

2019-2020 Parent and Family Engagement Plan

School Name	Oak Ridge High 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 parents and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of the 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</p>	<p>It is the mission of Oak Ridge High School to lead our students to success with the support and involvement of families and the community. To increase parent and family engagement through attendance at PTSA and SAC meetings in order to include them in the decision making process of planning, review and improvement for student success. The Principal, Ms. Jennifer Bellinger, and the CRT, Laurene Householder, will utilize the Connect Orange messenger system, send home bi-monthly electronic community</p>
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<p>plan will assist in providing high quality instruction for all learners?</p>	<p>news briefs, and our website, FaceBook, Instagram and Twitter accounts will be current and advertise all upcoming events and activities. The scheduling of activities and events will be at a time that allows parents to attend without hardship. The Title I Annual Meeting will be held at the beginning of October 2019 to ensure that all parents have the opportunity to learn about Title I and the programs and services that it offers. Parents are encouraged to attend and join PTSA and SAC so that they can be included in the decision process of the school to ensure student success. Flyers and newsletters to announce parental involvement opportunities. The school's marquee,</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>Oak Ridge High School involves parents in the planning, review and decisions regarding how funds for parental involvement will be used by inviting parents to the Title I Annual Meeting in October of 2019. Information about Title I will be shared and parents will be invited to select a Secondary Engagement Liaison. The liaison will meet monthly with the Parental Involvement Coordinator, Laurene Householder. The secondary engagement liaison will report to the SAC monthly and be a critical part of the agenda in the planning and review of the School Improvement Plan and Parent and Family Engagement Plan. They will review the district Parent and Family Engagement Plan at the Annual meeting in May of 2020. Following the examples of the district plan, parents will be invited to provide input for our school plan. This will be documented in the meeting minutes.</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? 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>	
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Program	Coordination
Pre-K Varying Exceptionalities ESE - IDEA	Supplemental instructional support provided by Title 1 will be discussed With parents during development of student IEP.
Title I	Professional development will be offered to support the needs of the staff related to parental involvement. Coaches will provide support and monitor the implementation to ensure that training is provided as required.
Title II	Students that attend The ATS program for tutoring and enrichment will be invited to participate in a series of parent nights. Parents will be introduced to what students are learning, how to guide their student's career and education decisions, and how to further assist their students at home.
Title III	Supplemental instructional support provided to schools to support ELL students will be discussed with parents during parent/teacher conferences.
Title X	Our school has a SAFE coordinator who works with the McKinney Vento Program to support our homeless student population with various types of assistance and resources.

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>The Title I Annual Meeting will be held in early October 2019. The meeting will give information about the Title I programs and opportunities available to parents so that they can become involved in their students education. Parents are welcome to provide suggestions for parent and family activities and will meet the Secondary Engagement liaison. Parents and teachers will have the opportunity to continue to meet and discuss curriculum, academic assessments, and student expectations during parent conferences, family night's, orientation, open house, and SAC and PTSA meetings that are held on the first Tuesday of every month.</p> <p>Parents will receive a copy of the PFEP and will be shown how to access the plan on the school website. At the annual open house teachers will share information on curriculum, graduation requirements, assessments, the new Skyward system, and how parents can be involved in and monitor their student's education. Translation services are available for parents who need it.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Schedule Parent meeting on school calendar	CRT	September 2019	School Calendar
Create meeting plan: agenda, handouts, PowerPoint	CRT	September 2019	Creation and copies of: agenda, handouts and power point
Advertisement of meeting	CRT	September 2019 thru October 2019	Copies of newsletter, flyer, website, marquee, phone messages.
Have translators available	Mr. Colman	October 2019	Meeting minutes
Conduct Title I Annual Meeting	CRT/Principal	October 2019	Invitation Flyer/ Agenda/sign-in sheets/electronic newsletter
Maintain Documentation is ongoing	CRT	2019-2020 School Year - following the Title I document upload schedule set by the district.	Flyer, Agenda, Minutes, Sign-in sheets

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>Important parent meetings will take place in the morning (7:00am) and evenings (5:00-7:00pm) to meet the scheduling needs of members. Monitored activities will be available to younger children so that the parent may take part in the meeting without hardship.</p>
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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</p>	
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<p>parent/family engagement?</p> <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>	
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Tutoring, Curriculum Night. AP/Magnet Nights shared with parents.	CRT, Academic Coaches, Leadership Team	Parents will be made aware of tutoring and instructional strategies, advanced placement courses and magnet programs that will help their student in preparing for academic success and standardized end of year tests. Information will be sent in newsletters, and posted on the school website, and all other school social media outlets.	August 2019- May 2020	Newsletters, connect orange logs, flyers, pictures. Sign-in sheets, agendas, handouts and student data.
Requirements for graduation and college readiness	Guidance Counselors, College & Career Coach, and Administrative Team	Parents and students will understand the requirements for: graduation, college admission, college application process, financial	August 2019- May 2020	Meeting agendas, conference sign-in sheets, handouts, and senior tracker spreadsheet

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Parent Conferences/review of grades, assessments, and the Compact	Teachers/Guidance Counselors	Teachers, guidance counselors, parents and student will discuss the student achievement level and set goals for the school year. Parents will be informed of ProgressBook Parent Access to monitor the grades in each subject at their convenience. Additional conferences will be scheduled as needed throughout the school year to ensure student achievement.	August 2019- May 2020	Conference minutes, student progress reports and report cards.
Financial Aid Nights	Guidance Counselors, College & Career Coach	Representative from the State comes to assist our students and their families with the filing of their financial aid.	November 2019 & February 2020	Flyers, sign-in sheets, agenda, pictures.

