

## 2019-2020 Parent and Family Engagement Plan

<b>School Name</b>	<b>OCPS Academic Center for Excellence</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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

<b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?	The mission of OCPS Academic Center for Excellence is to lead our students to success with the support and engagement of families and the community. OCPS Academic Center for Excellence feels that an effective home-school partnership is a shared responsibility and is the driving force in ensuring that all
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How the parent and family engagement plan will assist in providing high quality instruction for all learners?	students have positive education experiences. We will host multiple fun and engaging curriculum nights that are aligned to grade level standards. Instructional strategies will be modeled for parents and the information gained will assist parents with extending their child's learning beyond the school hours.
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### Involvement of Parents

<p><b>2. Does the plan include:</b> 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]?</p>	<p>OCPS Academic Center for Excellence will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> <li>● Home-to-school and school-to-home communication in English and/or other languages</li> <li>● Student planners</li> <li>● Flyers</li> <li>● Newsletters</li> <li>● Connect Orange messages</li> <li>● School Website</li> <li>● Social Media outlets i.e. Facebook, Twitter</li> <li>● HERO</li> <li>● Canvas announcements</li> <li>● School marquee</li> <li>● And other known best practices as needed</li> </ul> <p>At OCPS ACE parents and families have input 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:</p> <p><b>Attending</b></p> <ul style="list-style-type: none"> <li>● School Advisory Council (SAC) meetings</li> <li>● PTSA</li> <li>● Multilingual Parent Leadership Council (MPLC) meetings</li> <li>● Title I Annual Meeting</li> </ul> <p><b>Participating In</b></p> <ul style="list-style-type: none"> <li>● Parent and family engagement capacity-building activities</li> </ul> <p><b>Reviewing</b></p> <ul style="list-style-type: none"> <li>● Academic data</li> </ul>
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### Coordination and Integration with Other Federal Programs

<b>3. Does the plan include:</b> 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]?	OCPS Academic Center for Excellence will plan, coordinate and host parent and family engagement programs/activities throughout the school year. These activities will teach parents how to assist their child(ren) at home through the implementation of high-yield strategies that are linked to learning.
<b>Program</b>	<b>Coordination</b>
Pre-K	An opportunity for orientation to kindergarten and classroom visits will occur in spring and/or summer. Pre-K families will be invited to all Family Night events.
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	The school will continue to work with parents on understanding The Florida Standards. Teachers will receive professional development on The Florida Standards through Title II funds.
Title III	Provides funding for our ELL students' Imagine Learning to support their oral language development.
Title X	McKinney-Vento Program provides support to our homeless students.

### Annual Parent Meeting

<b>4. Does the plan include:</b> 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?	OCPS Academic Center for Excellence will host an annual Title I meeting to inform parents and families of children participating in Title I programs at the beginning of the school year. The meeting will educate parents via the following methods: <ul style="list-style-type: none"> <li>● Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts</li> <li>● School Choice via district handouts and policies</li> <li>● The rights of parents via brochure and other resources</li> </ul>
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<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>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p>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> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <a href="http://www.fl DOE.org/bsa/title1/title_compile.asp">http://www.fl DOE.org/bsa/title1/title_compile.asp</a> and le our district's Title I website <a href="https://www.ocps.net/departments/title_i">https://www.ocps.net/departments/title_i</a>.</p> <p>Below are the specific steps that Academic Center for Excellence will take to conduct the Title I Annual Meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notices sent home to parents in English and/or other languages	Title I Coordinator	August 28, 2019	Copy of notice with date of dissemination
Annual meeting date posted on the marquee	School Administrators	August 28, 2019	Picture and date posted
Agenda and presentation materials developed	School Administrators	September 4, 2019	Copies of Agenda
Connect Orange message sent	School Administrators	September 4, 2019	Copy of message

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Develop sign-in sheets	Title I Coordinator	September 5, 2019	Sign-in sheets for classrooms
Conduct Title I Annual Meeting	School Administrators	September 11, 2019	Copies of Agenda and handouts
Maintain documents	Title I Coordinator	September 13, 2019	Copies of all documents

