

2022-23 Parent and Family Engagement Plan

School Name	WEST OAKS ELEMENTARY SCHOOL
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>How the parent and family engagement plan will assist in providing high quality instruction for all learners?</p>	<p>West Oaks Elementary School's mission is to lead our students to success with the support and involvement of families and the community. Our goal is to build better families by equipping parents with the resources available to increase participation in their child's education. Through the involvement of all primary stakeholders at West Oaks Elementary School, student achievement is expected to soar as the parents, students, and West Oaks staff relationships form a solid bond.</p>
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Involvement of Parents

<p>2. Does the plan include: How will the school 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>Title I will be discussed during monthly parent committee meetings – School Advisory Council, Parent Teacher Association, Parent Leadership Council, and annual Title I meetings. West Oaks Elementary works diligently to involve parents in all aspects of its Title I programs. The School Advisory Council works to develop and implement the school improvement plan, reevaluating and adjusting accordingly throughout the year based on school needs. These include, but are not limited to, the School Improvement Plan and Parent and Family Engagement Plan. Members of the School Advisory Council are representative of parents, West Oaks staff, and administration. Parents are given the opportunity for input involving all aspects of their child's education. Changes are made based on surveys. Use of funds are determined by the committee during development of the above mentioned plans.</p>
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: How will the school coordinate and integrate parent and family engagement programs and activities? How will the school coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?</p>	<p>West Oaks Elementary Parent Engagement Liaison is provided support from the Title I district team on how to write the Parent and Family Engagement Plan. The plan is shared with parents and feedback on the plan is requested from parents. The Title I district team will work closely with the Parent Engagement Liaison on best practices to engage parents and families. The Parent Engagement Liaison will ensure the parent and family activities are linked to learning and they are researched based activities.</p>
Program	Coordination
VPK	On a monthly basis, parents are provided academic guidance through a VPK newsletter. West Oaks and the VPK Program work together to assist with transition programs for parents and families of students entering a public school program.
TITLE 1 TUTORING	Academic Tutoring Services (ATS) will be provided for students using Title I funds. The ATS coordinator, will provide parents with awareness of tutoring
Title X	McKinney Vento Program provides support to our homeless students.

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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? A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)? 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 will be informed of our Annual meeting through a variety of communication methods. The school will send home flyers with each student with information about our annual Title I meeting. The school will also place the annual Title I meeting on the school's marquee. Administration will use School Messenger to send a phone message to our families regarding the annual Title I meeting. During the annual Title I meeting administration will share with parents' information about our Title I Program (i.e. how the school qualifies as Title I, Parents Right to Know information, School Choice, School-Home Compacts, Adequate Yearly Progress, Academic Tutoring Service, Morning Media, and the Parent and Family Engagement Plan).</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Orientation date to be posted on the school marquee	Leadership Team	September 2022	Number of participants
Advertise the meeting through the School Messenger	Administration	September 2022	Copy of notification, number of participants
Develop agenda, sign-in sheets, handout materials and flyers	Leadership Team	September 2022	Meeting sign in sheets
Maintain documentation	Leadership Team	September 2022	Title I Documentation kept in office in preparation for upload to the Title I Collaboration site. Monitored by Title I

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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>Days and times of parent involvement activities will vary to accommodate parents' schedules. PTA and SAC meetings will be the second Tuesday of every month but may be held in the morning or afternoon. Parent conferences will be made available before school, during the day, and evening. Parent nights will be held on Tuesdays, Wednesdays, and Thursdays.</p> <p>Home visits will be conducted by administration and staff as needed. Transportation to the Parent Academy events will be provided periodically to encourage parents to attend the Title I Parent Academy trainings are held on Saturdays.</p>
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Building Capacity

<p>6. Does the plan include: How will the school 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 will the school provide material and training to assist parents/families to work with their child(ren)?</p> <p>How will the school provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>West Oaks Elementary will hold activities that build capacity for parents/families to help their children at home at various times and dates throughout the school year to promote meaningful engagement. The activities will have materials and resources for families to extend the learning of their students at home.</p> <p>The school will attend Title I Annual Meeting/Training to focus on building capacity for parents and staff.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Administration, Resource Team, and Teachers	Parents are given the opportunity to meet school adults prior to the start of the school year. Expectations set	August 2022	Sign in sheets, School Messenger system, Marquee

