

2020-2021 Parent and Family Engagement Plan

School Name	Orange County Preparatory Academy
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

<p>1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?</p>	<p>The mission of OCPA is: Orange County Preparatory Academy is committed to a positive partnership between school and home, which encourages parent/family involvement in all school activities ensuring students are prepared for success.</p>
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<p>How the parent and family engagement plan will assist in providing high quality instruction for all learners?</p>	<p>This mission supports our philosophy that parents are a child's first teacher and their involvement is essential to positive student academic and behavioral achievement.</p> <p>The faculty and staff of Orange County Preparatory Academy (OCPA) strive to meet the individual needs of each student by differentiating instruction and offering parents skills to help the students succeed. Parental involvement is an integral part of the school's success. Intense focus on student achievement is the school's primary focus, which includes students, parents, faculty, and staff. We do this by hosting multiple parent academies aligned to the standards to model instructional strategies for home and school.</p>
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Involvement of Parents

<p>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]?</p>	<p>It is essential for parents to be well-informed to make appropriate choices and share the responsibility for academic success for the students. At Orange County Preparatory Academy, parents are involved in the planning, review, and improvement of Title I programs through attending School Advisory Council (SAC) meetings, Multilingual Parent Leadership Council (MPLC) meetings, completing parent surveys, attending our Annual Title I meeting and participating in the Parent/Teacher/Student Organization (PTSO) activities. Title I programs, reviews of academic data, and decisions regarding how funds for parent and family engagement will be spent are discussed through SAC and/or parent and family engagement meetings, and shared with families at our annual Title I meeting, Open House, and/or Meet the Teacher events. School-to-home communications in English and/or other languages (flyers, Swift Reach messages, website, email, social media) will facilitate informing families of all events, activities, and opportunities available at Orange County Preparatory Academy.</p>
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities?</p> <p>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]?</p>	<p>OCPA will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year to include Parent Academies that include topics such utilizing real world math concepts, reading literacy, STEM night, etc.</p> <p>Communication between home and school is designed to foster collaborative and productive parent/teacher relationships and encourage parent participation in parent-teacher conferences to address a student's performance.</p> <p>This approach incorporates the means by which the school and the parents will build and develop a partnership to help the children achieve, and parents' support their children's formal education at home.</p>
Program	Coordination
Pre-K ESE-IDEA	N/A
Title I	The Administrative team and the Parent Engagement Liaison (PEL) will coordinate to provide opportunities for parent engagement at home, at school, and in the community.
Title II	The school will continue to work on informing parents of the Florida Standards.
Title III	Funds provide additional instructional materials for ELL students.
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</p>	<p>OCPA will host an annual Title I meeting to inform parents and families of participating children in Title I programs at the beginning of the school year. The meeting is designed to educate parents regarding:</p> <ul style="list-style-type: none"> • Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts • School choice information
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<p>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>	<ul style="list-style-type: none"> • The rights of parents via brochure and other resources. Parents and families are informed of the nature of Title I program by the following statement: <p><i>Title I schools received services from the largest federal aid to education program in existence. Title I have been in existence since 1965 and continues to level the academic playing field for children of poverty. Title I funds provide services and educational programs to help students achieve.</i></p> <p><i>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 high quality and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</i></p> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at https://www.fldoe.org/bsa/title1/Titlecompile.asp and the OCPS Title I website https://www.ocps.net/departments/title_1.</p> <p>Below are the specific steps OCPA will take to conduct the Title I Annual Meeting.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Create and distribute flyers with date and time of meeting in English and Spanish	Principal/Assistant Principal	Throughout the 20-21 year	Copies of Flyers, School website calendar
Advertise Event through varying venues	Principal/Assistant Principal	Throughout the 20-21 year	Screen shot
Agenda and presentation materials developed	Principal/ Assistant Principal		Copy of the agenda and handouts

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Create sign-in sheets	Assistant Principal	August 10,2020	Sign-in sheets
Conduct Annual Meeting	Principal	9-22-20	Copy of the agenda and handouts
Maintain Documents	Principal	Throughout the 20-21 year	Copies of all documents

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>The administration, faculty, and staff of Orange County Preparatory Academy will provide flexibility in meeting schedules to encourage maximum parent participation. Parent meetings will be scheduled in conjunction with other events so parents will not have to come to school on a separate evening. A yearlong calendar will be developed and distributed via the school website and updated as needed. Parent/teacher conferences will be scheduled at various times including in the morning, afternoon or by phone. We will use the results of parent surveys to determine parent preference for times of events.</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"> • Teams remote engagement
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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>OCPA takes pride in building capacity of all key stakeholders who play a vital role in the academic success of our students. We provide workshops and activities to strengthen relationships throughout the year.</p> <p>Our doors are open to the community through the implementation of activities during and after school in which community partners can volunteer.</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 families.</p>
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<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>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher/Annual Open House	Instructional Staff	Teachers will introduce classroom expectations, routines and establish rapport.	Virtual August 2020	Swift Reach
Parent Teacher Conferences	Classroom Teachers	Teachers will conduct	October 2020	Communication Logs
Parent Academies/Curriculum Nights	Instructional Staff	Parents will be trained regarding helping their child at home in reading and math	Spring 2021	Flyers/sign-in sheets
Family Night Series (Reading, Math, Writing, Science, Arts)	Instructional Staff	Parents will interact with their students while learning a targeted skill.	September November January March	Flyers, Sign-in Make and take activities
OCPA Swift Reach Messages	Principal/ Assistant Principal	Increased parental awareness and participation	Ongoing	Copies of messages on file
School Advisory Committee Meeting	Principal, Parent Representatives	Parent will actively participate in decision-making process for school	Ongoing	Meeting Minutes
Parent Teacher Student Organization	Principal, Teachers, Students, Parents	Stakeholders will actively participate in decision-making process for the school	Ongoing	Meeting Minutes