### Flexible Parent Meetings

<p><b>5. Does the plan include:</b> 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>Academic Center for Excellence will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> <li>• Morning, afternoon and evening opportunities for activities and teacher conferences</li> <li>• Conduct parent surveys and use results to accommodate most requested times for school-wide activities</li> </ul> <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"> <li>• Transportation to a minimum of 1 Parent Academy and cover the cost of staffing for a childcare room with OCPS staff member(s) for parents to utilize during parent activities and meetings</li> <li>• Onsite counseling services for the students</li> <li>• Onsite Pediatric and dental care through Orange Blossom Pediatrics</li> <li>• Onsite preschool ages 2-4 until 7pm</li> <li>• Onsite parent liaison available to support parents</li> <li>• Onsite after school program through Boys &amp; Girls Club</li> </ul>
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### Building Capacity

<p><b>6. Does the plan include:</b> How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p>	<p>OCPS Academic Center for Excellence 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. Community members and organizations can volunteer to support school initiatives. Our Community School Director as well</p>
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<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>as our Parent Engagement Liaison will be the main point of contact for parents to receive resources, support, and information about activities that engage families.</p> <p>Below are the specific steps that OCPS Academic Center for Excellence will take to build capacity for meaningful parent and family engagement.</p>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Back to school Extravaganza	School Administration	Students will receive all necessary items and/or physicals to be successful for the school year	August 2019	Connect Orange, Flyer, Marquee
Meet the Teacher	Instructional staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 2019	Connect Orange, Marquee
Title I Meeting	Title I coordinator	Parents will understand how Title I is providing for their children and how it is utilized at ACE	September 2019	Connect Orange, Marquee, Sign-In Sheets
Open House	School Administrators	Parents will receive information about each child's classroom and strategies to use at home	September 2019	Connect Orange, Sign in sheets, Marquee

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Report Card Conference Night	Classroom teachers	Teachers will conduct individual conferences to discuss child's test results, expectations, progress toward benchmarks, and individual needs.	October 2019 & March 2019	Conference/Parent communication logs
Curriculum workshops	Instructional staff	Teachers will discuss expected grade level skills in reading, writing, or math. Parents will be given strategies and resources to assist their students in developing these skills at home.	Winter/Spring	Sign-in sheets, handouts, flyers
Family Night Series (Reading, Math, Writing, Science, Arts)	Instructional Staff	Parents will interact with their students while learning a targeted skill.	One in September, October, November, January, March,	Flyers, sign-in sheets, Make and Take activities
Connect Orange Messages	Principal, Assistant Principal	Increased parental awareness of school events and participation	Ongoing	Copies of message on file
Newsletter, website, Social Media, HERO, daily planners, email communication	Principal, Assistant Principal	Parents and students will have access to information about school events/activities	Ongoing	Website resources, survey feedback, copies of newsletter/emails
Regularly scheduled SAC/PTA/PLC meetings	Principal, Parent Representatives	Parents will actively participate in decision-making process for school	Ongoing	Meeting minutes

### Staff Development

<b>7. Does the plan include:</b> A description of the professional development activities the school will provide to educate the	OCPS Academic Center for Excellence strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate teachers, specialized instructional support personnel, administrators, other
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<p>teachers, specialized instructional support personnel, principals, other school leaders and other staff:</p> <ul style="list-style-type: none"> <li>- with the assistance of parents/families, in the value and utility of contributions of parents/families?</li> <li>- in how to reach out to, communicate with, and work with parents/families as equal partners?</li> <li>- in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</li> </ul>	<p>school leaders and other staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities and tasks that Academic Center for Excellence will implement to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	School administration, Title I coordinator	Information given about the assistance programs provided to the school to help support students academically.	September 11, 2019	Agenda, PowerPoint, and sign-in sheets
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	School administration, 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 24, 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	School administration, Title I coordinator	Improved ability of staff to work with parents and families	January 9, 2020	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, Title I coordinator	Increased parent and family participation in school activities which support student achievement	March 5, 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	School administration, Title I coordinator	Improved relationship, communication and collaboration between parents and school	May 1, 2020	Sign-in sheets, exit slips

