

2018-2019 Parent and Family Engagement Plan

School Name	Phillis Wheatley Elementary
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	The mission of Phillis Wheatley Elementary School is to lead our students to success with the support and involvement of our families and our community. Phillis Wheatley Elementary feels strongly that parent and family engagement is a driving force in a child's education and is a shared responsibility.
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plan will assist in providing high quality instruction for all learners?	We are committed to working jointly with parents and family to develop a plan for activities and workshops that support high quality instruction needed for all learners to be successful. We will host multiple curriculum nights aligned to grade level standards to model instructional strategies for home and 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]?	Parents will be encouraged/invited/recruited via flyers, newsletters, marquee and the school messenger phone system to attend/participate in the annual Parental Involvement Planning Meeting and subsequent meetings as well as monthly PTO, PLC and SAC meetings. The parents will be provided with an agenda prior to each meeting and encouraged to provide input. Parents who become members of SAC, per State SAC guidelines, will be responsible for planning, reviewing and improvement of the Title 1 program.
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Coordination and Integration with Other Federal Programs

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]?	Phillis Wheatley Elementary 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 III	School communication is provided in English and Spanish and we provide interpreters if necessary to ensure that we are including the parents of our ELL students.

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Title I	Title 1 helps provide ATS (Academic Tutoring Services) to students, staffing, technology equipment and other resources.
VPK	The VPK teacher at Phillis Wheatley in addition to the Title I office will provide parents with suggestions and materials to help their students at home. Parents will be invited to attend the yearly transition meeting with Kindergarten to address the academic expectation for the upcoming school year.
Title II	Provide Professional Development opportunities to teachers and staff members that help them grow as educators. The Admin team will collect data from collaborative walks and put together Professional Developments that will help increase teacher performance in areas that will help impact student achievement.
Title X	McKinney Vento Program provides support to our homeless students.

Annual Parent Meeting

<p>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?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>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?</p>	<p>Phillis Wheatley Elementary 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:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
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	<p>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 Phillis Wheatley Elementary will take to conduct the Title I Annual Meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Meeting announced on School Messenger Phone System	Administration	On-Going	Copy of call results and flyer
Preparation of documents for Title I Meeting Presentation	Title I Designee	October 2018	Prepared Agenda, Flyers, Sign-in Sheets, Title I PPT, Compacts, Right to Know Letter and Parental Involvement Plan are in place and specified for Phillis Wheatley Elementary.
Annual Public Title I Meeting	Title I Designee/Principal	October 25, 2018 (tentative)	Agenda Notes, Sign-in Sheets and approvals of Parental Involvement Plans and School Compacts.

Flexible Parent Meetings

<p>5. Does the plan include: How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>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]?</p>	<p>Phillis Wheatley Elementary will offer a number of flexible parent meetings by implementing the following:</p> <p>We will hold our Parent Teacher Association meetings on the second Tuesday of the month. We will have evening meetings at this time. If for some reason, we see that parents can't attend evening meetings, we will change to morning meetings. We will also combine our meetings such as MPLC and SAC to respect the time of our parents. The school will provide food and drinks for every meeting. If child care is needed the school will provide this service for the parents. Translators will be available per parent request for every meeting. Parent-Teacher conferences will be</p>
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	<p>held at the near the mid-point of each nine weeks when Progress Reports are being issued. Additionally, parent conferences will be arranged with teachers, administrators, and staff members whenever it is needed at the time that best suits the parents and their schedules. Parents will have the opportunity to communicate and provide feedback with all stakeholders here at Phillis Wheatley Elementary.</p> <p>As it pertains to services related to parent and family engagement, the school will provide the following:</p> <ul style="list-style-type: none"> • Transportation to a minimum of 1 Parent Academy • Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings

Building Capacity

<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Phillis Wheatley Elementary 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) coordinators as well as our ADDitions coordinators.</p> <p>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.</p> <p>Below are the specific steps that Phillis Wheatley Elementary will take to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet Your Teacher	Principal, Classroom Teacher	Reduce student anxiety and allow teachers to set high expectations	August 2018	Sign-In Sheets, Flyers, School Messenger log, Marquee
Title I Annual Meeting	Assistant Principal	Increase parent involvement and understanding of the opportunities available to help their child learn	October 2018	Sign-In Sheets, Flyers, School Messenger log, Marquee
Open House	Principal, Assistant Principal, CRT	Develops a stronger bond between school and home improving communication. Allows for the establishment of shared expectations.	September 2018	Sign-In Sheets, Flyers, School Messenger log, Marquee
Literacy Night	Principal, Assistant Principal, CRT, Coaches, PEL, and classroom teachers	Provide resources for parents to help their child with reading at home	September 2018	Sign-In Sheets, Flyers, School Messenger log, Marquee
Math Night	Principal, Assistant Principal, CRT, Coaches, PEL, and classroom teachers	Provide resources for parents to help their child with math at home	October 2018	Sign-In Sheets, Flyers, School Messenger log, Marquee
Progress Report Conference Night	Administration and school leadership team	Allows parents the opportunity to communicate with the classroom teacher about the student's	Once per nine weeks	Sign-In Sheets, Flyers, School Messenger log, Marquee
Science Night	Principal, Assistant Principal, CRT, Coaches, PEL, and classroom teachers	Provide resources for parents to use at home to help their child with science	December 2018	Sign-In Sheets, Flyers, School Messenger log, Marquee