Staff Development

<p>7. Does the plan include: A description of the professional development activities</p>	<p>OCPA 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</p>
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<p>the school will provide to educate the teachers, specialized instructional support personnel, principals, 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>personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	School administration/ Parent Engagement Liaison	Information given about the academic assistance programs provided to the students	September 22,2020	Agenda, PowerPoint, sign-in sheet
Parent and Family Engagement Professional Development Module 1	School administration/ Parent Engagement Liaison	Improved school staff resources to: <ul style="list-style-type: none"> • create a welcoming school environment, • understand and value the importance of parent and family engagement, and • maintain strong school to home partnership 	September 30,2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2	School administration/ Parent Engagement Liaison	Increased parent and family participation in school activities	January 2021	Sign-in sheets, exit slips

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		which support student achievement		
Parent and Family Engagement Professional Development Module 3	School administration/ Parent Engagement Liaison	Improved school to home relationships, communication and collaboration	March 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4	School administration/ Parent Engagement Liaison	Improved school to home relationships, communication and collaboration	May 2021	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>OCPA 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: The school provides an information resource center that includes, but is not limited to:</p> <ul style="list-style-type: none"> • Homeless Education • Retention • Counseling Services • Exceptional Education Services • Behavioral Support Services • Other resources outside of the school • Various parent academy events throughout the year 		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Resource Center	Parent Engagement Liaison	Ongoing	Sign-in Sheets
Parent Academy	Principal/ Assistant Principal	September November January March	Flyers, Sign-in sheets

Communication

<p>9. Does the plan include: How the school will provide timely information about the Title I programs? How the school will describe and explain</p>	<p>OCPA will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> • Hosting Annual Title I Meeting • Conducting new parent orientation for parents <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to</p>		
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<p>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>measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> • Annual Open House event • School Compact • Power School • Parent/Teacher Conference Nights • Swift Reach Messages <p>Parents may schedule flexible meetings with teachers and administration, as needed. Translation is provided for any parents upon request.</p> <p>Parents may provide suggestions and participate in decision making through the following:</p> <ul style="list-style-type: none"> • One-on-one meetings with teachers, administrators, and/or support personnel • Parent Surveys • Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact <p>The opportunity for suggestions and comments to the schoolwide plan will be given to parents during the SAC meetings and through the surveys that are provided online in the spring. All parents are invited to the SAC meetings. The parent surveys will be reviewed and plans to the SIP and PFEP developed.</p>
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Accessibility

<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>OCPA will establish a host of opportunities for parents and families to participate in school activities through multiple levels of access for parents and families. The following methods will be used:</p> <ul style="list-style-type: none"> • Family Nights will be presented in multiple languages to services our ELL families. • Offer activities at multiple times throughout the year for parents and families to participate during the morning, evening, and afternoon.
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<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>Multiple sources will be used to communicate opportunities for involvement to parents. OCPA will send home information pertaining to meetings and "family nights" in both English and Spanish. Other languages will be available at the parents' request.</p> <p>Information will be disseminated to parents using school website, Swift Reach, phone calls in English and Spanish, email and flyers. Translators will be available at parent nights and meetings as requested by parents.</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>OCPA will utilize Title I, Part A funding for additional activities to support student achievement.</p> <p>Below are additional activities and tasks that OCPA 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
<p>Maximizing parent engagement and participation in their children's education by arranging school meetings at a variety of times, or conducting virtual conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend face-to-face in school conferences.</p>	<p>Principal, Assistant Principal</p>	<p>Increase engagement of parent and their knowledge of student's level of performance and needs in the classroom.</p>	<p>Ongoing</p>	<p>Sign-in sheets, parent survey</p>

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Barriers

<p>12. Does the plan include: 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 are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?)</p>	<p>OCPA after reviewing previous years' feedback, acknowledges the existence of the following barriers to parents and family engagement:</p> <ul style="list-style-type: none"> • Language • Education • Economically disadvantaged
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Language barrier (ELL)	Language barrier (ELL). Provide Spanish translation as needed.
Education barrier (FRL, SWD, ELL)	Education barrier (FRL, SWD, ELL) Open House preview of grade level expectation for the year. Explain education terminology in a way that all can 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)	Economically disadvantaged (FRL) Provide food during some evening events, free/reduced lunch/breakfast for all eligible students. Thanksgiving food baskets, Christmas gifts and food. The PTSO will be asked to purchase library books for students.

School-Parent Compact

<p>13. Does the plan include: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents</p>	<p>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</p>
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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?	
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Adoption

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 11-20-20 and will be in effect for the period of **05-31-21**

The School will distribute this policy to all parents of participating Title I, Part A children on or before **11-22-20** .

Signature of Authorized Personnel	
Date	

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