

## 2019-2020 Parent and Family Engagement Plan

<b>School Name</b>	<b>Acceleration East High School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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><b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement</p>	<p>Acceleration East High School, through its Title I Services, is committed to creating and maintaining partnerships with parents and guardians of our students to ensure they achieve their highest academic potential. This goal will be achieved by being available to assist and guide parents in facilitating better communication with the school by meeting the individual needs of each student; taking into consideration their unique attributes and capabilities. Lastly, parents and staff will foster a school environment where students enjoy freedom through knowledge that leads to a healthy, productive and meaningful life.</p>
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plan will assist in providing high quality instruction for all learners?	
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### Involvement of Parents

<p><b>2. Does the plan include:</b> 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>Acceleration East High School will inform, invite and encourage parents to attend ongoing training and activities that are based on the needs of our students. Activities are, but not limited to: Open House, Annual Title I Meeting, EOC Night, Curriculum Night, AP Night, SAC and PTSA meetings. Parents will be encouraged to become active members of The School Advisory Council (SAC) and/ or the PTSA.</p> <p>Acceleration East High School will convene an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program, adequately Yearly Progress and the rights of parents. At the SAC and PTSA meetings parents will be provided information regarding the School's Title I allocation. Additionally, Title I Sessions will be held at Acceleration East High School for parent meetings and trainings. During meetings, parents will be allowed to provide input in the development and decision-making process of all Title I activities related to the school.</p> <p>Specifics:</p> <ol style="list-style-type: none"> <li>1. Acceleration East High School will hold an annual public meeting for and with parents, family and school community members to inform, explain, and discuss yearly school and student progress data and school program plans.</li> <li>2. Acceleration East High School will establish an organized parent group that consists of at least eight active members. The organized group will meet at least four times a year; notice of all meetings will be provided to all parents/families and work collaborative with the Title I Committee.</li> <li>3. Parents, families, and school community members will assess annually, the effectiveness of its school program to ensure the academic achievement of all students. The school will use a climate survey to measure the level of school support for parent/family involvement.</li> </ol>
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### Coordination and Integration with Other Federal Programs

<p><b>3. Does the plan include:</b> How the school will coordinate and integrate parent and family engagement programs and activities?</p>	<p>Acceleration East High School will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child(ren) at home through the implementation of various best known practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program.</p>
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<p>How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?</p>	
<b>Program</b>	<b>Coordination</b>
Title I Part A	Acceleration East High School is greatly enhanced by the Coordination and Integration of programs and funds through the State, District and Community. Title I funds and programs enhance the campus through parental involvement programs, professional development and student support and instruction.
Title II	N/A - Acceleration East High School does not receive funds for this program.
Title X Homeless	The district provides professional development regarding Homeless programs. Information is disseminated to our school through the SAFE Coordinators and Title I programming as well. Programs are implemented to help identify needs and to provide information and assistance with the highest degree of confidentiality. Our SAFE homeless program includes: Free backpacks and supplies to our coded students. Free food throughout the year as needed; Free food and gift cards at Thanksgiving and Christmas.
Supplemental Academic Instructions(SAI)	Our academic intervention programs are used to provide our Level I and II students with remediation in reading, math and science and with supplies, materials and additional academic instruction.
Nutrition Program	All students are provided daily with free breakfast. A food pantry is located on campus for students and families to use at any time. SAFE provides lunch items for those students not eligible for free or reduced lunch and are unable to bring money.
Title III	N/A - Acceleration East High School does not receive funds for this program.

### Annual Parent Meeting

<p><b>4. Does the plan include:</b>          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?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p>	<p>Acceleration East High School will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> <li>• Annual Yearly Progress (AYP) via Powerpoint Presentation and handouts</li> <li>• School Choice via district handouts and policies</li> <li>• The right of parents via brochure and other resources</li> </ul> <p>Parents and families are informed of the nature of the Title I Program by the following statement:</p>
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<p>A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <a href="http://www.fldoe.org/bsa/title1/title_compile.asp">http://www.fldoe.org/bsa/title1/title_compile.asp</a>.</p> <p>Below are the specific steps that Acceleration East High School will take to conduct annual Title I meeting.</p>			
	<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
	Parent Notification	Principal, Title I Coordinator	September 2019	School Messenger (Via Phone, Email, and Text)
	Parent Notification	Principal, Title I Coordinator	September 2019	Connect Orange (Via Phone, Email, and Text)
	Parent Notification	Principal, Title I Coordinator, Social Media Coordinator	September 2019	Facebook/Twitter/Website
	Parent Notification	Principal, Title I Coordinator	September 2019	Flyer (via backpack)
	Conduct Annual Meeting	Principal, Title I Coordinator	September 2019	Agenda
	Conduct Annual Meeting	Principal, Title I Coordinator	September 2019	Sign In Sheets
	Conduct Annual Meeting	Principal, Title I Coordinator	September 2019	Minutes/Notes
	Maintain Documentation	Principal, Title I Coordinator	September 2019 - June 2020	School Messenger, Facebook, Twitter, Flyer, Agenda, Sign In Sheets, Minutes/Notes