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,	Phillis Wheatley Elementary 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.
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<p>other school leaders and other staff:</p> <ul style="list-style-type: none"> - 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]? 	<p>Below are the specific activities and tasks that Phillis Wheatley Elementary will implement to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement Professional Development Module 1 – Building Strong Partnerships with Parents and Families	School Administration, PEL, 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 2018	Sign-in sheets, exit slips
Title I Annual Meeting	School administration, Title I Coordinator	Information given about the assistance programs provided to the school to help support students academically.	October 25, 2018 (Tentative)	Agenda, PowerPoint, and sign-in sheets
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	School administration, PEL, Title I Coordinator	Increased parent and family participation in school activities which support student achievement	January 2019	Agenda, PowerPoint, sign-in sheets, exit slips

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Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	School administration, PEL, Title I coordinator	Increased parent and family participation in school activities which support student achievement	March 2019	Agenda, PowerPoint, Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and working with Parents as Equal Partners	School administration, PEL, Title I Coordinator	Improved relationships, communication, and collaboration between families and the school.	May 2019	Agenda, PowerPoint, Sign-in Sheets, exit slips.

Other Activities

<p>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]?</p>	<p>Phillis Wheatley Elementary 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:</p> <ul style="list-style-type: none">• The ESE and Guidance office have a resource center that includes information about but not limited to the following:<ul style="list-style-type: none">• Homeless Education• Retention,• Counseling Services• Exceptional Education Services Behavioral Support Services• And 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 <p>Below are the specific activities and tasks that Phillis Wheatley Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren) .</p>		
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Panther Academy	School Administration, Title I Coordinator, PEL, and classroom teachers.	Monthly, on-going	Sign-In Sheets, Flyers, School Messenger log, Marquee
Extended Media Hours	School Administration, Title I Coordinator	Once a month, on-going	Sign-In Sheets, Flyers, School Messenger log, Marquee
Academic Tutoring Services (ATS)	School Administration, Title I Coordinator	Saturdays bi-monthly	Attendance sheets, monitoring logs

Communication

<p>9. Does the plan include:</p> <p>How the school will provide timely information about the Title I programs?</p> <p>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?</p> <p>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)/</p> <p>How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>Phillis Wheatley Elementary will provide timely information about Title 1 programs, school curriculum, academic assessments, and student progress weeks in advance by implementation of the following parent notification vehicles: school wide informational flyer distribution to all students, Connect Orange notification in English and Spanish (automated phone notification and school marquee display. Information will also be provided a day or two ahead of events using the same notification vehicles as a reminder of the upcoming events to increase attendance. We will facilitate monthly SAC/PLC meetings, where topics pertaining to curriculum, forms of academic assessment, assessment of student progress will be addressed. At each meeting and parent training, parents will have the opportunity to address their questions and concerns regarding any issue of an academic nature. The school administration also operates on an "open door policy" which is communicated to parents consistently-parents can meet with school administration, as well as submit a written concern to the school administration. Parents are also invited and encouraged to attend scheduled parent conferences, progress report nights and all scheduled academic events.</p>
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Accessibility

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<p>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?</p> <p>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?</p>	<p>Phillis Wheatley Elementary School will provide opportunities for participation in parental activities for all parents by providing the following meeting opportunities: Open House, SAC/PTO/PLC monthly meetings, Report Card Conference Night, Science Night, Literacy Night, Math Night, FSA Informational Packets - FSA and FCAT informational, Parent Involvement Folders and Progress Reports/Report Cards.</p> <p>A sign language interpreter will be provided as needed for our parents who exhibit the need. Our building is audio equipped for guest with auditory disabilities. Our facility is wheel chair accessible.</p> <p>The Bilingual Paraprofessional will provide translated documents and flyers for all of our non-English speaking parents. She will also use the Connect Ed phone system to send information to ELL parents to keep them informed of upcoming events. The school will provide translators at every PTA and SAC meeting. The CCT will hold four meetings throughout the year for all ELL parents. These meetings will encourage our ELL parents to support the school and provide them the materials and resources to help their child succeed.</p> <p>Title I information will be posted on the school website for parents/guardians who are unable to come to the school.</p> <p>Title I topics that are discussed at SAC/PTA meetings will be included in the minutes of the meeting that are available on the school website.</p>
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Discretionary Activities

<p>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.)</p>	<p>Phillis Wheatley Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that Phillis Wheatley Elementary will implement that are funded by Title I, Part A</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
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 children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)1;	School administration	Allows for increased communication with families about their child(ren)s education and provides a time for families to share their concerns and ideas for the school as a whole.	Monthly	Sign-In Sheets, Flyers, School Messenger log, Marquee, minutes of meetings
Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)1.	School administration; Partner in Education coordinator	Reaching out to the community brings more resources in to help our students achieve.	Ongoing throughout the school year.	Volunteer logs

Barriers

<p>12. Does the plan include:</p> <p>A description of the barriers that hindered participation by parents during the previous school year?</p> <p>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</p>	<p>Phillis Wheatley Elementary, 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:</p> <ul style="list-style-type: none"> • Transportation • Language • Education • Economically disadvantaged <p>Below are the specific steps that Phillis Wheatley Elementary will take to address barriers that existed in the previous year.</p>
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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
Transportation for parents (FRL)	Look into transportation options for parents as needed. Change location of activity to a community center or alternate site.
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 food during some evening events, free lunch for all students, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts and food.

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

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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 5/3/18 and will be in effect for the period of 2018-19.

The School will distribute this policy to all parents of participating Title I, Part A children on or before 10/31/18.

Signature of Authorized Personnel	
Date	<u>May 16, 2018</u>

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