

2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA)

Assurances

The above named school agrees to the following assurances:

- Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Jointly develop/revise plan with parent and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
- Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
- Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

Mission Statement

<p>1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?</p>	<p>The mission of Carver Middle School is to increase student achievement through family and community involvement. Families and community members will be involved in the collaborative planning, implementation and evaluation of specified programs at Carver Middle School.</p>
<p>How the parent and family engagement</p>	

2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

plan will assist in providing high quality instruction for all learners?	
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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>Parents of Carver Middle School students will be involved in a continuous, organized and timely manner through various means. Parents will be involved in the decision of how funds for parental involvement are used during the annual Title 1 meeting as the precursor of 2019-2020 school year Open house. As part of the Annual Title 1 meeting, parents will gain a clear understanding about how the Title 1 program is funded by the federal government and the guidelines of how funds may and may not be spent.</p> <p>Carver Middle School has monthly informative meetings for parents to allow them to make suggestions and recommendations on how we can better serve them, as well as, our students academically. Parents will be provided with various resources and information concerning the Title I program. Carver Middle also makes sure parents are involved in the decision-making process.</p> <p>Parents will be notified via flyers, connect Orange, school marquee or social media of upcoming events; which involve making decisions about funding for parental involvement activities.</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?</p> <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>	<p>Carver Middle School will coordinate and integrate parent and family engagement programs and activities through a variety of planned events throughout the school year. These programs will teach parents how to assist their students with learning and practicing at home through researched best practices. Below are programs linked to allowing a seamless flow of learning between home and school.</p>
Program	Coordination

2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

Title I	<p>To increase student achievement, the Parent and Community Involvement Coordinator will provide professional development for staff regarding the Title 1 program.</p> <p>Parents will be informed of available Title 1 resources for academic tutoring, extended media hours and parent involvement nights.</p>
Title II	To increase student achievement, the Parent and Community Involvement Coordinator will provide professional development to teach faculty and staff strategies to support their students.
Title III	To increase student achievement amongst English Language Learners (ELL), parents will be provided school communications in their native language, where appropriate. Parents will be provided with strategies for supporting students at home through parent conferences and title 1 nights.
Title X	<p>McKinney Vento Program provides support to our homeless students.</p> <p>To increase student achievement, identified families and students through the McKinney-Vento Act will be provided information about resources and services offered through the district homeless office, business partners and the school social worker.</p>

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?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <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>Below are the specific steps that will be taken to prepare for and conduct the annual Title I meeting. The plan includes advertisement for the event and family notification as well.</p> <p>The information to be shared with families via PowerPoint will consist of what it means to be a Title I school and the allocation of parent involvement funds. Parents will also be informed about how they can assist their students through volunteerism.</p> <p>During this meeting, parents will vote to approve the school-to-home compact which discusses the academic achievement goals for each specific grade level and the rights and responsibilities of parents, students and the school in the march toward higher student achievement.</p>
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2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Schedule Annual Meeting	Title I Coordinator, Leadership Team, Principal	Aug 2019	Flyer
Advertise Annual Meeting	Title I Coordinator, Leadership Team, Principal	Sept 2019	Connect Orange
Create Sign-In Sheets	Title I Coordinator, Leadership Team, Principal	Sept 2019	Sign-in Sheets
Create PowerPoint Presentation	Title I Coordinator, Leadership Team, Principal	Sept 2019	Power Point Presentation
Conduct Annual Meeting	Title I Coordinator, Leadership Team, Principal	Sept 2019	Agenda

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>We will accommodate as many parents as possible by hosting all of our activities/school functions after 5:30 p.m. Parent/Teacher conferences will be conducted in the morning or afternoon to accommodate parent's schedules.</p> <p>As it relates to services related to parent and family engagement, the school will provide the following:</p> <ul style="list-style-type: none"> • Home visits will be conducted for families who request a visit due to medical needs of caregivers and students.
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Building Capacity

2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family involvement? How will the school implement activities that will build relationships with the community to improve student achievement? How the school will provide material and training to assist parents/families to work with their child(ren)? How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Carver Middle School prides itself on hosting opportunities where Internal and external stakeholders are welcome to help increase Student achievement. Carver welcomes the community into our Environment via our Partners-In-Education (PIE) and Addition Programs.</p> <p>Our Parent Engagement Liaison will be the point of contact for families to receive resources, support, and information about activities that engage parents and families.</p> <p>Below are examples the specific events that will build capacity For parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timelin e	Evidence of Effectiveness
Open House	Parent and Community Involvement Coordinator/Leadership Team	Providing information, increasing awareness, and building parent relationships to increase student achievement	Sept. 2019	Flyer/Sign-in sheet/Marquee Picture
Annual Title 1 Meeting	Parent and Community Involvement Coordinator/Leadership Team	Providing information, increasing awareness, and building parent relationships to increase student achievement	Sept. 2019	Sign-in sheet/Agenda/handout
Algebra/Geometry Parent Night	Math department/CRT	To educate parents on math curriculum and resources available to assist students with learning to	Sept. 2019	Agenda/Sign-in sheet/handout
Literacy and Health Night	ELA/Reading Department	To educate parents about literacy curriculum and support	Oct. 2019	Flyer/Agenda/Sign-in sheets

