

<p style="text-align: center;">OCHWILLA ELEMENTARY SCHOOL</p> <p>Beth Leary – Principal Sharice Williams - Assistant Principal 299 North SR 21 Hawthorne, FL 32640 (352) 481-0204 http://oes.putnamschools.org/</p> <p style="text-align: center;">2019-2020 Parent and Family Engagement Plan</p> <p>As a schoolwide Title I school, we assure the following measures to promote and support parents/families as equal partners in supporting student achievement:</p> <ul style="list-style-type: none"> · Invite and encourage parents/families to jointly review, revise, and improve the Schoolwide Plan, the Parent and Family Engagement Plan, and the Parent-Student-Teacher Compact; · Invite and encourage parent/family attendance to the school's Annual Title I Meeting; · Involve parents/families in decisions about how Title I, Part A funds are spent; · Provide parent/families with timely information in an understandable format Right-to-Know information, and upon request, the professional qualifications of classroom teachers and paraprofessionals; · Provide an individualized student report on their child's performance on State tests; and 	Involvement of Parents	
	<p><i>Describe the process of making this plan an ongoing shared responsibility and how parents/families provide input to review and improve this plan.</i></p>	<p>The Parent Involvement Committee is responsible for the planning, review and improvement of the parent involvement portion of the Title 1 School Improvement Plan. School staff members were given the opportunity to volunteer for membership on the committee. Parents were also given the opportunity to request membership on the committee, and are always welcome to attend the monthly meetings.</p>
	<p><i>How do you use the review of the previous year's plan to retain, revise, or replace strategies to design more effective engagement?</i></p>	<p>Parents, students, and teachers were all given the opportunity to offer input on the many parent activities that the school hosted last year. The input that we received from the surveys we conducted has helped to shape the activities and the format of those activities for this upcoming school year.</p>
	<p><i>How will you involve parents/families in the decision making of how Title I Parent and Family Engagement funds are spent?</i></p>	<p>Parents are included in parent meetings, and are informed of monthly PIDAC meetings. Suggestions made by parents were considered when planning the events for the upcoming school year.</p>
<p><i>What evidence do you have to document parent/family participation in writing /reviewing your PFEP?</i> <i>What evidence do you have that documents parent/family input in spending PFE funds?</i></p>	<p>Parent surveys, committee meeting notes, and sign in sheets.</p>	

<p>· Provide a description within the PFEP of how the school will carry out the requirements of Section 1118 of ESSA.</p>	<p><i>Describe how the school will share comments /concerns received from parents/families with stakeholders concerning the Schoolwide Plan and PFEP. How will this plan be made available to the community?</i></p>	<p>Committee meeting notes and the plan will be made available to the community upon request and a copy will be put in the Title 1 Notebook.</p>
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<p>Flexible Parent Meetings</p>	
<p><i>Describe how the school provides flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend.</i></p>	<p>Ochwilla Elementary School coordinates with parents to conduct parent/teacher conferences, MTSS meetings, IEP meetings, and 504 plan meetings at times convenient for parents from 7:00 a.m. to 6:00 p.m depending on the situation and timeliness of the request.</p> <p>Many of the activities will be held in the evenings in order to accommodate working parents. Many of our activities are designed in such a way that parents can drop in at any point they are able within the window of time designated for the activity. We coordinate our activities with other local area schools to ensure that there are no conflicts.</p>
<p><i>Describe what childcare, home visits and/or transportation services are provided by your school to allow all parents to participate in the education of their child.</i></p>	<p>Most activities are all age appropriate. Transportation is provided by the school administration or a school liaison as needed. Home visits are also provided on an as needed basis.</p>
<p>Annual Parent Meeting</p>	
<p><i>Date and time you will hold your Annual Title I Meeting</i></p>	<p>Tuesday, September 17, 2019 from 5:00-5:30 pm.</p>