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		and relationships built.	
Open House	Administration, Resource Team, and Teachers	Reinforces grade level and school wide procedural expectations, provide information to parents on curriculum, state standards, and state and district testing schedules, and upcoming events.	September 2022
Literacy Night	Literacy Coaches, Instructional Coach, Resource Team, and Teachers	Content specific sessions for reading and writing designed to build parent capacity to understand state standards for reading and writing. Families will be shown how to implement strategies they can use at home that will increase student achievement.	October 2022
Conference Nights	Administration, Resource Team, and Teachers	Teachers will conduct individual conferences targeting the specific needs of students, outlining expectations and goals, while using data to drive discussions.	October 2022 and January 2023
Math Night	Administration, Resource Team, and Teachers	Builds parent capacity to understand state standards in math and science and how to implement strategies at home that will increase student achievement.	November 2022
Academic Make and Take Night	Administration, Resource Team, and Teachers	Builds parent capacity to understand state standards in all academic areas. Parents will be aware of specific tests requirements and how to	January 2023

Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer

Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer

Sign in sheets, School Messenger system, Marquee, Weekly Preview, individual appointments notices

Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer

Sign in sheets, School Messenger, Weekly Preview, Flyer

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		implement strategies at home that will increase student achievement.		
STEM Night	Administration, Resource Team, and Teachers	Builds parent capacity to develop a deeper understanding of the Nature of Science Standards and support students at home to increase student achievement.	February 2023	Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer

Staff Development

<p>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, other school leaders and other staff: 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>	<p>Throughout the year, professional development activities are provided to educate teachers and staff on parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent Involvement Training Modules	Parent Liaison, Leadership Team	Providing teachers with the tools to improve parental communication and in turn student achievement.	Sept. 2021 – May 2023	Parent/Teacher feedback/Title I survey, Module Exit Slips
Parent Training	Parent Engagement Liaison, Administration, and Resource Team	Increased student achievement by providing resources for students and parents that support academic achievement	Sept. 2022 – May 2023	Parent/Teacher feedback/Title I survey, Sign-in sheets

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Student Engagement Strategies	Administration, and Resource Team	Increased student achievement by building capacity of staff	Sept. 2022 – May 2023	Parent/Teacher feedback/Title I survey, Sign-in sheets
Monthly Newsletter & Calendar	Parent Engagement Liaison, Administration, and Resource Team	Promote and assist with student achievement/effective communication and support	Sept. 2022– May 2023	Parent/Teacher feedback/Title I survey, Sign-in sheets

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>Provide parents frequent reports on their children’s behavioral and academic progress</p> <p>Report Cards</p> <p>Mid-Quin Reports</p> <p>Report Card Conference Nights</p> <p>Take Home Thursday packets - Students take home an envelope each Thursday with the weeks completed and graded work along with any additional parent notification or important information</p> <p>School wide Student Agendas - The agenda is used as the main mode of communication between teacher and parents. The communication in the agenda allows parents to keep up with what is occurring in their child’s classroom on a daily basis, both academically and behaviorally.</p> <p>Weekly Homework/Curriculum Guides - The Weekly Preview is sent home each Monday by each grade level. This is designed to provide parents with valuable information about the academic material that will be covered during that week. Parents can monitor student achievement at home.</p> <p>Curriculum Nights such as Literacy, Math, and STEM Nights.</p>			
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness	Activity/ Task
Weekly Preview	Teacher	Sept. 2022 – May 2023	Parents can monitor student achievement.	Weekly Preview
Sunday Connect Oranges	Principal	Sept. 2022– May 2023	Parents are able to hear procedural and academic updates.	Sunday Connect Oranges
Monitor Student Achievement via Family Parent Access	Parents	Sept. 2022– May 2023	Parents can monitor student achievement.	Monitor Student Achievement via Family Parent Access
Agenda	Teacher	Sept. 2022 – May 2023	Communication	Agenda

