

ORANGE BROOK ELEMENTARY
School-Level Parent and Family Engagement Plan (PFEP)
2018-2019

Mission Statement

I, Devon O'Neal, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.

Engagement of Parents and Families

Orange Brook Elementary will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

Parents will be invited and encouraged to become active members of the School Advisory Council (SAC) and School Advisory Forum (SAF). At the SAC/SAF meetings parents will be provided information regarding the school's Title I allocation (inclusive of professional development and parent involvement allotments). Parents will be asked to provide input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. SAC/SAF committee will determine revisions to the Parent Involvement Plan based on the results.

Coordination and Integration

Orange Brook Elementary will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e)(4)].

Count	Program	Coordination
1	Title I	Program name: Attendance Matters! Engaging Parents, Students and Staff in your Attendance Campaign

		in your Literacy Program
3	Title I	Coffee Club – parents will be provided quarterly meetings to discuss curriculum issues and receive support
4	Title I	Title I Mobile Unit-Provide parents with resources available through Title I
5	Title I	Financial Workshop – Teaching parents how to teach their children about saving money
6	Title I	Grandparents Breakfast – Engaging grandparents, students, and staff in the Literacy Program by having grandparents come in, eat breakfast, and listen to stories written by students
7	Title I	Core Curriculum Night – Teaching parents the core areas of their children’s learning and how to use resources at home
8	Title I	Math Game Matters – Engaging parents in fun, hands-on rigorous activities that they can do at home with their children

Annual Parent Meeting

Orange Brook Elementary will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Public Meeting Flyer	Title I Liaison, Natasha Braynen	August 2018	Flyer, Newsletter, School website
2	Announcement-Marquee, Website, Twitter and Parent Link	Head Custodian, Antjon Lockhart Title I Liaison, Natasha Braynen	August 2018	Parent Link Report, Twitter Feed
3	Develop an Agenda	Title I Liaison, Natasha Braynen	August 2018	Agenda, Sign In Sheets
4	Annual Title I Public Meeting	Principal, Devon O’Neal Title I Liaison, Natasha Braynen	September 2018	Agenda, Sign In Sheets

Flexible Parent Meetings

evening, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].

Orange Brook Elementary will schedule meetings to be held at various times during the day or evening to better accommodate parents. Our school-wide orientation for parents to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the school's Parent Engagement Plan and School Improvement Plan.

Building Capacity

Orange Brook Elementary will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
1	Book Exchange	Reading Coach	Reading Literacy	January 2019	School Flyer, Agenda, Sign in Sheets
2	Technology/FS A Parent Training	Technology Specialist/Leadership Team	Provide parents with internet navigation skills to locate materials that align to Math benchmarks and Reading benchmarks	November 2018	School Flyer, Agenda, Sign in Sheets
3	Literacy Night	Reading Coach	Provide parents with literacy activities and view literacy projects	December 2018	School Flyer, Agenda, Sign in Sheets
4	Math Night	Math Coach	Provide parents and students with a night of educational math activities	January 2019	School Flyer, Agenda, Sign in Sheets
5	ESE Parent Informational Seminar	ESE Specialist /ESE Department	Provide parents with information about ESE procedures and strategies used	October 2018	School Flyer, Agenda, Sign in Sheets

			classroom		
6	STEM/VEX Night	Gifted/High Achievers Teachers	STEM Initiative	April 2019	School Flyer, Agenda, Sign in Sheets
7	FSA Writing Parent Breakfast	4 th and 5 th Grade Teams	Provide parents with information and strategies to help their children on the FSA	February 2019	School Flyer, Agenda, Sign in Sheets
8	3 rd Grade Academic Success Training	3 rd Grade Team	Provide parents with resources and information to help transition children from primary to intermediate	March 2019	School Flyer, Agenda, Sign in Sheets
9	Effectively Using Agendas	Teachers PreK-5	Provide parents with meaningful ways to use student agendas as an effective means of communication	Ongoing August 2018 through May 2019	Sign In Sheets, Signed agendas

Staff Training

Orange Brook Elementary will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
PLCs	Administration, Coaches, and Grade Chairs	Provide teachers with information about how to instruct, assess, remediate and enrich common core instruction	Ongoing September 2017 through May 2018	Meeting Agenda, Sign In Sheets, Feedback
Staff Training	District Reps & Rtl Team	Provide teachers information on how to identify and support	August 2017	Meeting Agenda, Sign In Sheets, Feedback

		putting students through the Rtl process		
PLCs	Curriculum Coaches	Provide teachers with information on how to effectively communicate to parents' strengths and weaknesses in student skills and how to enrich and remediate	August/ September 2017	Meeting Agenda, Sign In Sheets, Feedback

Other Activities

Orange Brook Elementary will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].

Parent Institute Workshops will provide parents with information available as resources for them. Post/distribute flyers with information when available. Title I liaison will monitor for availability.

School's Parent Resource Center – Parents will be informed of the location and times the Resource Center will be open for their use. Support Staff and teachers will recommend during conferences when needed.

Communication

Orange Brook Elementary will provide parents of participating children the following [Section 1116(c)(4)]:

- *Timely information about programs under this part [Section 1116(c)(4)(A)];*
- *A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(c)(4)(B)];*
- *If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and*
- *If the school-wide program plan under Section 1114 (b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

Communication with parents will be done through Parent Link, flyers, via our website, and social media accounts.

Accessibility

Orange Brook Elementary will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)]

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School's Parent Resource Center – Parents will be informed of the location and times the Resource Center will be open for their use. Support Staff and teachers will recommend during conferences when needed.

School-Parent Compact


As a component of the school-level parent involvement 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 [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on 04/18/2018 and will be in effect during the 2018-2019 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before October 28, 2018.



Signature of Principal



SAC Chair

4/18/2018

Date

4/18/2018

note