

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| 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>Oak Hill Elementary mission is to lead our students to success with the belief that parents should be involved in all aspects of Title I programs and meetings including the parents and family engagement plan. The Title I committee will work in conjunction with the School Advisory Council (SAC) to review, plan, and improve school programs. The principal and Title I contact will provide advertisement and agendas of all meetings to encourage participation.</p> <p>The members of the School Advisory Council will be selected on a volunteer bases and then voted by the body. 2020-2021 parent and family engagement plan will assist in providing a guide to funds and grade level standards based activities will be</p> |
|---|---|

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | |
|--|---|
| | implemented during the school year to ensure that all learners are provided high quality instruction. |
|--|---|

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>The Title I committee will engage parents in discussion during School Advisory Council (SAC) and Parent Teacher Association (PTA) on how to implement and utilize the budget allocated for parent and family engagement plan. Parents will be able to vote on decisions made regarding Title I funds during SAC and PTA meetings. Information in regards to Title I and other school activities on our campus will be sent in the following methods:</p> <ul style="list-style-type: none"> • Student Planners (daily basis) • Connect Orange (phone calls) • School Marquee • Flyers Sent Home • Stickers Reminders in Planners • School and District website • School Newsletter • Facebook page |
|---|---|

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> | <p>Oak Hill Elementary will coordinate and integrate parent and family engagement programs and activities through the hiring of our Parent and Family Engagement Liaison and school staff.</p> <p>The Parent and Family Engagement Liaison will coordinate sessions and activities that will help to teach parents how to help their child(ren) at home. The plan outlines below the list delineated program and coordination for each school-based programs that are available to our families.</p> |
| Program | Coordination |
| Pre-Kindergarten (VPK) | Oak Hill Elementary has an active VPK program. Pre-K will be included in all communication and Title I events. Information is given to parents regarding parent involvement throughout the school year. |

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | |
|------------------|---|
| VPK | Introduces the role of education in the home. Promotes a positive and structured education experience. Encourage parents to support their child at home by providing home learning experiences through homework. |
| Title I | The parental involvement budget is used to provide grade level materials so that parents may help their child at home. Funds are used for curriculum based family nights and Parent Boot Camp, a series of training that teaches parents how to support their child(ren) at home. |
| Title III | Funds from Title III are used to provide support and services to immigrant and English Language Learner parents. |
| 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 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 invited to the Annual Title I meeting on September, 2020. The parents will receive notification from a flyer and the meeting will be advertised on the school marquee. The Title I coordinator will present a power point and agenda regarding Title I programs at the Annual Meeting. Parents will receive answers to the following questions</p> <ul style="list-style-type: none"> • What is Title I? • Why are we a Title I School? • How money will be spent? • What will Title I do for my child? • How can I assist my child? <p>The Annual Title I meeting will also cover the following topics:</p> <ul style="list-style-type: none"> • School Choice via district handouts and policies • Annual Yearly Progress (AYP) via Powerpoint Presentation • The rights of parents via brochure and other resources | | |
| Activity/ Task | Person Responsible | Timeline | Evidence of Effectiveness |
| Title I Meeting/Powerpoint Presentation | Title I Coordinator | September 2020 | Title I sign-in sheets |
| Annual Meeting/Flyers-Connect Orange Message | Title I Coordinator | September 2020 | Title I sign-in sheets |

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | | | |
|---|------------------------------|----------------|--------------------------------|
| Annual Meeting/Message on Marquee | Title I Coordinator | September 2020 | Title I sign-in sheets |
| Annual Meeting/School Facebook & Web-Site | Media Specialist/Tech Person | September 2020 | Web-Site Information |
| Annual Meeting/Documentation Maintained | Title I Coordinator | September 2020 | Information maintained on-site |