<p><u>Notification and Invitation:</u></p> <ul style="list-style-type: none"> • <i>How will the school inform and invite parents/families in a timely manner about the Annual Meeting?</i> • <i>How will the school assure the notification and invitations are in a language all parents can understand?</i> 	<p>All meetings are advertised on our school’s social media pages, the marquee in front of the school, the alert now system, and additionally through notes and flyers sent out by the School specific to each meeting.</p> <p>Notifications and invitations are provided in English and Spanish for all parents. If another language is needed, the school will seek district support.</p>
<p><u>Information:</u></p> <p><i>Please describe how your meeting will cover the required information about:</i></p> <ul style="list-style-type: none"> • <i>Benefits to all students in a Title I schoolwide program;</i> • <i>Right-to-know 4-week out-of-field letters & teacher and paraprofessional qualification information,;</i> • <i>explanation of curriculum;</i> • <i>assessments used to measure student progress,;</i> • <i>expected achievement levels on state tests;</i> • <i>PFE funds;</i> • <i>School Compact and;</i> • <i>opportunities provided for engagement.</i> 	<p>PowerPoint and discussion during the Annual Title 1 meeting and a copy of the PowerPoint will be put in the Title 1 Notebook.</p>
<p><u>Barriers:</u></p> <ul style="list-style-type: none"> • <i>What barriers will you address to encourage parents/families to attend? Ex: Childcare, Transportation, Meals, Translations</i> 	<p>Translation services will be provided on an as needed basis. Transportation is provided by a school liaison upon request as needed.</p>
<p><u>Evaluations:</u></p> <ul style="list-style-type: none"> • <i>How will you get feedback from parents about the meeting?</i> 	<p>At the conclusion of the Title I parent meeting, parents will be presented with a brief questionnaire.</p>
<p><u>Parents who do not attend?</u></p> <ul style="list-style-type: none"> • <i>How will you get the information home to parents who did not attend the meeting?</i> 	<p>A copy of the agenda presented in the Title I parent meeting will be sent home to each student in the newsletter.</p>

Building Capacity of Parents to Support Their Child

Explain how parents/families are invited to participate in activities such as parent trainings that are linked to student achievement.

- *How will your school help parents gain an understanding of such topics as: the State's standards, state assessments, achievement levels of proficiency, and how to monitor their child's progress?*
- *What training or materials will you provide to help parents work with their child to improve their child's academic achievement?*

<u>Title - Topic</u>	<u>Impact on Student Achievement</u>	<u>Materials</u>	<u>Tentative Date/Time</u> <u>Is this flexible to accommodate parent schedules?</u>	Transportation	Refreshments	Childcare	Translation
Title 1 Annual Meeting and Open House	Increased awareness of the importance of parent involvement. Parents will gain a better understanding of skills required for increased levels of achievement.	Agenda, Sign in sheet	September 17, 2019 5:00-5:30pm Parents may drop in any time between 5:30-7pm	contact school liaison for request as needed		Children welcome at the event	X
SAC Meetings	An increase in parent involvement will increase students' behavioral and academic achievement.	Agenda, Sign in sheet	Monthly				
PTO Meetings	An increase in parent involvement will increase students' behavioral and academic achievement. Funds raised will support school and classroom initiatives and incentives.	Agenda, Sign in sheet	Monthly				
Fall Festival	To increase the family and community involvement with fun activities.	Festival like activities for students.	Friday, October 25, 2019 Community and families may drop in any time between 5-7				
Kindergarten Parent Night	Parents will understand the standards' based report cards. They will also understand the rigorous standards their students are expected to meet and will be prepared to help them meet those expectations.	Sign in sheet, powerpoint and information packet from the meeting.	September 19, 2019 5pm	contact school liaison for request as needed		Children welcome at the event	X

Dad's Bring Your Child to School Day	Important male role models will understand the impact they have in their child's education and will be more actively involved promoting greater student achievement.	Agenda, sign in sheet, How well do you know your child quiz, Information on how male role models impact education, Certificates, Photo booth and props	September 25, 2019 7:20 am Parents may drop in any time between 7:20-8:15		X Provided by the PTO	Children welcome at the event	X
Parent Tech Night	Parents will be informed about digital citizenship, and will be introduced to the technology we use in the classroom. Parents will also learn why we use the technology the way we do in the classroom.	Agenda, sign in sheet, examples of technology, digital citizenship information	October 3, 2019 5pm	contact school liaison for request as needed		Children welcome at the event	X
Maker Night	Students and parents will have a STEM challenge to complete in the maker lab in the media center	Agenda, sign in sheet, various STEM materials	October 8, 2019 5pm Parents may drop in any time between 5-7	contact school liaison for request as needed		Activities provided for children	X
Awards Ceremony	Recognize and award student behavior and academic achievement while also taking the time to positively impact relationships between students, parents, and school.	Terrific Kid	Monthly				
Read for the Record	Students in grades PK -1 will improve their literacy skills. Parents and children will be reading together.	Agenda, sign in sheet, Copies of the book <u>Thank You, Omu!</u>	November 7, 2019 5pm	contact school liaison for request as needed	X Provided by the parent involvement committee	Activities provided for children	
Bingo for Books	Students in grades K-5 will participate in a bingo game to win books to add to their home library. Providing reading materials for the home will encourage children to	Agenda, Sign in sheet, Bingo cards, markers, books to give away	January 30, 2020 5pm Parents may drop in any	contact school liaison for request as needed	X Provided by the parent involvement committee and	Activities provided for children	

