

## Oak Ridge Elementary School 2019-2020 Title I, Part A Parent and Family Engagement Plan

I, Dr. Jasmine Smith, 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.

### Assurances

- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA; as amended by ESSA.
- Involve parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
- Jointly develop/revise with parents the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

  
Signature of Principal

4/29/19  
Date Signed

### Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response: Each student will be a self-sufficient, life-long learner with a sense of purpose, responsibility, and appreciation of diversity. Parents and community members play a vital role in the success of our school and will work as partners with the school to ensure that we achieve our mission.

## Engagement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used [Sections 1116].

**Response: The School Advisory Council will meet monthly to plan, review, and provide input into the school's Parent and Family Engagement Plan and the School Improvement Plan.**

**Parents will be given the opportunity to provide input and to give feedback on the Parent Engagement Plan, including decisions on how the funds are used regularly during school-wide meetings, PTO meetings, and SAC meetings.**

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## Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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].

count	Program	Coordination
1	Title 1	Funds will be used to hold parent workshops, produce monthly newsletters and train teachers.
2	Title 2	Funds will be used for staff development
3	Head Start	Head Starts are invited each Spring to Kindergarten Orientation to help prepare them for the upcoming school year

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## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), Adequate Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and presentation materials that address the required components	Administration	July	Copies of agendas, presentation, and handouts
2	Develop and disseminate invitations using flyers, school website, and social media	Administration	August	Flyers with date of dissemination and copies of postings on the school website and social media platforms



3	Advertise/Publicize the event	Administration	August	Postings on school website and school marquee
4	Create sign-in and feedback sheets for meeting	Administration	August	Copies of completed sign-in sheets and feedback sheets
5	Upload all Title 1 paperwork to the district folder and place originals in the school notebook	Administration	Monthly	Copies of all Title 1 paperwork

### Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

**Response:** PTO, SAC and some parent workshops will be held in the evenings after most work hours are completed. In addition, our Parent Resource Center is open during school hours for those that can attend throughout the day. The Parent Resource Center is equipped with a designated computer for parent usage.

### Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Information/Right to Know	Principal	Parents will be aware of the opportunities available to assist their child(ren) at home and at school	August/September, 2019	Agenda of Title I annual meeting/sign-in sheets and documentation of Right to Know letters sent home
2	Grandparent's Day	Teachers/Admin Team	Grandparents will be aware of literacy strategies they can use to assist their grandchildren	September, 2019	Agenda, sign-in sheets
3	Grade Level Curriculum Nights	Teachers/Admin Team	Parents will be familiar with what is required for students to be successful and know what	September, 2019	Agenda, Sign-in sheets

			benchmarks are required.		
4	RAD Dads' Day	Teachers/Admin Team	Parents (Dads) will gain knowledge and understanding of strategies to use to support the child's literacy success in school	September, 2019	Agenda, Sign-in sheets
5	Parents Go Back to School Night	Teachers/Admin Team	Parents will gain knowledge and understanding of the academic expectations which will help them support their children.	October, 2019	Agenda, Sign-in sheets
	School-Wide STEM Night	Teachers/Admin Team	Parents will gain knowledge and understanding in ways to support the child's math and science success in school.	October, 2019	Agenda, Sign-in sheets
5	Polar Express Literacy Night	Teachers/Admin Team	Parents will gain knowledge and understanding in ways to support the child's literacy success in school.	December, 2019	Agenda, Sign-in sheets
6	Town Hall Night-grades 3-5	Teachers/Admin Team	Parents will be familiar with what is required for students to be successful on state tests	January, 2020	Agenda, Sign-in sheets
7.	School-Wide Literacy Night	Teachers/Admin Team	Parents will gain knowledge and understanding in ways to support the child's literacy success in school.	February, 2020	Agenda, Sign-in sheets
8.	Pastries for Parents	Teachers/Admin Team	Parents will gain knowledge and understanding in ways to support the child's literacy success in school.	February, 2020	Agenda, Sign-in sheets
9.					



## Staff Training

Describe 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 parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Teacher training on building positive relationships with students and families	Dean/AP	Fostering positive relationships with students and parents will support academic success	Beginning in August and ongoing, 2019-20	Agendas Sign-in sheets, parent survey, student survey
2	Teacher training on school expectations for communicating with parents	Admin team	Teachers will be able to communicate effectively with parents and students in ways that create a positive relationship with all parents and students.	August, 2019	Agendas Sign-in sheets, parent survey, student survey
3	Teacher training on trauma-informed care and crisis intervention	Admin team	Teachers will be able to identify and implement strategies that will assist students process adverse events and support academic progress	Beginning in August and ongoing, 2019-20	Agendas Sign-in sheets, parent survey, student survey, FOCUS behavior reports

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [ESEA Section 1116].