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>Oak Hill Elementary recognizes that our parents have diverse work schedules. Many of our events are planned at various times so that parents can attend. Meetings/workshops are typically held so that parents can either attend a morning or evening session. During the first semester of school, parent conference are scheduled to discuss student progress. In order to ensure accommodation for all parents, conferences may be scheduled in the evening or during teacher planning time. Phone conferences are another flexible option. Translators are typically offered at events where families are invited as well.</p> <p>Regarding services related to parent and family engagement, the school district will provide the following: Transportation to Parent Academy events</p> |
|---|--|

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>Oak Hill Elementary will hold both day and evening parent involvement opportunities throughout the school year to promote meaningful engagement which includes:</p> <ul style="list-style-type: none"> • Meet the Principal • Meet the Teacher • Open House • Annual Title I Meeting • Awards Programs • Literacy Night • Math and Science Night • Winter Concert • PTA Meetings |
|--|--|

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | |
|---|--|
| <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> | <ul style="list-style-type: none"> • SAC Meeting • Report Card Conference Night <p>Oak Hill will build working relationship with the community through the use of Partners in Education. Our Coordinator will actively meet with community leaders to develop lasting partnership with our school. Our community leaders will be invited to attend our monthly SAC meetings and sit on committee in an effort to give their input on how to improve student achievement.</p> <p>Our Parent and Family Engagement Liaison will be the main point of contact in providing the following help assisting parents/families with their children:</p> <ul style="list-style-type: none"> • Parent workshops • Resource Center • Newsletter |
|---|--|

| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|------------------------|---------------------------------|--|----------------|---------------------------------------|
| Meet the Principal | Principal | Principal address/School data | August 2020 | Connect Orange Message/Marquee |
| Meet the Teacher | Classroom Teacher | General information provided to parents for school year. | August 2020 | Connect Orange Message/Marquee |
| Open House | Principal | Information about academic expectations and changes to assessments provided | September 2020 | Flyers/Connect Orange Message/Marquee |
| Annual Title I Meeting | Title I Coordinator | By collaborating during these sessions to enhance the skills of the students. | September 2020 | Flyers/Connect Orange Message/Marquee |
| Awards Program | Principal | Information about academic expectations and assessments | November 2020 | Flyers/Connect Orange Message/Marquee |
| Literacy Night | Reading Coach/Classroom Teacher | Content specific information for parents. Skills needed for each grade level and strategies to support their | January 2021 | Flyers/Connect Orange Message/Marquee |

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | | | | |
|------------------------------|-----------------------------------|---|----------------------------|---------------------------------------|
| | | student on assessment. | | |
| Math and Science Night | Math coach/CRT/Classroom Teachers | Content specific information for parents. Skills needed for each grade level and strategies to support their student on assessment. | February 2021 | Flyers/Connect Orange Message/Marquee |
| PTA Meetings | Administrators | By collaborating during these sessions to enhance skills of students. | Second Monday of the month | Flyers/Connect Orange Message/Marquee |
| SAC Meetings | SAC Chair | By collaborating during these sessions to enhance skills of students. | Second Monday of the month | Flyers/Connect Orange Message/Marquee |
| Report Card Conference Night | Principal | Teacher will conduct individual conferences to discuss child's progress. | October 2020-March 2021 | Flyers/Connect Orange Message/Marquee |

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?</p> | <p>Oak Hill Elementary expectations are to build the capacity of all its school staff. Throughout the year the math/reading Coach will hold various professional development activities to improve teacher instruction in the classroom. Other school leaders will provide other professional developments to help improve in the overall operation of running the school more efficiently. Build capacity also involves parent and family engagement and teachers will hold 4 training in the 2020-2021 school year to help improve in working with parent of all cultures</p> |
|---|---|