### Other Activities

<p><b>8. Does the plan include:</b> 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>OCPS Academic Center for Excellence is a community partnership school that 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"> <li>● Community Partnership Hub has a resource center that includes information about but not limited to the following <ul style="list-style-type: none"> <li>○ Homeless Education</li> <li>○ Counseling Services</li> <li>○ Behavioral Support Services</li> <li>○ And other resources outside of the school</li> </ul> </li> <li>● The Media Center offers computer access to allow students and parent's access to district applications and other materials during extended hours weekly.</li> <li>● District Parent Academy and Virtual Academy events offered throughout the year.</li> </ul> <p>Below are the specific activities and tasks that Example Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren) .</p>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>

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Resource Center	Community School Director, Parent Liaison	Ongoing	Sign-in Sheets
Media Center	Media Specialist, Parent Liaison	Ongoing	Sign-in Sheets
Love Pantry	Community School Director, Parent Liaison	Ongoing	Sign-in Sheets
Virtual Academy	Parent Liaison, Media Specialist	3x per years	Parent registration, Media Center Sign-in sheet
Parent Academy	Parent Liaison	Monthly	Pictures, Parent Registration, Flyers

### Communication

<p><b>9. Does the plan include:</b> 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>OCPS Academic Center for Excellence will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> <li>● Hosting the Title I Annual Meeting</li> <li>● Title I information board updated monthly</li> </ul> <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> <li>● School Compact</li> <li>● Report Card Conference Nights</li> <li>● Progress Book</li> <li>● Planners</li> <li>● Parent Conferences</li> <li>● Connect Orange Messages</li> <li>● And other school communication methods</li> </ul> <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> <li>● One-on-one meetings with teachers, administrators, and/or support personnel</li> <li>● Parent Surveys</li> <li>● Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact</li> </ul>
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	If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.
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### Accessibility

<p><b>10. Does the plan include:</b> 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 an 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>Academic Center for Excellence will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. The following methods will be used:</p> <ul style="list-style-type: none"> <li>● Family Nights will be presented in multiple languages to services our ELL families.</li> <li>● Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.</li> </ul> <p>We will share information through various best known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:</p> <ul style="list-style-type: none"> <li>● Home-to-school and school-to-home communication in English and/or other languages</li> <li>● Student planners</li> <li>● Flyers</li> <li>● Newsletters</li> <li>● Connect Ed messages</li> <li>● School Website</li> <li>● Email</li> <li>● And other known best practices as needed</li> </ul>
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### Discretionary Activities

<p><b>11. Does the plan include:</b> Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation</p>	<p>Academic Center for Excellence 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 Example Elementary will implement that are funded by Title I, Part A.</p>
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for meetings, activities related to parent/family engagement, etc.)				
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
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 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.	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

### Barriers

<p><b>12. Does the plan include:</b> 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</p>	<p>After reviewing the survey feedback, the following barriers have been identified:</p> <ul style="list-style-type: none"> <li>● Language</li> <li>● Education</li> <li>● Economically disadvantaged</li> <li>● Communication</li> </ul> <p>Below are the specific steps that Academic Center for Excellence will take to address barriers that existed in the previous year.</p>
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attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?	
<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Use multiple means of communication (FRL)	Send home multiple means of communication to inform and remind parents of the events or meetings that is occurring on campus.
Language barrier (ELL)	Provide alternate language and sign language translation as needed.
Education barrier (FRL, SWD, ELL)	Open House – preview of grade level expectations for the year. Explain education terminology/jargon 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	Provide food during some evening events, free lunch for all students, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts. PTA will purchases a book for every child.

### School-Parent Compact

<b>13. Does the plan include:</b> 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?	See attached compact brochure.
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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     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 .

<b>Signature of Authorized Personnel</b>	
<b>Date</b>	

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