	reach the school wide goal of reading for 20 minutes every night.		time between 5-7 pm.		the PTO		
STEM Night	Students in grades 3-5 will show improved understanding of the science standards explored in science night.	Agenda, sign in sheet, STEM materials, student projects, etc.	February 20, 2020 5pm Parents may drop in any time between 5-7 pm.	contact school liaison for request as needed	X Provided by the parent involvement committee and the PTO	Activities provided for children	
Parent Involvement District Advisory Council (PIDAC)	Educating parents on standards, assessments, and assessment results	Agenda, sign in sheets	Monthly				
<ul style="list-style-type: none"> <i>How do you assess the needs of parents?</i> <i>How does parent input inform what types of events or workshops you have at your school?</i> 	At Ochwilla, we assess the needs of our parents through the use of informal question and answer sessions, parent surveys, and informal interviews. Once we have determined a need, we plan tentative events and then take the plans back to our parents and get their input on the events. Parents are welcome to request/suggest events and workshops.						
<ul style="list-style-type: none"> <i>How do you evaluate the effectiveness of capacity building activities?</i> 	The effectiveness of our capacity building activities is evaluated through the use of parent surveys and/or exit tickets. The results of the survey and/or exit ticket are totaled and help drive the decision making process in regards to future activities and workshops.						
<ul style="list-style-type: none"> <i>Explain how your school implements activities that build relationships with the community, business partners, and churches, to</i> 	One of our goals is to help build Ochwilla into the center of the community. In order to achieve this goal, we plan events that involve our business partners expertise and support, we also include guest speakers from the community like pastors and service workers.						

<i>improve student achievements</i>	
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- Examples of capacity building events/activities: literacy training, using technology, Florida standards/curriculum, testing, progress monitoring, transition information, (K, MS, HS), College & Career, and Graduation requirements & scholarships.
- Agendas must document that parent/family activities had an academic component that facilitated parents and family being able to support their child's academic achievement. Sign-in sheets are required documentation.

Building the Capacity of Staff (Professional Development)

Please describe the professional development activities the school will provide to educate teachers, pupil services personnel, principals, and other staff on....

- *how to reach out to, communicate with, and work with parents/families as equal partners,*
- *the value and utility of contributions of parents/families*
- *how to implement and coordinate parent/family programs*
- *how to build ties between parents/families and the school*

Please describe below how you will provide professional development

<u>Topic-Title</u>	<u>Purpose?</u> How does this activity help staff build school/parent relationships?	<u>Implementation format:</u> (workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Communication with Parents	Ensuring parents are informed and have the opportunity to be involved.	Pre-planning Training	Teachers	August 5, 2019

Communication	
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<p><i>Describe how you notify each family in a timely manner in an understandable format when their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is out of field?</i></p>	<p>A letter will be sent home with each student and a copy will be put in the Title 1 Notebook in English and Spanish.</p>
<p><i>Describe how you provide each family with timely notice in an understandable format information regarding their right to request information on the professional qualifications of their student's classroom teachers and paraprofessionals.</i></p>	<p>During the Annual Title 1 meeting (PowerPoint & Discussion). A summary will be in the October's newsletter. A copy of the PowerPoint and Newsletter will be put in the Title 1 Notebook and parents are welcome to visit the Department of Education website.</p>
<p><i>Describe how parents are informed of the curriculum, forms of assessment used to measure student progress, and the achievement levels students are expected to obtain.</i></p>	<p>During Open House, parent nights, parent/student/teacher meetings and conferences.</p>
<p><i>Describe how the school will provide each family on individualized report about their child's performance on state assessments.</i></p>	<p>During parent/student/teacher meetings and conferences.</p>
<p><i>Describe how you ensure that your school holds parent-teacher conferences during which the compact is discussed as it relates to the individual child's achievement. How is this requirement documented that it occurred? (This is a requirement for elementary schools only)</i></p>	<p>During conferences teachers will date and refer to the compact.</p>

Coordination and Integration

Describe how you coordinate and integrate parent and family engagement activities in the programs listed below to help parents help their child at home.

