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 parents and make available to the local community;
* Involve parents and families in planning, reviewing, and improving schoolwide program plan;
* Use the findings of the 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 plan will assist in providing high quality instruction for all learners? | The mission of the Acceleration West High School Title I Parental and Family Engagement Policy/Plan is to create a family-friendly school and use the support and involvement of families and communities to help lead our students to success. Acceleration West works with parents to enroll and support their students at their highest academic ability and to help them become responsible, productive citizens. Acceleration West values each student’s unique attributes and capabilities and takes these into consideration when meeting their needs, ensuring that all students have the opportunity to acquire the necessary skills for college or career. |

**Involvement of Parents**

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| **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]? | At the Title I Annual Meeting (typically in late September or early October), parents will be introduced to the various programs in and benefits of being a Title I school. A group of volunteer parents (along with the School Advisory Council) will work with the Principal and Title I Contact to plan school programs as well as update and improve the Parental and Family Engagement Policy/Plan (PAFEP). All parents are encouraged to participate and submit suggestions in regard to budgetary expenditures and school-wide events. Parent Comment Forms are available in the front office as well as on our school website, and school personnel are encouraged to talk with parents about how they might become more involved in the school’s (and their student’s) activities. Parents are informed of the purpose and requirements of Title I at the initial (annual) meeting, and are kept informed of important Title I information via the school website, automated phone messages (ConnectEd), and written communication as necessary and available. Copies of the Title I PAFEP are available for all parents and staff members and a copy of the condensed version is sent home with all students in the fall. Further, the complete PAFEP is on the school website and printed copies, as well as the condensed version, are available in the school’s front office. Title I is a regular agenda item for faculty meetings as well as the School Advisory Council meetings. |

**Coordination and Integration with Other Federal Programs**

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| **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]? | Acceleration West High School 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. |
| **Program** | **Coordination** |
| Title I | The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community. |
| Title II | Training to teachers on parental involvement strategies. |
| Title III | Provides funding for our ELL students’ Imagine Learning to support their oral language development. |
| Title X | McKinney Vento Program provides services and materials as needed for families experiencing homelessness. |

**Annual Parent Meeting**

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| **4. Does the plan include:**  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?  A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?  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? | Acceleration West High School 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 le our district’s Title I website <https://www.ocps.net/departments/title_i>.  Below are the specific steps that Acceleration West High School will take to conduct the Title I Annual Meeting. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Flyer for students to take home | Title I Contact | September 20, 2017 | Copy of flyer |
| Agenda and presentation developed | Principal, Title I Contact | September 20, 2017 | Copy of agenda |
| Develop and print sign-in sheets and handouts | Title I Contact | September 20, 2017 | Copies of sign-in sheets and handouts |
| Meeting date given through automated phone system | Principal | September 24, 2017 | Copy of transcript of automated message |
| Notice of meeting posted on marquee | Title I Contact | September 25, 2017 | Photo of marquee |
| Conduct Title I Meeting | Principal, Title I Contact | September 26, 2017 | Copies of agenda and handouts |
| Maintain documents | Title I Contact | September 26, 2017 | Copies of agenda and handouts |

**Flexible Parent Meetings**

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| **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]? | |  | | --- | | Parent conferences are held to discuss student progress and/or behavioral concerns and are arranged by contacting the guidance or dean’s office. Conferences may be scheduled at the convenience of the parent before, during, or after school hours. Teacher time may be covered as needed for these conferences. Evening conferences may be scheduled with advance notice to the teacher. All teachers are encouraged to have telephone and/or email communication with parents on a frequent and regular basis.  Meetings for the purpose of planning and discussing Title I parental involvement are held throughout the school year at various dates and times so as to accommodate a variety of parents with work and/or personal schedules. All parents are encouraged to participate in at least one meeting at their convenience and bus passes may be provided as needed. The focus of these parent involvement meetings will be reading and math. Family activities may also be planned and computer time will be made available to parents who wish to log on to ProgressBook during the week of progress reports. One night may be set aside for those parents who wish to check on ProgressBook yet are unable to come into the school during regular hours. | |