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</p>	
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<p>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>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families		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 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School		Improved ability of staff to work with parents and families	December 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs		Increased parent and family participation in school activities which support student achievement	March 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional		Improved relationship, communication and	May 2020	Sign-in sheets, exit slips

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Development Module 4: Communicating and Working with Parents as Equal Partners		collaboration between parents and school	
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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>A parent resource/college and career prep center has been established in the guidance suite. Computers, parent resource books, student curriculum, college information and support services are be available to parents: The center is open from 7:00am-3:30pm daily with after-hours appointments available at parent request. The Parent Resource/College & Career Prep Center is staffed full-time with an advisor available to assist students. Our SAFE coordinator and Attendance coordinator are here from 6:45am until 2:30pm daily and are available to assist parents after-hours as well. Both the SAFE coordinator and Attendance coordinator are bilingual.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
FAFSA & Scholarship Nights	Erin Wolfgramm	Sept 2019, Nov 2019, Feb 2020	Sign-In sheets and parent feedback
Literacy Nights	Laurene Householder	Oct 2019 & May 2020	Sign-In sheets and parent feedback
Magnet Fair	Tom O'Brien	Jan 2020	Sign-In sheets and parent feedback
Pioneer Curriculum Night	Lisa Karcinski	Jan 2020	Sign-In sheets and parent feedback

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 the curriculum at the school, the forms of assessment used to measure student progress and the</p>	<p>Information about school activities. Meetings, academic reports, and other activities will be provided in languages that parents can understand. Translations will be provided by staff members on campus. Parents will also receive information through Connect Orange, also available in different languages. Translators will be accessible at school meetings and functions.</p>
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<p>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>	
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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? 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>Parent and Family Engagement activities and/or services will be provided on our school campus, which provides access for parents and students with disabilities. Information and services for parent and family engagement will be posted and updated on the school website, marquee, and all other school sponsored social media outlets on a regular basis.</p>
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Discretionary Activities (optional)

<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>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Tutoring, Curriculum Night. AP/Magnet Nights shared with parents.	Tutoring, Curriculum Night. AP/Magnet Nights shared with parents.	Parents will be made aware of tutoring and instructional strategies, advanced placement courses and magnet programs that will help their student in preparing for academic success and standardized end of year tests. Information will be sent in newsletters, and posted on the school website, and all other school social media outlets.	August 2019- May 2020	Newsletters, connect orange logs, flyers, pictures, sign-in sheets, agendas, handouts and student data.
Requirements for graduation and college readiness.	Guidance Counselors, College & Career Coach, and Administrative Team	Parents and students will understand the requirements for: graduation, college admission, college application process, financial aid, scholarships, etc. Knowledge of requirements will help students and parents set goals and focus on student achievement.	August 2019- May 2020	Meeting agendas, conference sign-in sheets, handouts, and senior tracker spreadsheet
Parent Conferences/review of grades, assessments, and the Compact	Teachers/Guidance Counselors	Teachers, guidance counselor, parents and student will discuss the student achievement level and set goals for the school year. Parents will be informed of Skyward Parent Access to monitor the grades in each	August 2019- May 2020	Conference minutes, student progress reports and report cards.

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		subject at their convenience. Additional conferences will be scheduled as needed throughout the school year to ensure student achievement.	
Financial Aid Nights	Guidance Counselors, College & Career Coach	Representative from the State comes to assist our students and their families with the filing of their financial aid.	November 2019 & February 2020 Flyers, sign-in sheets, agenda, pictures.

Barriers

<p>12. Does the plan include: A description of the barriers that hindered participation by parents/families 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>	
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Communication of events to parents who are economically disadvantaged, have limited English proficiency and have limited literacy. Subgroup: Haitian, Hispanic, Black.	Increased communications sent home in form of flyers, invitations, and connect orange in multiple languages.
Many contact numbers are not in service. Subgroup: Haitian, Hispanic and Black	Create communication in the most beneficial way for the parents- email, and post on all school social media outlets.

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Effective Communication	Continue to increase communication with parents and community members of all meetings and events via newsletters, advertised via hard copy flyers, electronic flyers, posts on our website, and posts on all school social media outlets.
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School-Parent Compact

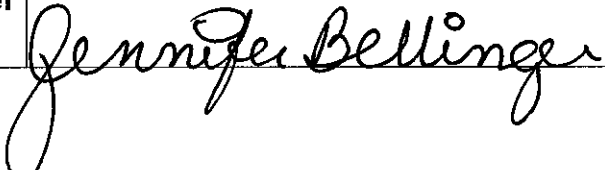
<p>13. Does the plan include: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement?</p>	
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Adoption

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the Title I Annual Meeting.

This policy was adopted by the school on 5/17/19 and will be in effect for the period of 2019-2020.

The school will distribute this policy to all parents of participating Title I, Part A children on or before 8/20/19.

Signature of Authorized Personnel	
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Date	8-19-19
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Provide evidence that this policy has been developed with input from parents based on the review of the previous school year's Parent and Family Engagement Plan, if applicable. (*previously referred to as the Parent Involvement Plan – PIP*)

The following documents can be scanned with this document and submitted as evidence:

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