

2023-2024 Parent and Family Engagement Plan

School Name	Wekiva High 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

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?	The mission of Title I Parental & Family Engagement at Wekiva High School is to increase collaboration between parents, teachers, and administrators to create enriching and diverse pathways that improve student achievement and lead our students to success.
How the parent and family engagement plan will assist in providing high quality instruction for all learners?	Wekiva High School is committed to working jointly with parents and families to develop a plan of activities and workshops that support high quality standard based instruction. Throughout the year, parent engagement activities will be based upon school taught curriculum augmented by activities and techniques that parents can use to help their children cope with difficult circumstances that may interfere with their learning or their emotional well-being.

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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>Wekiva High School will involve parents on an ongoing basis as we continue to provide an efficient and effective educational learning environment. Parents will be informed in an ongoing and timely manner using the following methods:</p> <ul style="list-style-type: none"> ● Home-to-school and school-to-home communication in English and/or other languages ● Flyers ● Electronic newsletters ● Connect Orange messages ● School website ● Email ● Other known best practices as needed <p>Monthly activities include, but are not limited to:</p> <ul style="list-style-type: none"> ● SAC/PTSA Meetings ● Freshmen/New Student Orientation ● Open House ● Annual Title I Meeting ● Curriculum Nights ● FAFSA/College Night ● Literacy Night ● Magnet Fairs ● Parent meetings for our various student clubs, organizations, and sports. <p>At Wekiva High School, parents and families are involved in the planning, review, and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used by:</p> <p>Attending</p> <ul style="list-style-type: none"> ● School Advisory Council (SAC) meeting
	<ul style="list-style-type: none"> ● Multilingual Parent Leadership Council (MPLC) meeting ● Title I Annual Meeting <p>Participating in</p> <ul style="list-style-type: none"> ● Parent and family engagement capacity-building activities <p>Reviewing</p> <ul style="list-style-type: none"> ● Academic data ● Previous school year Parent and Family Engagement Plan

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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>Wekiva High School will coordinate and integrate parent and family engagement through a variety of programs and activities that teach parents how to help their children at home. Below you will find the delineated program for coordination for each school- based program.</p>
Program	Coordination
Title I, Part C/Migrant Program	Our Migrant Liaison provides services and support to students and parents. The liaison coordinates with Title I and other programs to ensure that the needs of the students are met.
Title I, Part A	The Media Specialist will provide opportunities for parents to utilize books, media materials, and computers for their extended learning via the ATS program.
Title I, Part D	Alternative educational outreach programs will be offered and coordinated with the district's "drop-out" prevention programs.
Title III	Services are provided through the district for educational materials and ELL district support services to improve the education of ELL and immigrant students. We also have staff members on campus who speak fluent Spanish and Haitian Creole. We also have paraprofessionals who are bilingual (Spanish and Haitian Creole).

Supplemental Academic Instruction (SAI)	SAI funds are coordinated with Title I funds to provide supplemental academic instruction to all Level 1 and Level 2 students.
DEA – Individuals with Disabilities Act	Supplemental instructional support provided by Title I will be discussed with parents during the development of the student's Individual Education Plan.
Title X/Homeless	McKinney Vento Program provides support to our homeless students.

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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>The school will take specific steps to inform parents and families about the school's Title I program. The nature of the program is clearly described to parents and families along with adequate yearly progress (AYP), school choice, and the rights of parents. This will occur through creation and distribution of invitations, an agenda, the presentation, and documentation of the annual parent meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Develop agenda, handouts, and presentation	Admin team, Department heads, and Parent Liaison	Ongoing	Copies of agenda, presentation, and handouts
Create and distribute invitations	Parent Liaison and Title I Coordinator	Ongoing	Screenshots of advertisement via newsletter, text alerts, website, social media, Connect Ed.
Create sign-in sheet	Title I Coordinator	Ongoing	Sign-in sheet will include space for parents to sign up for text alerts and our electronic newsletter.

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Hold the meeting	Principal, SAC, AP, Parent Liaison	Ongoing	Advertisement, agenda, presentation handouts, and sign-in sheets.
Maintain documentation	Title I Coordinator	Ongoing	Title I documentation is uploaded quarterly to the district site. Hard copies of all evidence is stored on campus for five years.

