following parent nights:

- o FL Standards Assessment Parent Night

Building Capacity

6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family involvement?

How will the school implement activities that will build relationships with the community to improve student achievement?

How the school will provide material and training to assist parents/families to 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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Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Story time with special guest readers via zoom	Teachers, Instructional Coach, Principal	Reading achievement is felt to be more dependent on learning activities in the home than either math or science. Success in reading appeared to be the gateway to success in other academic areas as well.	November 2020	Reading benchmark comparisons, DRA Growth
Math and Science Night	Teachers, Instructional Coach, Principal	Parents will have the opportunity to engage in hands on activities (via zoom) they can use with their children.	February 2021	Feedback forms
Family Game Night via zoom	Teachers, Principal, Lead teachers	Parent involvement increases student achievement.	Fall	Attendance, parent feedback, Title I Survey

Staff Development

7. Does the plan include: A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff: - with the assistance of parents/families, in the value and utility of contributions of parents/families? - in how to reach out to, communicate with, 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]?

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	OCPS Parental Involvement Training Module 1	(1)	12	Student achievement is increased with highly qualified and trained teachers.
2	OCPS Parental Involvement Training Module 2 – Barriers to Parental Participation	(1)	12	Student achievement is increased with highly qualified and trained teachers.

3	OCPS Parental Involvement Training Module 3 – Understanding of the PIP	(1)	12	Student achievement is increased with highly qualified and trained teachers.
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count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Presentation of Parent Involvement Plan at Faculty meeting	Principal, Instructional Coach	Set clear goals of parental involvement with faculty	Fall	Exit slips
2	Staff faculty meetings – How to Build a Better Parent/Teacher Relationship	Principal, ESE	Better communication improves student achievement	Ongoing	Exit slips
3	Parent Involvement “Family Friendly Schools”	Principal	Providing teachers with the tools to improve parent communication would increase student achievement	Fall	Exit slips

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]?

FL Assessment Parent Night	Teachers, Instructional Coach, Principal	Informed parents can support their children academically in preparation for the assessment	March 2021	Feedback forms
FL Standards Parental Training	Principal & Instructional Staff	The training will provide the parents with information and skills on how to help their children be successful with the Florida Standards	October 2020 – June 2021	Parent Feedback

Communication

9. Does the plan include: How the school will provide timely information about the Title I programs?

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?

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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)/

How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?

Response: The school will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs at the beginning of the year during the Title I Annual Meeting the first quarter of school. The website and school app will inform parents of any new information and remind them of information that has already been sent home. These documents will be translated when needed. Copies of all these documents will be kept on file by the Title I contact. We will know if we were effective based on the results of the annual Title I Parent Survey and Parent Feedback forms. The following is a list of different ways we will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs:

- Student Planners (grades 3-8) and Take-Home Folders (PreK-2) - daily basis
- Use of School and District website and app
- Parent Gradebook Viewer - a link to the online Parent Gradebook Viewer is available on the school website. One administrator is designated as the Gradebook Contact to provide support to parents and teachers in accessing student grades.
- Require parental signatures on forms that go home
- Copies of important notes that are sent home with students are also posted on the school website
- Parent email addresses given to teachers to continue the line of communication
- Student expectation brochures are provided by the district.
- Curriculum letters with grade level expectations and grading policies are provided by teachers.

(Translations will be available when necessary).

Accessibility

10. Does the plan include: A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?

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A description of how the school will share information related to school an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?

Response: A variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents. To provide full access and opportunities for all English limited proficiency, school reports, and informational letters from the school and or district will be provided (TransAct, District ESOL department) in the child's home language according to federal/state guidelines. In addition, steps will be taken to ensure disabled parents have access to school events and or information.

Discretionary Activities

11. Does the plan include: Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Activity	Description of Implementation Strategy	Person Responsible	Correlation to Student Achievement	Timeline
Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Professional Development Council	Principal, Instructional Coach	Student achievement is increased with more parental involvement	October 2020
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	Evening Conference Week	Principal, Instructional Coach	Student achievement is increased with more parental involvement	November 2020 February 2021

children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];				May 2021
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Barriers

12. Does the plan include: A description of the barriers that hindered participation by parents during the previous school year?

A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116])?

Barriers (Including the Specific Subgroup) Steps the School will Take to Overcome

- We have a predominantly Hispanic population, therefore, all presentations will be in both Spanish and English.
- Due to COVID many families will not want to participate in person, therefore, all meetings will be done via Zoom.
- Most of our families are working families, therefore, our meetings will be in the later evening hours.

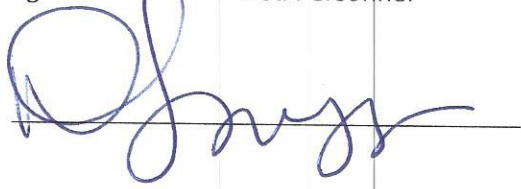
School-Parent Compact

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

Provide a scanned copy with this document of the SchoolParent Compact and evidence of parent input in the development of the compact parents, the entire school staff, and students will share the responsibility for improved student academic achievement?

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 **9/14/2020** and will be in effect for the period of **6/4/2020**. The School will distribute this policy to all parents of participating Title I, Part A children on or before.

Signature of Authorized Personnel



Date

9/29/20

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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