**2017-2018 Parent and Family Engagement Plan**

**Positive Pathways Transition Center**

**Orange County Public Schools**

**Assurances**

Positive Pathways Transition Center 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 school wide 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**

The Mission of Positive Pathways Transition Center (PPTC) is to lead our students to success with the support and engagement of families and the community. We feel strongly that parent and family engagement is a driving force in a child’s education and is a shared responsibility. We will teach students and parent to continually assess their strengths and build on their success. Our goal is to build a balance between academic success and behavior training in school and at home. Our parent involvement mission statement is to collaborate with parents to help them help their children academically and socially. We are committed to working jointly with parents and family to develop a plan for activities that support high quality instruction needed for all learners to be successful.

**Involvement of Parents**

Positive Pathways Transition Center will ensure the organized, ongoing and timely manner of involving parents through the following methods:

* Home-to-school and school-to-home communication in English and/or other languages
* Email
* Newsletters
* Flyers
* Connect Orange messages
* School Website
* Other known best practices as needed

At Positive Pathways Transition Center parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used by:

**Attending**

* School Advisory Council (SAC) meetings
* Weekly Student/Parent Orientation meetings
* Title I Annual Meeting

**Participating In**

Parent and family engagement capacity-building activities

**Reviewing**

* Academic data
* Previous school year Parent and Family Engagement Plan

**Coordination and Integration with Other Federal Programs**

Positive Pathways Transition Center will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child(ren) at home through the implementation of various best known practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program.

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| --- | --- |
| **Program** | **Coordination** |
| Supplemental Academic Instruction (SIA) | Teachers will volunteer their time to tutor students as needed during school. |
| Housing Programs/Title X | The district provides professional development regarding the Homeless program. Information is disseminated to our school through the counselor and Title I program. Programs are implemented to help identify student needs and to provide information and assistance with the highest degree of confidentiality. The district also provides programs for family planning under Title X provisions including counseling, education and support to students and their families. |
| Education/Title I | Employment opportunities, accepting employment, communicating on the job, maintaining professionalism, adapting and coping with change, problem solving and decision making, maintaining a safe and healthy work environment, demonstrating 21st century skills, maintaining interpersonal relationships, and demonstrating leadership and teamwork in order for them to successfully compete in the global job market. Students also receive specialized personal finance instruction. |
| Student Transition Program/Title I | Positive Pathways will continue to provide weekly support to our transition students and their home school. We will provide continuous monitoring, documenting, and reporting progress or lack thereof as long as the home school continues to provide us feedback on those students. We will assist in identifying areas that require improvement and make recommendations as necessary to assist in student success. This will be done using PLC outcomes and data monitoring of students. |

**Annual Parent Meeting**

Positive Pathways Transition Center will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:

* Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts
* School Choice via district handouts and policies
* The rights of parents via brochure and other resources

Parents and families are informed of the nature of the Title I program by the following statement:

Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of $500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.

For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <http://www.fldoe.org/bsa/title1/title_compile.asp> and our district’s Title I website at <https://www.ocps.net/departments/title_1>.

Below are the specific steps that Positive Pathways Transition Center will take to conduct the Title I Annual Meeting.

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| **Activity/Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Create Title l Meeting Flyer | Title I Coordinator | August 28, 2017 | Copy of notice with date of dissemination |
| Creation of Sign-in Sheets | Title I Coordinator | August 29, 2017 | Completed sign-in sheets |
| Develop Agenda and handouts | Title I Coordinator | August 30, 2017 | Copy of Agenda and handouts |
| Distribute Title I Meeting Flyers | Title I Coordinator | August 31, 2017 | Parent Participation |
| Creation of Title I PowerPoint | Title I Coordinator | September 1, 2017 | Copy of PowerPoint |
| Annual Title I Meeting | Title I Coordinator | September 5, 2017 | Copies of Agenda and handouts |
| Maintain Documentation | Title I Coordinator | October 2017-2018 | Copies of all documents |

**Building Capacity**

Positive Pathways Transition Center takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.

Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.

Below are the specific steps that we will take to build capacity for meaningful parent and family engagement.

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| --- | --- | --- | --- | --- |
| **Content & Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence** |
| Annual Meeting | Title I Coordinator with Principal | Parents will be provided with brochures, Student code of Conduct, & Handbook | September 5th 2017 | Sign-in sheets, agenda, handouts |
| Report Card pick-up day | Academic Dean | Increased parental involvement – teachers will conduct individual conferences to discuss student test results, expectations, progress toward benchmarks, and individual needs | October 2017, January 2018, March 2018 | Sign in sheets/ Parental Evaluation/Feedback |
| Parent/Child Orientation | Dean/Guidance | Students and parents are provided a handbook and various fliers about agencies to assist them as needed | Weekly on Mondays and Tuesdays | Sign-in sheets, PowerPoint, handouts |
| Open House | Instructional Staff | Teachers will introduce classroom expectations, routines, and establish rapport | September | Sign-in sheets, agenda, parent newsletters, handouts |
| Website, parent newsletters, email communication | Principal, Assistant Principal |  |  | Website resources, survey feedback, copies of newsletters/emails |
| Regularly scheduled SAC/PTA/PLC meetings | Principal | Parents will actively participate in decision-making process for school | Ongoing | Meeting minutes |
| Connect Orange Messages | Principal, Assistant Principal | Increased parental awareness of school events and participation | Ongoing | Copies of message on file |

**Staff Development**

Positive Pathways Transition Center strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.

