

# Parent and Family Engagement Plan

## On Track Academy

### A School-wide Title I, Part A Educational Community

September 2023

#### School Mission Statement

*At ON TRACK ACADEMY, we prepare our students for "What's Next" in their lives through an engaged and customized learning environment*

#### Communication with Parents and Families

A. How we will jointly develop/revise with parent the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.

*(List actions)*

- Parent and Family Engagement Plan is reviewed annually at Launch Conferences and Parent Advisory meeting and recorded in minutes
- Parent Policy and School Compact are distributed to parents by advisors during Launch Conferences Shared electronically in newsletter
- Copies are available in main office and on website for review

B. How we will inform parents of our school's participation in Title I and explain the requirement and components, and the right of the parents to be involved.

*(Describe when and where the annual meeting will be held)*

- Title 1 info and invitation to participate will be communicated each fall via FB and newsletter
- Title 1 info will be presented at Launch Conferences and on website
- Title I parent and family engagement plan and school parent compact are shared during SLE, additional copies are in Main Office
- Spring Parent survey included questions about participation in school events. Survey queries suggestions for program improvements regardless of level of participation

<p>C. How we will offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement. <i>(Describe how flexibility is provided)</i></p>	<ul style="list-style-type: none"> <li>• Parent meetings take place at regularly scheduled advisory, family night meetings. Principal provides info, gathers input and responds to questions and feedback during all parent meetings</li> <li>• Additional meetings will be scheduled as needed</li> <li>• Families are invited to reach out to Principal and other related staff, to request individual meetings as needed. Open Door policy</li> </ul>
<p>D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school improvement plan, and the process of the school review and improvement under Section 1116.  <i>(List actions)</i></p>	<ul style="list-style-type: none"> <li>• Launch Conference participants and Parent Advisory review and give feedback on schools SIP</li> <li>• SIP is reviewed annually included representatives from parents, community and school staff</li> <li>• Iterations are based on student academic data, Panorama surveys, Summit surveys and MTSS data</li> <li>• SIP is written with 4 components of Title 1 programs in mind.</li> <li>• SIP is available on school website</li> </ul>
<p>E. How we will provide parents-</p> <ol style="list-style-type: none"> <li>1. Timely information about Title I programs.</li> <li>2. A description and explanation of the curriculum in use at the school the form of academic assessment used to measure student progress and the proficiency level students are expected to meet.</li> <li>3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate as appropriate in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.</li> </ol> <p><i>(List actions)</i></p>	<ul style="list-style-type: none"> <li>• Students are assessed in CORE multiple times throughout year depending on pathway; MAP, SAT, PSAT, ASVAB, Khan, ELA diagnostics, etc.</li> <li>• Parents are informed through Launch Conferences/Student Led Exhibitions twice per year, ongoing monthly progress, Parent Port in TLP and Progress Reviews communicated twice per year</li> <li>• Senior Show off - Capstone Exhibitions offer comprehensive review of student strengths and achievements in preparation for post-secondary pathways</li> </ul>
<p>F. How we shall jointly develop with parents for all children, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.</p> <ol style="list-style-type: none"> <li>1. How will the compact be shared with families?</li> <li>2. How we will provide frequent reports to parents on their child's progress.</li> <li>3. How we will provide parents with reasonable access to staff and</li> </ol>	<ul style="list-style-type: none"> <li>• School Parent Compact will be reviewed annually at Parent advisory</li> <li>• Displayed in newsletter and website</li> <li>• Shared at all SLE's</li> <li>• Copies in Main Office</li> <li>• Parents receive ongoing updates on their child's progress from teachers/advisors throughout year, formally and informally and there is an open line of communication between staff and family.</li> </ul>

<p>opportunities to participate as partners in the education of their child.</p> <p>4. Provide for regular two way meaningful communication between families and school staff and to the extent practical, in a language the family can understand</p>	<ul style="list-style-type: none"> <li>• Formal reporting occurs 4 times per year via Launch Conferences SLE's and Progress Reviews</li> <li>• All families/ students receive contact information during on-boarding. Staff return phone calls/emails/texts ASAP, within 24 hours guaranteed</li> <li>• BB Messenger used to communicate with all families by phone, text, email</li> <li>• Families are invited to volunteer/participate and/or visit OTA</li> <li>• Families partner to actively participate in pathway decisions and interventions for their students</li> <li>• District interpreters are provided as needed for language translations</li> </ul>
<p>G. How we will assist parents in understanding challenging state standards and how to monitor their child's progress in partnership with the school</p>	<ul style="list-style-type: none"> <li>• ASVAB, SAT, PSAT, MAP test scores are sent home and included in SLE (Student Led Exhibitions) yearly or bi - annually (MAP)</li> <li>• Summit Learning (TLP<sup>®</sup>) included quarterly updates and Parent Portal access</li> </ul>
<p>H. How we will provide materials and training to help parents work with their children in partnership with the school</p>	<ul style="list-style-type: none"> <li>• SLE, Fall and Spring</li> <li>• Newsletter</li> <li>• Family Night</li> </ul>

### Title I

### Parent Involvement/ Communication Opportunities Throughout the Year

#### Daily Opportunities

Home Communication	Weekly Progress - REMIND Advisor Communication-directly with families, Courtesy calls by Student Support specialists and Counselors
<b>Family Involvement Calendar</b>	Yearlong calendar is shared during on-boarding and courtesy calls by Student Support specialists, advisors, and counselors is explained during on-boarding meetings. Important calendar dates are shared in weekly bulletin on monitors, website, and FB page

#### Weekly/Ongoing Opportunities

OTA newsletter	School information, updates, ideas on partnership to assist all students and upcoming events. Sent home monthly
<b>In-Person Communication</b>	Advisors meet with All families during Launch Conferences, Spring Student Led Exhibitions and Senior Show Off Capstone Exhibitions in May. Ongoing connections on daily basis occur via text,

	phone and email
Reader Board	Provides families and community with information about upcoming events
Thrillshare	Provides info to families via recorded phone message, text and/ or email

### **Fall Opportunities**

Launch Conferences & Showcase	Each student leads a conversation in a Self-Directed fashion regarding goals, pathway, progress and academic focus
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### **Winter Opportunities**

Progress Reviews & Showcase	Outline current attainment of goals and grad requirements, Habits of Success and encouragement for “what’s next”
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### **Spring Opportunities**

Spring SLE	All students (including Seniors of Concern) except seniors who are on pace to graduate. Planning for summer/fall occurs
Senior Show Off - Capstone Exhibitions & Showcase	Seniors exhibit their k-12 learning as a connection to their postsecondary pathway. Real Life Learning experiences are displayed and defense of diploma, reflection on growth and goals attained are discussed in a presentation style (meeting CCSS).

### **Summer Opportunities**

Summer programming	Welcoming new students to OTA, culture building, credit recovery.
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