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Communication

<p>9. Does the plan include: How will the school provide timely information about the Title I programs?</p> <p>How will the school 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 will the school submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>Information about Title I programs will be shared during regularly scheduled meetings such as School Advisory Council, Parent Teacher Association, and Parent Leadership Council. Curriculum and assessment information will be shared on a regular basis through these meetings as well as through activities such as Open House, Conference Nights, Literacy Night, Math, Science, and STEM Nights. Parents will be notified of the meetings via the School Messenger, school marquee, Weekly Preview, and flyers.</p> <p>During specific/targeted meetings parents will be given cut scores for B.E.S.T., NGSSS Science, and STAR assessments. These assessments are used by the district to determine if students are above, at, and below grade level. Parents will be provided resources to assist students with their academic performance and academic programs held at the school will be shared with parents during these meetings.</p> <p>Parent Engagement Liaison, administration, and resource team will conduct home visits and provide parent workshops. They will gather and present detailed data pertaining to parent engagement activities, participate in parent/school leadership councils, establish communication with all parents, create engagement opportunities for all parents. Participates in creating the school Title I Parent and Family Engagement Plan and supports the distribution of district and school plans. Maintains daily log on parent engagement initiatives and submit monthly. Hosts at least one Virtual Parent Academy in collaboration with the district Parent Academy team.</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>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>Written information regarding meetings and evening events are sent home to parents in English, Spanish, and Creole. The material will be provided in additional languages as needed.</p> <p>Translators and Sign Language interpreters are provided as availability permits. Parents with physical limitations have access to handicapped parking and use of the elevator. When expecting a large number of guests on campus, school staff park at the church next door in order to allow parents/guardians access to the parking lot. School Messenger notifications are also sent. The Parent Engagement Liaison, administration, resource team, teachers, and staff work together to ensure that parents of all students in the school receive equal access, opportunities, and treatment, to the extent possible and that services are rendered to all 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>West Oaks Elementary will utilize Title 1, Part A funding for additional activities to support student achievement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
<p>Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training. [Section 1118(e)(7)]</p>	<p>Parent Engagement Liaison, Administration, Resource Team, and Teachers</p>	<p>The activity will help to build parents' capacity to understand the state's reading standards. Parents will learn how to implement strategies at home that will increase student achievement.</p>	<p>Sept. 2022 – May 2023</p>	<p>Parents will learn how to implement strategies at home that will increase student achievement.</p>
<p>Paying reasonable and necessary expenses associated with parental involvement</p>	<p>Parent Engagement Liaison, Administration, Resource Team, and Teachers</p>	<p>Transportation will be available for parents attending selected Parent Academy events.</p>	<p>Sept. 2022 – May 2023</p>	<p>Parents will be involved in skill-building workshops, specialized parental</p>
<p>Activities, including transportation and child care costs, to enable parents to Participate in school-related meetings and training sessions. [Section 1118(e)(8)]</p>			<p>Sept. 2022 – May 2023</p>	<p>Support, educational events, and activities for families. The information gained will provide parents with skills to assist students with academic support as well as other family needs.</p>
<p>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</p>	<p>Parent Engagement Liaison, Administration, Resource Team, and Teachers</p>	<p>School meetings are arranged at a variety of times to make school personnel accessible to parents. Home conferences between educators and parents are conducted with parents who are unable to attend those conferences at school or as needed</p>	<p>Sept. 2022 – May 2023</p>	<p>Parents will be kept abreast of their student's academic progress in FSA, NGSS and Common Core Standards.</p>

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[Section 1118(e)(10)]			
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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>West Oaks Elementary has continued to address barriers that hinder participation by parents/families.</p> <ul style="list-style-type: none"> ● Economically disadvantaged ● Parents/caretakers work schedule ● Students of parents with limited English proficiency ● Incorrect parent contact information
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Parents/caretakers work schedule (ELL, FRL, and ESE)	Flexible hours
Students of parents with limited English Proficiency (ELL, FRL, and ESE)	Increase translations for all school activities
Incorrect parent contact information	Continuous update of student information in SMS

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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 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?</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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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 evidenced by meeting notes.

This policy/plan was adopted by the school on March 8, 2022 and will be in place for the period of 2022-2023.

The School will distribute this policy to all parents of participating Title I, Part A children on or before September, 2022.

Signature of Authorized Personnel	<i>Rojina Durant</i>
Date	<i>3/8/2022</i>

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:

- X Parent survey of previous year's events and activities
- X Any SAC and PTA artifacts where Title I/PFE topics were on the agenda
- X Parent Feedback Summary of PFEP Evaluation
- X Parent and Family Engagement Activities Tracking Form