**Building Capacity**

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| **6. Does the plan include:**  How the school will implement activities that will build the capacity for meaningful parent/family engagement?  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]? | Acceleration West High School 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 during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinator as well as our ADDitions coordinator.  Below are the specific steps that Acceleration West High School will take to build capacity for meaningful parent and family engagement. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Meet the Teacher | Instructional Staff | Teachers introduce classroom expectations, routines and establish rapport | August 2017 | Connect Orange and marquee |
| College and career planning | Guidance counselors | Family activity representatives from tech centers to provide information on career guidance for parents and students | Near end of 1st semester 2017 | Parent participation |
| Honor roll breakfast/  luncheon/after school function for students/families | Principal, Title I Contact | Student recognition for academics | End of each nine weeks | Increases in student number and parent participation |
| Parent Resource area | Title I Contact | Resources from a variety of local and state agencies available to parents on academic topics such as the importance of homework, FSA strategies, etc. | On-going | Parent participation |
| Parent training opportunities | Principal, Title I Contact, instructional staff | Parents will have the opportunity to monitor their child(ren)’s school progress via Progress  Bok, the online grading system | On-going | Parent attendance at the training session and communication with the teachers |
| Connect Orange messages | Principal | Increased parental awareness of school events and participation | On-going | Copies of messages on file |
| Regularly scheduled SAC/PLC meetings | Principal, parent representatives | Parents will actively participate in decision-making process for school | On-going | Meeting minutes |
| OCPS Parent Academy and Virtual Events | Title I Contact | Parents are encouraged to participate in OCPS-sponsored events held throughout the county during the school year. | On-going | Parent participation |

**Staff Development**

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| **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]? | Acceleration West High School 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 Acceleration West High School will implement to build capacity for meaningful parent and family engagement. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Title I Annual Meeting | Principal, Title I Contact | Information given about the assistance programs provided to the school to help support students academically | September 26, 2017 | Agenda, PowerPoint, and sign-in sheets |
| Parent and Family Engagement Professional Development Module 1 – Building Strong Partnerships with Parents and Families | Title I Contact | 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 23, 2017 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 2:  Building Ties  Between Home and  School | Title I Contact | Improved ability of staff to work with parents and families | November 2017-January 2018 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 3:  Implementation and  Coordination of  Parent and Family Engagement  Programs | Title I Contact | Increased parent and family participation in school activities which support student achievement | January 2018-March 2018 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 4:  Communicating  and Working with  Parents as Equal Partners | Title I Contact | Improved relationship, communication and collaboration between  parents and school | March 2018 - May 2018 | Sign-in sheets, exit slips |
| Staff development on implementation of CHAMPs with emphasis on the teacher-parent relationship | Principal, CHAMPs trainer | Behavioral strategies to implement for better classroom management | On-going | Decline in behavior referrals by teachers |
| Staff development on MTSS conference techniques and strategies | Guidance counselors, Title I Contact | Procedures to follow for student intervention as it relates to parent involvement | On-going | Teacher and parent feedback |

**Other Activities**

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| **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]? | |  | | --- | | Teachers and parents are encouraged to have frequent communication via email, telephone, or written letter to discuss strategies that can be used at home to ensure student success at school. Printed resources provided by PIRC, Florida Department of Education, College Board, US Department of Education, etc., are available for parents in the school’s front office (Parent Resource Area). Letters or phone calls are sent home before each district/state mandated test to explain to and educate parents on the importance of such tests and give helpful information on what is expected from the student. Guidance and ESE conferences are arranged with parents and counselor(s) as requested. Parent Night is held to discuss testing, graduation requirements, financial aid options, and other topics as needed or requested. Parents are also informed of the district’s Parent Academy events which provide information and support for parents on academics, nutrition, career training options, etc. | | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Resource Center | Title I Contact | On-going | Sign-in sheets |
| Virtual Academy | Title I Contact | October 5, 2017  February 1, 2018  May 17, 2018 | Parent registration |
| Parent Academy | Title I Contact | October 14, 2017  November 11, 2017  December 16, 2017  February 10, 2018  March 31, 2018  May 5, 2018 | Parent registration, flyers |