Below are the specific activities and tasks that our school will implement to build capacity for meaningful parent and family engagement.

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| **Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence** |
| PAEP Module 1 | Title I coordinator | Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships | October 2017 | Sign-in sheets, exit slips |
| PAEP Module 2 | Title I coordinator | Improved ability of staff to work with parents and families | January 2018 | Sign-in sheets exit slips |
| PAEP Module 3 | Title I coordinator | Increased parent and family participation in school activities which support student achievement | March 2018 | Sign-in sheets exit slips |
| PAEP Module 4 | Title I coordinator | Improved relationship communication and collaboration between parents and school | May 2018 | Sign-in sheets exit slips |

**Other Activities**

Positive Pathways Transition Center will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:

* The ESE and Guidance office have a resource center that includes information about but not limited to the following
* Homeless Education
* Retention
* Counseling Services
* Exceptional Education Services
* Behavioral Support services
* Other resources outside of the school
* The Media Center offers computer access to allow students and parent’s access to district applications and other materials during extended hours weekly.
* District Parent Academy and Virtual Academy events offered throughout the year.

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| --- | --- | --- | --- |
| **Type of Activity** | **Person Responsible** | **Timeline** | **Evidence** |
| Resource Center | Guidance Counselor, ESE Contact | Ongoing | Sign-in sheets |
| Celebrations of student success | Administration, Deans | Ongoing | Student list, pictures |
| Parent Academy | Parent Engagement Liaison | Saturday, October 14, 2017  Saturday, November 11, 2017  Family 2017  Saturday December 16, 2017  Saturday, February 10, 2018  Saturday, March 31, 2018  Saturday, May 5, 2018 | Pictures, Parent Registration, Flyers |

**Communication**

Positive Pathways Transition Center will maintain timely communication about Title I programs through the following:

* Hosting the Title I Annual Meeting
* Conducting weekly New Student/Parent Orientation for parents new to the school to cover Title I programs.

Teachers and other staff members will support parents’ understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:

* School Compact
* Parent Conferences
* Progress Book
* Connect Orange Messages
* Other school communication methods

Parents will be included in the formulation of suggestions and decision making through the following:

* One-on-one meetings with teachers, administrators, and/or support personnel
* Parent Surveys
* Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact

If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.

**Accessibility**

The faculty and staff of Positive Pathways are culturally aware of the needs of the students from different ethnic and diverse backgrounds. To meet the needs of each individual student, we enlist the assistance of staff members from our school to assist us with translating, interpreting, and assisting us with interacting with parents. Parents are informed in their native language, whenever possible, about school activities with the use of visuals to provide examples/illustrations. To meet the needs of our parents with disabilities, materials will be provided in large print, using technology supports such as Smart Board, audio enhancements, and clarifying language. Additionally, for migratory children, our main focus is the continuity of school studies by using our self-paced accredited online high school courses with Apex. Parents are informed of all the benefits associated with this opportunity. Positive Pathways Transition Center is wheelchair accessible for all parents/guardians. We are willing to accommodate any parental specific need.

If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.

**Discretionary Activities**

Positive Pathways Transition Center will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.

Below are additional activities and tasks that we will implement that are funded by Title I, Part A.

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| --- | --- | --- | --- | --- |
| **Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence** |
| Provide training opportunities to parents to enhance the engagement of other parents | Principal; instructional staff | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom | Ongoing | Sign-in sheets, parent program survey |
| Maximizing parent engagement and participation in their children’s education by arranging school meetings at a variety of times, or conducting phone conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school | Principal; Assistant principal; CRT | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom | Ongoing | Sign-in sheets, Parent program survey |
| Developing appropriate roles for community based organizations and businesses, including faith based organizations, in parental involvement activities | Title I contact and parental involvement contact | Increased student achievement and parental involvement | Ongoing | Sign-in sheets, meeting notes |

**Barriers**

Positive Pathways Transition Center, after reviewing the Parent and Family Engagement Plan and accompanying feedback from previous years, acknowledges the existence of the following barriers to parent and family engagement:

* Transportation
* Language
* Education
* Economically disadvantaged

Below are the specific steps that we will take to address barriers that existed last year.

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| --- | --- |
| **Barriers** | **Steps the School Will Take to Overcome** |
| Language barrier (ELL) | Provide Spanish and sign language translation as needed |
| Education barrier (FRL, SWD. ELL) | Open House – preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand (i.e. Instead of just using the words fluency, fact family, etc.) we will accompany these terms with a definition and model strategies accordingly. |
| Economically disadvantaged (FRL) | Provide free breakfast and lunch to all students, clothes closet where students can borrow required dress clothes for our dress code |

**Adoption**

The Parent and Family Engagement Policy has been developed jointly with and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC and PTA agendas, sign-in sheets, and general meeting minutes; PFE Activities Tracking Form; and parent exit slips and surveys from PFE activities.

This policy was adopted by the school on August 14, 2017 and will be in effect for the period of August 14, 2017 through May 2018.

The school will distribute this policy to all parents of participating Title I, Part A children on or before October 2017.

Signature of Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_