**Response:** We currently have a parent resource center that allows parents to access web resources, including, but not limited to: parent portal, listserv, school website, FLDOE's website. We send home a monthly newsletter that includes tips on dealing with academics and behavior. Parents are solicited from Orientation to be involved as volunteers and chaperones as well as being an active part of PTO.

## Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.



- If requested by parents, how will the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

**Response:** Parents will receive information about the Title 1 program at the Annual Title 1 Parent Meeting held in August and through annual dissemination of Right to Know letters. Parent Compacts will be reviewed during parent/teacher conferences. Information regarding curriculum, instruction, and assessment will be given during Open House, during grade level curriculum nights, during parent conferences, and through bi-weekly grade level letters. Parents are invited to participate in PTO and SAC and are given opportunities to give input to the Parent Engagement Plan and the School Improvement Plan through school surveys, the annual Climate survey, and the annual Title 1 survey. In addition, administration publishes a monthly newsletter that includes highlights and information on upcoming events from all grade levels. This document is also available on our website. Teachers will also communicate with parents through grade level newsletters and will inform parents of standards taught and resources available in a quarterly newsletter.

## Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to 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.

**Response:** We review the Home Language Survey to determine if communication in other languages is necessary and utilize the district translation software to make this possible. Ramps and handicapped parking is available for parents with physical disabilities. FDLRS provides services as necessary to help communicate with those who have hearing or vision disabilities.

## Discretionary Activities (Optional)

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.)

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	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	Teachers will hold conferences at various times to encourage parent participation. Teachers and the Admin team will conduct an on-sight meeting afternoon at school neighborhoods.	Assistant Principal/Dean	Parents will have various times to meet with teachers to discuss student achievement	Ongoing

	conferences at school [Section 1118(e)(10)];				
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Partner with local organizations and business to provide parent involvement activities	Partner Coordinator	Utilize community resources to enhance student achievement	Ongoing

### Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents who work in the evening.	Oak Ridge will offer some opportunities for parents during the day.
2	Communication between home and school.	Messages will be sent home on hard copy, marquee, Listserv, phone calls, home visits, and on DOJO.
3	ELL Parents are inhibited to attend functions due to lack of English skills.	Oak Ridge will attempt to provide more information in the native language of our ELL students through translation programs. When possible, we will have a translator available for parent meetings/events.
	Parents lack transportation to the school.	Oak Ridge teachers and administration will visit neighborhood to meet parents twice a year.



## Evaluation of the Previous Year's Parental Involvement Plan

### Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Information/Right to Know	1	225	Parents were informed about grade level expectations. This builds a strong home/school connection in setting expectations for student achievement.
2	School-Wide Literacy Night	1	110	Parents had the opportunity to participate in literacy games and activities with their children and to learn strategies to use at home to support literacy development. Each child went home with books to help build their home library.
3	RAD Dads	1	50	Dads had the opportunity to learn literacy strategies to use with their children and were able to connect with them by reading books together.
4	Pastries for Parents	1	35	Parents had the opportunity to learn literacy strategies to use with their children and were able to connect with them by reading books together.
5	Polar Express Night	1	55	Parents had the opportunity to learn literacy strategies to use with their children at home. They also learned about the Accelerated Reader program, as well as had the opportunity to read and test with their children.
6	3 <sup>rd</sup> Grade Town Hall Meeting	1	25	Parents were given grade level standards in reading and math. They also learned more about the FSA (Florida Standards Assessment). Parents went away with clear expectations of a 3 <sup>rd</sup> grade student in Florida.

**Provide 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)? [Section 1116].**

**Response:** Students who are ELL learners will be invited to an ELL meeting at the beginning of the school year with the ESOL coordinator, Assistant Principal. When requested, parent letters will be sent in the student's first language. Leon County Schools also provides a language enriched field trip and other materials each year. Interventions and test accommodations will be provided for all LY students.



## Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Kagan Training-increase student engagement	3	47	Student engagement is one of the greatest factors in student learning. These workshops will impact participation and on-task behavior resulting in more learning.
2	Professional Development through Faculty Meetings/ Structured Planning	6	47	Through professional development, staff members gained a better understanding of building relationships that impact the connection between school and home.
3	Ron Clark Academy	2	6	Teachers will observe engagement and positive reinforcement in a real world setting. Teachers will use what they learned to increase students learning and support positive student behavior.
4	Get Your Teach On	2	4	Teachers will learn strategies to increase rigor and engagement in the classroom. Teachers will use what they learned to increase students learning and support positive student behavior.

### **Evidence of Input from Parents/family members**

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other document with parent input).

Submit Parent and Family Engagement Plan with principal signature.

### **Parent-School Compact**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Submit Parent-School Compact with principal signature.

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### **Evidence of Parents/family members in development of Parent-School Compact**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Evidence of parent input in the development of the compact.

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