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>The leadership and staff of Wekiva High School value parent and family engagement and will put measures in place to offer parent meetings often and on a flexible schedule. Many of our parents are employed, so Parent Teacher Conferences are scheduled in the afternoon or on an “as needed” basis. Our Annual Meeting and Open House will be held in the evening.</p> <p>Home visits will be conducted by our school social worker, guidance department, SAFE coordinator, and school resources officers if needed.</p>
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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>Wekiva High School takes pride in building the capacity of all key stakeholders who play a 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 a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.</p>
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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]?	The parental and family engagement plan ensures that the school will implement activities that will build the capacity for meaningful parent and family engagement. The activities and tasks will build relationships with the community that focus on student achievement. Materials and training will be provided to assist parents/families in working with their children. Activities will include Parent Leadership Council (ESOL), School Advisory Council, Parent Teacher Student Association, OCPS Parent Academy, ESE Parent Meetings, Class of 2024 Parent Meetings, Back to School Celebration, Title I Annual Meeting/Open House, Multicultural Night, FAFSA/College Prep Night, Black History Month Celebration, and Magnet Fairs.			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Instructional Staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 2023	Connect Orange, Marquee, Facebook, School website
Parent Leader Council (ESOL)	Administration, ESOL Compliance, Parent Liaison	Provide access and increase awareness for ESOL parents to feel more empowered to assist with their child's academics.	Quarterly	Advertisement, sign-in sheets, presentation materials
School Advisory Council	SAC Executive Council, Administration, Parents, Staff, Students	Promote school improvement, parental involvement, and overall student achievement.	Monthly	Advertisement, Sign-in sheets, presentation materials, meeting minutes
Parent Teacher Student Association	PTSA Board, Parents, Staff, Students	Promote parent and community involvement; empower families to advocate for their children and Wekiva High School.	Monthly (held after SAC Meetings)	Advertisement, sign-in sheets, presentation materials, meeting minutes
OCPS Parent Academy (Face to Face)	OCPS Parent Academy Staff	Provide parents with educational resources that encourage more involvement in their child's education	TBD	Attendance provided by OCPS Parent Academy to WHS Staff
ESE Parent Meetings	ESE Department, Staffing Specialist, Parent Liaison	Provide parents of ESE students with information and resources that will	As needed	Advertisement, sign-in sheets, presentation materials

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		help their child socially and academically.		
Class of 2024 Parent Meetings	Administration, Business/Activities Manager, Parent Liaison	Provide parents with an overview of the 2020-2022 school year; class of 2022 activities and fees/dues/	Fall 2023 and Spring 2024	Advertisement, sign-in sheets, presentation materials
Title I Annual Meeting/Open House	Administration, Staff, Parent Liaison	Empower parents with information about the school's Title I program. Parents will receive copies of the school's PFEP and Compact. Afterwards, parents will have the opportunity to meet all of their child's teachers and learn the expectations for each course.	Fall 2023	Advertisement, Sign-in sheets, presentation materials, teacher presentations
Multicultural Night	Administration, Social Studies, World Languages, SGA, and Parent Liaison	Provide an opportunity for parents and students to learn about cultures different from their own. We will also incorporate resources for ESOL parents.	October 2023	Advertisement, Sign-in sheets, presentation materials, photos, parent and staff feedback
FAFSA.College Prep Night	Administration, College & Career Counselor, and Parent Liaison	Educate parents and students on the numerous resources available to them at WHS and the district level; help parents complete their child's Free Application for Federal Student Aid	November 2023	Advertisement, Sign-in sheets, presentation materials
Black History Month Celebration	Administration, SGA, Parent Liaison	Celebrate Black History. Involve Partners in Education and Alumni.	February 2024	Advertisement, Sign-in sheets, presentation materials, photos
Magnet Fair	Administration, Magnet Coordinator, Magnet teachers, Parent Liaison	Promote the importance of parental involvement in these programs; recruit incoming 9th graders.	March 2024	Advertisement, Sign-in sheets, presentation materials

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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? -in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>	<p>A variety of professional development activities will provide teachers, specialized instructional support personnel, principals, other school leaders, and staff with the understanding of the parent engagement plan. Assistance and support of parents and families will be utilized in developing the plan for professional development. The plan includes ADDitions Volunteers & Partners in Education Training and Parental Involvement Online Modules.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
ADDitions Volunteers & Partners in Education Training	Additions and PIE Coordinators	Educate faculty and staff on the importance of building and maintaining ties between parents, community members, and the school.	Fall 2024	Sign-in sheets, exit slips

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Parental Involvement Online Training Modules	Parent Liaison	PFE modules train staff on how to effectively communicate and work with parents to increase their access to and participation in their child's education.	Quarterly: September, November, February, and April	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]?	Parent and Student One Stop Resource Student			
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness	
Reading night	Parent Liaison	TBA	Sign in sheets, flyers	
Math learning lab	Parent Liaison	TBA	Sign in sheets, flyers	
Parent and Student One Stop Resource Student	Parent Liaison	TBA	Sign in sheets, flyers	

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Communication

<p>9. Does the plan include: 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>Wekiva High School will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> ● Hosting the Title I Annual Meeting ● Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs <p>Teachers and other staff members will support parents' understanding of curriculum, forms, and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> ● School Compact ● Skyward ● Parent Conferences ● Connect Orange Messages ● Other school communication methods <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> ● One-on-one meetings with teachers, administrators, and/or support personnel ● Parent Surveys ● Participating 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? 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>Wekiva High 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 be presented in multiple languages to service our ELL families. ● Offer activities at multiple times throughout the day for parents and families to participate during the morning, afternoon, and evening. <p>We will share information through various best-known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:</p> <ul style="list-style-type: none"> ● Home-to-school and school-to-home communication in English and/or other languages ● Flyers ● Newsletters ● Connect Orange messages ● School website ● Email ● Other known best practices as needed
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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>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

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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>Transportation, language, and economical issues have been factors that have hindered parent engagement over the last few years. Below are specific steps that Wekiva High School will take to address barriers that existed from previous years.</p>
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Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Childcare during parent meetings, particularly during MVP Families and during PTSA	Plan for on-site childcare in spaces adjacent to meeting rooms
Limited language proficiency of parents/families	Increase access to available translators on campus