<ul style="list-style-type: none"> • Homeless 	<p>District and community support: Mrs. Carter Helps parents find resources to help their child(ren) be successful in school.</p>
<ul style="list-style-type: none"> • Migrant 	<p>District support: Ms. Perry Providers translation services for parents as needed.</p>
<ul style="list-style-type: none"> • Headstart 	<p>OES will coordinate an orientation and transition program with the area headstarts.</p>
<ul style="list-style-type: none"> • Title II 	<p>The school will continue to work on informing parents of Florida standards and give suggestions on how to help their child.</p>
<ul style="list-style-type: none"> • Title III - ELL 	<p>District support: Mrs. Clayton Helps to enhance students with limited English proficiency to ensure grade-level yearly progress.</p>
<ul style="list-style-type: none"> • Title IV 	<p>Student support and enrichment services</p>
<ul style="list-style-type: none"> • Title V 	<p>Rural and low-income school services</p>
<ul style="list-style-type: none"> • ESE 	<p>Ms. Cox, Ms. West, Mrs. Rhymes and District Support The school will work with the ESE teachers to coordinate all the accommodations for students in the alternative education classrooms. Meetings will be held to discuss student needs to develop and review IEP's. Teachers will monitor student's data and meet with students to support academic and behavior needs.</p>
<ul style="list-style-type: none"> • Neglected and Delinquent 	<p>Mrs. Rhymes and Ms. Jackson help to identify these students and families in order to enlist the support needed. Conferences are held with the parents in order to provide resources to assist them.</p>
<ul style="list-style-type: none"> • SAC 	<p>The SAC provides input and support in preparing the School Improvement Plan for OES. At mid-year, they review the plan and look at data to evaluate the progress made toward goals and to make suggestions on anything that needs to be adjusted.</p>
<ul style="list-style-type: none"> • PIDAC/MPAC (Migrant Parent Advisory Council) 	<p>District Support: Mrs. Wilkinson PIDAC meetings are held monthly at Federal Programs. Parents from OES are invited to participate.</p>
<ul style="list-style-type: none"> • PTO and PTA 	<p>Ms. Cooley and Mrs. Thacker PTO & PTA will coordinate parent and family engagement programs to plan activities throughout the school year. These interactive activities will help teach parents how to develop better educational practices at home.</p>
<ul style="list-style-type: none"> • Community Agencies 	
<ul style="list-style-type: none"> • Business 	

Partners	
<ul style="list-style-type: none"> • Other 	Ochwilla Baptist Church organizes and leads the Good News Club to provide an engaging faith and morals based program for students to participate in on a voluntary basis. Additionally, they make donations of supplies to teachers to help them in the classroom.

Accessibility	
<p>What opportunities do parents have to participate in their child's education?</p> <ul style="list-style-type: none"> • Volunteer? • Mentor? • SAC? • PTO/PTA? • Other? 	Ochwilla engages and invites all parents to participate in all areas of the school that they feel comfortable in supporting.
<p>What forms of communication do you provide parents in an understandable and uniform format as it relates to:</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • other activities 	<p>All activities: events, programs, and/or meetings are advertised on our school's social media pages, the marquee in front of the school, the alert now system, and additionally through notes and flyers sent out by the School specific to each meeting.</p> <p>Individual student meetings parents can be notified by phone calls, letters and/or home visits.</p> <p>Notifications and invitations are provided in English and Spanish for all parents. If another language is needed, the school will seek district support.</p>
<p>What barriers hinder participation by parents in parental engagement activities?</p> <p>What steps will you take this school year to overcome these 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.</p> <p><u>Please address the subgroup populations that are included in your schoolwide plan data.</u></p>	<p>Barriers: Lack of communication between school and parents Actions to overcome: Plan for communicating in a variety of ways to send out information to parents/families (School Messenger, Facebook, Webpage, Flyers, Newsletter)</p> <p>Barriers: Parent Contact Information not updated Actions to overcome: Sign in Sheets (include contact information on sheets at each activity)</p> <p>Barriers: Work schedule Actions to overcome: Fluctuate starts times. For parents to engage.</p>

How does your school provide information to parents in their native language?

What languages do you provide?

Do you provide translators or facilitators at parent events/workshops? Or, do you provided workshops in a parent's native language? Explain.

All information sent home is in both English and Spanish

Languages provided are English and Spanish.

At Ochwilla we have staff that are able to translate English to Spanish.

How will the school encourage and support additional opportunities for more meaningful engagement for parents/families in the education of their child?

- ***Parent/Family Resource Centers***
- ***Parent Liaison***
- ***Other***

The Ochwilla team with the support of parents will review the surveys and questionnaires to offer meaningful opportunities to parents.