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]? | | | | |
|--|---------------------|---|--------------|---|
| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| Parent and family engagement professional development Module 1- Building Strong Partnership with Parents and Families | Title I Coordinator | Improved school staff resources to create a welcoming school environment, understanding and value importance of parent and family engagement and maintain strong school to home partnerships. | October 2020 | Agenda/Powerpoint/Sign in sheet/Exit Slip |
| Parent and family engagement professional development Module 2 Building Ties Between Home and School | Title I Coordinator | Improved ability of staff to work with parents and families. | January 2021 | Agenda/Powerpoint/Sign in sheet/Exit Slip |
| Parent and family engagement professional development Module 3- Implementation and Coordination of Parent and Family Engagement Programs | Title I Coordinator | Increased parent and family participation in school activities which support student achievement. | March 2021 | Agenda/Powerpoint/Sign in sheet/Exit Slip |
| Parent and family engagement professional development Module 4- Communicating and Working with Parents as Equal Partners | Title I Coordinator | Improved relationship communication and collaboration between parents and school | May 2021 | Agenda/Powerpoint/Sign in sheet/Exit Slip |

Other Activities

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | | | |
|---|---|-------------------------------------|------------------------------------|
| <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>Oak Hill Elementary has a full time Parent Family Engagement Liaison on leave. Title I Coordinator facilitates the resource center for parents to access needed information. Title I Coordinator speaks English only, he will get staff members to translate Spanish/Haitian Creole. The parents at Oak Hill Elementary are able to have meaningful engagement in the education of their child(ren) through workshops, curriculum-based parent nights, and the resource center that the Title I Coordinator helps to facilitate. Oak Hill Elementary 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.</p> <p>The Guidance Counselor has a resource center that includes information about but not limited to the following:</p> <ul style="list-style-type: none"> • Homeless Education • Retention • Counseling Services • Exceptional Education Services • Behavioral Support Survives • The Media Center offers computer access to allow students and parents access to district application and other materials during extended hours weekly. <p>District parent Academy events offered throughout the year.</p> | | |
| Activity/ Task | Person Responsible | Timeline | Evidence of Effectiveness |
| Collaboration between PTA/SAC | Admin, PTA/SAC, Teachers | 2 nd Monday of the month | Flyer/Agenda/Sign in sheet/Minutes |
| Resource Center | Guidance Counselor, ESE Contact | Ongoing | Sign in Sheet |
| Parent Academy | Title I Coordinator | TBD | Parent Registration, Flyers |

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>Oak Hill Elementary will provide communication in a timely manner about Title I programs through the following:</p> <ul style="list-style-type: none"> • Title I Annual Meeting • Written information in multilingual translations of English too Spanish and Haitian Creole • Translators are available for conferences and meetings upon request. • Marquee • Connect Orange (School Messenger) • Student Agendas (Planners) • Oak Hill Newsletter | | |
|---|--|--|--|

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | |
|---|---|
| <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> | <ul style="list-style-type: none"> • School Website <p>Oak Hill teachers and staff will utilize various formats of helping parents understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following progress monitoring documents.</p> <ul style="list-style-type: none"> • Progressbook • School Compacts • Report Card Night • Parent Conferences <p>Oak Hill parents will be included in the devising of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> • AdVanced Ed Parent Survey/Exit Slips • One-to one meetings with teachers, administrators, and/or support personnel • Attendance Plan (SIP), Family Engagement Plan (PFEP) and School Compact <p>If the SIP is not satisfactory to parents, feedback will presented at the SAC meeting for discussion review and needed updates.</p> |
|---|---|

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 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>Oak Hill Elementary will provide parents and families options on participating in school activities through ensuring multiple levels of access for parents and families. Oak Hill Elementary also works with school social worker to assist individuals with specific needs/disabilities when requested in advance.</p> <p>Family Nights:</p> <ul style="list-style-type: none"> • ESOL Classes • Fall Dance • Winter Concert • Spring Dance <p>Oak Hill Elementary recognizes that our parents have diverse work schedules. Many of our events are planned at various times so that parents can attend. Meetings/workshops are typically held so that parents can either attend a morning or evening session. A translator is provided by ESOL to translate anything the parents may not</p> |
|--|---|

