

## 2023-2024 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

<b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement	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.
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plan will assist in providing high quality instruction for all learners?	
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### Involvement of Parents

<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]?	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 2022-2023 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. 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. 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.
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### Coordination and Integration with Other Federal Programs

<b>3. Does the plan include:</b> 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]?	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.
<b>Program</b>	<b>Coordination</b>
Title I	To increase student achievement, the Parent and Community Involvement Coordinator will provide professional development for staff regarding the Title

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	1 program. Parents will be informed of available Title 1 resources for academic tutoring, extended media hours and parent involvement nights.
Title II	To increase student achievement, the Parent and Community Involvement Coordinator/School Engagement Liaison 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	McKinney Vento Program provides support to our homeless students.  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.

### 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>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>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>

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Schedule Annual Meeting	Title I Coordinator, Leadership Team, Principal	August 2023	Flyer
Advertise Annual Meeting	Title I Coordinator, Leadership Team, Principal	September 2023	Connect Orange/Newsletter/Marquee
Create Sign-In Sheets	Title I Coordinator, Leadership Team, Principal	September 2023	Completed Sign-In Sheets
Create PowerPoint Presentation	Title I Coordinator, Leadership Team, Principal	September 2023	PowerPoint Presentation
Conduct Annual Meeting	Title I Coordinator, Leadership Team, Principal	September 2023	Agenda

### 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>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"> <li>• Home visits will be conducted for families who request a visit due to medical needs of caregivers and students.</li> </ul>
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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</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>
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<p>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>	Below are examples the specific events that will build capacity For parent and family engagement.			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Meet the Teacher/Grade level Orientation	Parent and Community Involvement Coordinator/ Leadership Team	Providing information, increasing awareness, and building parent relationships to increase student achievement	August 2023	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	September 2023	Sign-in sheet/Agenda/ handout
Open House	All Departments		September 2023	Agenda/Sign-in sheet/handout
Parent Data Chats	Testing Coordinator/SEL	We will meet with parents and their students to go over their student's data: FSA, iReady, PMA, common assessment, discipline,	Ongoing	Flyer/Agenda/Sign-in sheets

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		attendance and HERO		
Canvas/iReady Monitoring	CRT	To educate parents about tools that can be used to monitor student progress.	November 2023	Flyer/Agenda/Sign-in sheets
Literacy Night	ELA/Reading Department	Provide resources that will help parents assist their student with reading and writing.	January 2024	Flyer/Agenda/Sign-In Sheets
Black History Month	Arts Department		February 2024	Flyer/Agenda/Sign-In Sheets
Multi-Cultural/FSA Night	Social Studies Department/Arts Department	To educate students and families about various cultures and Build social connectedness	March 2024	Flyer/Agenda/Sign-In Sheets
Academic Game Night	All Departments	To educate parents about academic games that will assist students with completing assignments at home.	April 2024	Flyer/Agenda/Sign-In Sheets
Dudes and Donuts/Models and Muffins	All Departments	To provide mentorship for middle school aged male students	May 2024	Flyer/Agenda/Sign-In Sheets
Newsletter, website, email communication	Admin	Parents and students will have access to information about school events/activities	Ongoing	Website resources, survey feedback, copies of newsletter/emails

### Staff Development

<b>7. Does the plan include:</b> A description of the professional	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.
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<p>development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff:</p> <ul style="list-style-type: none"> <li>- with the assistance of parents/families, in the value and utility of contributions of parents/families?</li> <li>- in how to reach out to, communicate with, and work with parents/families as equal partners?</li> <li>- in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</li> </ul>	<p>Below are the specific activities that will take place throughout the school year to help build that capacity.</p>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
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	October 2023	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	December 2023	Sign-in sheets, exit slips
Parent and Family Engagement	Title 1 Coordinator/SEL	Increased parent and family	February 2024	Sign-in sheets, exit slips

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professional development Module 3- Implementation and Coordination of Parent and Family Engagement Programs		participation in school activities which support student achievement		
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	April 2024	Sign-in sheets, exit slips

### Other Activities

<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]?	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"> <li>• Bear Café Pantry</li> <li>• Clothes Closet</li> <li>• The ESE and Guidance office have resources that include but not limited to: <ul style="list-style-type: none"> <li>o College and Career Readiness Meetings</li> <li>o Homeless Education</li> <li>o Counseling Services</li> <li>o Behavioral Support Services</li> </ul> </li> </ul> 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).		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Bear Café/Clothes Pantry	Parent and Community Engagement Coordinator	Ongoing	Sign-In Sheets
Resource Center	Guidance Counselor, ESE Contact, SEL	Ongoing	Sign-In Sheets



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### 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>Carver Middle School will maintain communication about Title 1 programs through the following:</p> <ul style="list-style-type: none"> <li>• Hosting the Annual Title 1 Meeting</li> </ul> <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"> <li>• School Compact</li> <li>• Data Chats</li> <li>• Skyward</li> <li>• Canvas</li> <li>• Parent Conferences</li> <li>• Connect Orange Messages</li> <li>• School Newsletter</li> </ul> <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> <li>• IEP/504 Meetings</li> <li>• Parent Surveys</li> <li>• Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and school Compact.</li> </ul> <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><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?</p> <p>A description of how the school will share information related to school an</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"> <li>• Family Nights will, when possible, will be presented in multiple languages to service ELL families.</li> <li>• When possible, offer multiple offerings for events throughout the day to accommodate the schedules of parents and families.</li> </ul> <p>Information will be shared through a variety of mediums, in multiple language when possible, to reach the highest number of parents and families. Below are a variety of methods for reaching parents and families:</p>
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parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?	<ul style="list-style-type: none"> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Ed messages</li> <li>• School Website</li> <li>• Email</li> </ul> <p>And other known best practices as needed</p>
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### Discretionary Activities

<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.)	N/A			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
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 stakeholder in raising student achievement	Feb/March 2024	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 those conferences at school	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

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### Barriers

<p><b>12. Does the plan include:</b> 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"> <li>• Economically disadvantaged</li> <li>• Education</li> <li>• Language</li> <li>• Transportation</li> </ul> <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, Clothing Pantry, 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><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</p>	<p><b>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</b></p> <p>Attached</p>
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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 .

<b>Signature of Authorized Personnel</b>	
<b>Date</b>	

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