**Communication**

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| **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?  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]? | |  | | --- | | Acceleration West High School will keep the parents informed on curriculum, assessments, meetings, graduation requirements, career prep, Title I programs, and expectations for student progress throughout the year via newsletters, automated telephone messages (ConnectEd), email, etc. Information will be available for translation as needed. Continuous feedback from the parents is crucial to the success of the implementation of the Title I program at the school. Parents are informed well in advance of any SAC meetings and are encouraged to provide feedback on how the school is doing. Parents will be able to check on student progress via the district grade book (ProgressBook). Log-in information will be available to parents and students during the first week of school. A planned Family Night activity will be scheduled prior to the release of the first progress report to work with students and families who may need additional assistance on using Progress Book. Computers will be set up in the media center during grade week to give parents access to the ProgressBook program. Printed progress reports will be sent home on a regular basis. The Title I Contact maintains logs of all communication with parents by individual teachers and other staff members. | |

**Accessibility**

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| **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?  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? | |  | | --- | | Acceleration West High School provides a variety of activities in which parents can participate and all parents are encouraged to take part in at least one activity per year. Parents are notified of each activity through various methods of communication. Upon request, school letters and communication may be provided in languages other than English, such as Spanish and Creole, as available. The school has several staff members who are fluent in Spanish and has access to help with those for whom Creole is the preferred language. Parents are encouraged to keep the Title I Contact informed of any address or telephone changes. Assistance is provided to disabled parents at events held on our campus. | |

**Discretionary Activities (optional)**

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| **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.) | Acceleration West High School 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 Acceleration West High School will implement that are funded by Title I, Part A. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Maximizing parental involvement and participation in their child(ren)’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)(11)] | Guidance counselor | Parent involvement will increase student success | On-going | Parent participation |
| Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)] | Principal, Title I Contact | Teacher buy-in will enhance parental involvement | On-going | Parent attendance and participation |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)] | Mentoring program with leaders of the community, Partners in Education (PIE) | Improvement of student engagement and grades | On-going | Participation of businesses, organizations, and students |

**Barriers**

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| **12. Does the plan include:**  A description of the barriers that hindered participation by parents/families 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]? | Acceleration West High School, after reviewing the previous years’ Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement:   * Language * Parents’ working/family responsibilities * Travel distance * Visibility * Transportation   Below are the specific steps that Acceleration West High School will take to address barriers that existed in the previous year. | |
| **Barriers (Including the Specific Subgroup)** | | **Steps the School will Take to Overcome** |
| Limited English profiency (Hispanic and Haitian Creole) | | Translate documents, translators available on request for meetings, conferences, etc. |
| Busy parents | | Offer activities and conferences/meetings with flexible scheduling |
| Widespread population | | Use technology, newsletters, and phone messages to keep parents and community informed and involved |
| School is not visible from the road | | Use technology, newsletters, and phone messages to keep parents and community informed and involved |
| Transportation is not available for many parents/ students outside neighborhood | | Provide bus passes |

**School-Parent Compact**

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| **13. Does the plan include:**  As a component of the school-level parent and family engagement 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? |  |

**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 minutes from the SAC meeting approving this Parent and Family Engagement Policy.

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This policy 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 has been developed with input from parents based on the review of the previous school year’s Parent and Family Engagement Plan, if applicable. (*previously referred to as the Parent Involvement Plan – PIP)*

The following documents can be scanned with this document and submitted as evidence:

* Parent surveys of previous year’s events and activities
* Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
* Parent Feedback Summary of PFEP Evaluation
* Parent and Family Engagement Activities Tracking Form