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | |
|--|--|
| | <p>understand during a school activity. Parents can participate by sharing ideas that will benefit Oak Hill Elementary.</p> <p>Additionally, information is provided through the following methods to include translations in various languages.</p> <ul style="list-style-type: none"> • Flyers • School Marquee • Connect Orange (School Messenger) • Students Agendas (Planners) • Labels (Stickers) • Oak Hill Newsletter • School Website • E-Mails |
|--|--|

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>Oak Hill Elementary will utilize Title I Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that example elementary will implement that are funded by Title I, Part A</p> | | | |
| Activity/ Task | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| 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) (6); and | PTA/SAC | Admin, Teachers, and Recourse Staff | September 2020 thru May 2021 Second Monday of the month | To allow parents forum to voice, learn, ask questions about SIP and school compacts and other activities |
| Training parents to enhance the involvement of other parents [Section 1118 (e) (9); | Literacy Night | Admin, Teachers, and Recourse Staff and Coaches | January 2021 | Content specific information for parents. Skills needed for each grade level and strategies to |

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | | | | |
|--|--|--|---------------------------|--|
| | | | | support their student on assessment. |
| Maximizing parental involvement and participation in their children's education by arranging a school meeting 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 conference at school 1118 (e) (10); | Parent Conferences | Teachers | October 2020-January 2021 | Teacher will conduct individual conferences to discuss child's progress. |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities 1118 (e) (13); | Foster grandparents program, Read for success program, Parent Teachers Association (PTA), Parent Leadership Council After School Program (ASP) | PIE Partners, PTA and School Resources | August 2020 thru May 2021 | Oak Hill will build working relationships with the community through the partners in Education. Our Coordinator will actively meet with community leaders to develop lasting partnership with our schools. Our community leaders will be invited to attend our monthly SAC meetings and sit on committee in an effort to give their input on how to improve student achievement. |

2020-2021 Parent and Family Engagement Plan

| | |
|--------------------|-------------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

Barriers

| | |
|---|---|
| <p>12. Does the plan include: A description of the barriers that hindered participation by parents during the previous school year? 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>Oak Hill Elementary has continued each year to address our barriers that hinder participation by parents/families. During the previous school year our barriers included:</p> <ul style="list-style-type: none"> • Economically disadvantaged • Parent/Caretakers work schedule • Students of parents with limited English proficiency • Incorrect/outdated parent contact information • Limited translators for Spanish/Haitian Creole speaking parents <p>This school year (2020-2021) Oak Hill will overcome these barriers by:</p> <ul style="list-style-type: none"> • Flexible hours for days in which these are meetings and events • Quarterly updating student information • Multilingual Staff/Paraprofessionals |
| Barriers (Including the Specific Subgroup) | Steps the School will Take to Overcome |
| Economically disadvantaged (Hispanic and Haitian Creole) | ESOL Classes for parents |
| Parent/caretaker's work schedule (Hispanic and Haitian Creole) | Flexible hours for days in which there are meeting and events |
| Incorrect/outdated parent contact information (Hispanic and Haitian Creole) | Quarterly updating student information |
| Limited translators for Spanish/Haitian Creole speaking parents (Hispanic and Haitian Creole) | Multilingual Staff/Paraprofessionals |

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</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> |
|---|--|

2020-2021 Parent and Family Engagement Plan

| | |
|-------------|------------------------------|
| School Name | Oak Hill Elementary |
| LEA | Orange County Public Schools |

| | |
|---|--|
| responsibility for improved student academic achievement? | |
|---|--|

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 SAC minutes, parent feedback from PFEP evaluation, and parent surveys from Spring 2020.

This policy was adopted by the school on _____ and will be in effect for the period of _____.

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

| | |
|-----------------------------------|------------------------|
| Signature of Authorized Personnel | <i>Cecely P. Marks</i> |
| Date | <i>10/14/2020</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:

- 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