2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

		tools to increase student achievement		
Algebra/Geometry Parent Conference Night	Math Department/CRT	To educate parents about student progress in Algebra and Geometry	Nov 2019	Flyer/Agenda/Sign-in sheets
Math and Science Night	Math and Science Department	To educate parents about math and science and how to better support students at home	January 2020	Flyer/Agenda/Sign-in sheets
Black History Month	Arts Department	To educate parents through arts presentations about how to support students academically at home.	Feb 2020	Flyer/Agenda/Sign-in sheets
Multi-Cultural/FSA Night	Social Studies Department/Arts Department	To educate parents about support tools available to increase student achievement for ELL students.	Mar. 2020	Flyer/Agenda/Sign-in sheets
Calculus Project	Math Department/CRT	To educate parents about the MAO initiative to promote math acceleration for middle school students	Apr. 2020	Flyer/Agenda/Sign-in sheets
Dudes and Donuts/Models and Muffins	ESE Department	To provide mentorship for middle school aged male students.	May 2020	Flyer/Agenda/Sign-in sheets
Newsletter, website, email communication	Principal, Assistant Principal	Parents and students will have access to information about school events/ activities	Ongoing	Website resources, survey feedback, copies of newsletter/emails

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,</p>	<p>In an effort to build capacity of all school staff at Carver Middle School, professional development is provided to educate on ways to build capacity in parent and family engagement.</p> <p>Below are the specific activities that will take place throughout the school year to help build that capacity.</p>
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2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

<p>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>				
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	Title 1 Coordinator/SEL	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	Oct. 2019	Sign-in sheets, exit slips
Parent and Family Engagement professional development Module 2- Building Ties Between Home and School	Title 1 Coordinator/SEL	Improved ability of staff to work with parents and families	Jan. 2020	Sign-in sheets, exit slips
Parent and Family Engagement professional development Module 3- Implementation and Coordination of Parent and Family Engagement Programs	Title 1 Coordinator/SEL	Increased parent and family participation in school activities which support student achievement	March 2020	Sign-in sheets, exit slips

2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

Parent and Family Engagement professional development Module 4- Communicating and Working with Parents as Equal Partners	Title 1 Coordinator/SEL	Improved relationship, communication and collaboration between parents and school	May 2020	Sign-in sheets, exit slips
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Other Activities

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]?	Carver will utilize a variety of resources to assist parents and families with their needs. Some resources available to parents and families are as follows: <ul style="list-style-type: none"> • Bear Café • Bridges of Light Clothes Closet • The ESE and Guidance office have resources that include but not limited to: <ul style="list-style-type: none"> ○ College and Career Readiness Meetings ○ Homeless Education ○ Counseling Services ○ Behavioral Support Services <p>Below is a list of activities and tasks the Carver Middle School will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren).</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Bear Café	Bear Café Coordinator	Ongoing	Sign-in sheets
Carver Food Pantry	SEL, Title I Coordinator	Ongoing	Sign-in sheets
Resource Center	Guidance Counselor, ESE Contact, SEL	Ongoing	Sign-in sheets

Communication

9. Does the plan include: How the school will provide timely	Carver Middle School will maintain communication about Title 1 programs through the following: <ul style="list-style-type: none"> • Hosting the Annual Title 1 Meeting
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2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

<p>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>Teachers and other staff members will support parents' understanding curriculum, forms and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> • School Compact • Data Chats • Progress Book • Canvas • Parent Conferences • Connect Orange Messages • School Newsletter <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> • IEP/504 Meetings • Parent Surveys • Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and school Compact <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>
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Accessibility

<p>10. Does the plan include: A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p> <p>A description of how the school will share information related to school an parent/family programs, meetings, school reports, and</p>	<p>Carver Middle School will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. The following methods will be used:</p> <ul style="list-style-type: none"> • Family Nights will, when possible, will be presented in multiple languages to service ELL families. • When possible, offer multiple offerings for events throughout the day to accommodate the schedules of parents and families. <p>Information will be shared through a variety of mediums, in multiple language when possible, to reach the highest number of</p>
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2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

other activities in an understandable, uniform format, and in languages that the parents/families can understand?	parents and families. Below are a variety of methods for reaching parents and families: <ul style="list-style-type: none"> • Flyers • Newsletters • Connect Ed messages • School Website • Email • And other known best practices as needed
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Discretionary Activities

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.)				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training	Leadership Team	Increased ownership of all stakeholders in raising student achievement	Feb/Mar 2019	ADvancED survey results
Conducting in-home conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend	Parent and Community Involvement Coordinator/ District Social Worker	Increased accessibility to school resources for families lacking the capacity meet the school to obtain information on ways to support students and increase student achievement	Ongoing	Sign-in sheets, Parent program survey

2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

those conferences at school			
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Barriers

<p>12. Does the plan include: A description of the barriers that hindered participation by parents during the previous school year?</p> <p>A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?)</p>	<p>Based on the Previous years' Parent and Family Engagement Plan and accompanying feedback acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> • Economically disadvantaged • Education • Language • Transportation <p>Below are examples of how Carver Middle School will address barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Economically disadvantaged (FRL)	Provide food during most evening events, free lunch for all students, host the Bear Café, fresh food market, Bridges of Light clothing closet, Thanksgiving and Christmas baskets.
Education (SWD) (ELL) (FRL)	Open House – preview grade level expectations for the year, using vocabulary and visuals to enhance the ability of all participants to understand the presented information. Have a translator present to ELL families.
Language barrier (ELL)	Provide Spanish and Haitian Creole translation as needed.
Transportation for parents (FRL)	Partner with local faith-based organization to provide transportation to families using their vans and organization volunteers.

School-Parent Compact

<p>13. Does the plan include: As a component of the school-level parental involvement</p>	<p>Attached.</p>
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2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

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?	
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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 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	
Date	

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

2019-2020 Parent and Family Engagement Plan

School Name	Carver Middle School
LEA	Orange County Public Schools

- Parent Feedback Summary of PFEP Evaluation
- Parent and Family Engagement Activities Tracking Form