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### Flexible Parent Meetings

<p><b>5. Does the plan include:</b> 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>Acceleration East High School offers parent-teacher conferences in the morning, afternoon and in the evening to meet the needs of our parents. Parent conferences are scheduled in the afternoon or on an as needed basis based on the schedule of the parents. The Annual Title I Meeting, Open House, MPLC, Family Literacy Night and College Night are a few examples of meetings held in the evenings. If needed, home visits and morning and evening meetings can occur through our school SAFE Coordinator.</p>
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### Building Capacity

<p><b>6. Does the plan include:</b> 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>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>	<p>Acceleration East High School takes pride in building the capacity of all key stakeholders who play vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.</p> <p>Our Parent Engagement Liaison (PEL) will be the first point of contact for parents to receive resources, support, and information about activities that improve student achievement.</p> <p>Below are the specific steps that Acceleration East High School will take for building capacity for meaningful parent and family engagement.</p>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>

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Parent Resource Corner	Title I Coordinator/Team	Parents will be provided a resource center in school's front office for access to resources based on parents' needs.	September 2019-May 2020	Sign-In Sheets, Parent checkout
Curriculum& Instruction/Parent Student Conferences and Meetings-Standards & Assessment	Administration, Dept. Leaders, Guidance Counselors	Parents will be provided access to a Progress Book Parent Viewer, which integrates grade book, lesson plan development, attendance and parent communication into one comprehensive web-based system	September 2019-May 2020	Website, YouTube, Facebook, Twitter, Parent-Teacher Conference Forms
School Advisory Council	SAC executive Council, Administrators, Staff, Students	Provide parents with strategies to promote school improvement and increase student achievement.	Monthly Meetings from September 2019-May 2020	Sign In Sheets
Literacy Night	Faculty, Staff, Administrators	Provide parents with strategies that will enable them to assist their child to increase achievement in literary areas throughout the curriculum.	January 2020	Sign In Sheets
FAFSA Night	Guidance Counselor, Administrators	Provide parents with strategies to increase awareness of students' preparatory needs for college entrance( SAT;FAFSA)	November 2019	Sign In Sheets

### Staff Development

<p><b>7. Does the plan include:</b> A description of the professional development activities the school will provide to educate the teachers, specialized</p>	<p>Acceleration East High School strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.</p>
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<p>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>Below are the specific activities and tasks that Acceleration East High School will implement to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Presentation of Parent Involvement Plan at Faculty Meeting	Principal, Title I Contact/Team, CRT	Improve the ability to work effectively with parents by providing examples of best practices for parental involvement	Fall of 2019	Parent Feedback
Additions Volunteers and Partners in Education Training	Volunteers and Partners in Education Coordinator	To educate faculty and staff on the importance of how to build ties between parent, community and school. As well as work with parents as equal partners	August 2019-May 2020	Agenda, Sign In Sheets
The Importance of Parental Involvement - Training Module 1	Principal, Title I Contact	To educate faculty and staff on the importance of how to build ties between parent, community and school. As well as work with parents as equal partners	October 2019	Exit Slips
Building Ties Between Home and School - Training Module 2	Principal, Title I Contact	To educate faculty and staff on the importance of how to build ties between parent, community and school. As well	January 2020	Exit Slips

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		as work with parents as equal partners		
Implementation and Coordination of Parental Involvement Programs - Training Module 3	Principal, Title I Contact	To educate faculty and staff on the importance of how to build ties between parent, community and school. As well as work with parents as equal partners	March 2020	Exit Slips
Communicating and working with Parents - Training Module 4	Principal, Title I Contact	To educate faculty and staff on the importance of how to build ties between parent, community and school. As well as work with parents as equal partners	May 2020	Exit Slips

### Other Activities

<p><b>8. Does the plan include:</b> 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>Acceleration East High School 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> <ul style="list-style-type: none"> <li>• The Guidance office has a resource center that includes information about parental assistance</li> <li>• District Parent Academies and Virtual Academies offered throughout the year.</li> </ul> <p>Below are the specific steps that Acceleration East High School will take to engage parents and families in need:</p>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Parent Conferences	Principal, Guidance Counselor, Classroom Teachers	August 2019 – May 2020	Teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home. Parent conference forms are filled out at every meeting.
College and Career Room	Principal, Guidance Counselor	August 2019 – May 2020	Located in the guidance suite, in addition to being a resource for students, contains resources for parents to help them



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			better serve their students. All resources available for student use are available for parent use as well.
Virtual Academy	Parent Engagement Liaison, Media Specialist	TBD	Parent registration, Media Center Sign-in sheet
Parent Academy	Parent Engagement Liaison	TBD	Pictures, Parent Registration, Flyers

### Communication

<p><b>9. Does the plan include:</b> How the school will provide timely information about the Title I programs?</p> <p>How the school will 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 the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>Acceleration East High School will provide information about Title I programs and it will be provided in a timely manner, using various methods of Communication (newsletter, website, YouTube, Facebook, Twitter, meetings). At the annual meeting in September, information about Title I programs, academic programs, Florida Standards, Grade Level Expectations, and forms of academic assessment will be presented. At the annual open house meeting parents will be given more updated information regarding Title I programs. Upon closing of the general meeting parents will visit their child's classrooms and teachers will explain and discuss the school's curriculum, Florida Standards and types of assessments used to measure Student progress. Summative Assessment data will be shared along with status of AYP through school newsletter and on the school website. Teachers will maintain sign-in sheets and provide a copy to the principal.</p> <p>Parents will be included in the formulation of suggestions and decision making through the following: One-on-one meetings with teachers, administrators, and/or support personnel Parent Surveys Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact</p> <p>If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.</p> <p>Acceleration East High School will strive to strengthen communication through the various methods:</p> <ol style="list-style-type: none"> <li>1. Title 1 Annual Meeting</li> <li>2. Open House</li> <li>3. Maintain School Website, Facebook, YouTube, and Twitter.</li> <li>4. Weekly Community Brief</li> <li>5. OCPS Website</li> </ol>
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	<p>6. School Messenger Phone Master</p> <p>7. Email</p> <p>8. Phone Calls</p> <p>9. Acceleration East High School Partners in Education</p>
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### Accessibility

<p><b>10. Does the plan include:</b>          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>Parents receive notification via email, school messenger, YouTube, Facebook, Twitter, US mail, or newsletters in English, Spanish and other languages when needed.</p> <p>Acceleration East High School shall provide full opportunities for the participation of parents with children with limited English proficiency, children with disabilities, migratory children including information and school reports in a format and to the extent practical, in English and Spanish and other languages when needed. Staff members and or district support personnel will be available to assist parents who have disabilities (Visual, physical, deaf). Translators will be available at parent meetings and made available when needed.</p>
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### Discretionary Activities

<p><b>11. Does the plan include:</b>          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>Providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];</p> <p>Training parents to enhance the involvement of other parents [Section 1118(e)(9)]</p>
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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)(7)]; and	Parents and students will be invited to attend and participate	CRT	Parents shall receive information on strategies in building better readers.	January 2020
Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Family Involvement Conference; School site presentations	Title I Coordinator; Administration	Provide effective information and tools that meet the needs of their child's academic needs in high school and beyond.	March 2020

### Barriers

<p><b>12. Does the plan include:</b>                  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>Acceleration East High School after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback have acknowledge the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Communication</li> <li>• Education</li> </ul> <p>Below are the specific steps that Acceleration East High School will take address barriers that existed in the previous year.</p>
<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>

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Lack of Education (Limited Literacy)	Meaningful Informational Family Night and Curriculum programs, school based and off campus. Media ctr. Open for extended hours for students and parents.
Transportation (Economic Disadvantaged)	Conduct parent meetings in dominant neighborhoods of students being served.
Communication (ELL)	Utilize the School Messenger System (Bilingual Connect Ed), YouTube, Facebook, Twitter, Mailings with corrected addresses, newsletter, update website, fliers, and teacher phone calls home.

### School-Parent Compact

<p><b>13. Does the plan include:</b> 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><b>Attached to this document are scanned copies of the School-Parent Compact and evidence of parent input in the development of the compact.</b></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 evidence by

This policy/plan was adopted by the school on 8/15/19 and will be in effect for the period of 2019-20 School year.

The School will distribute this policy to all parents of participating Title I, Part A children on or before 8/8/2019.

Signature of Authorized Personnel	<i>D. P. Thomas</i>
Date	<i>8/8/19</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