

2018-2019 Parent and Family Engagement Plan

School Name	Renaissance Charter School at Chickasaw Trail
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>How the parent and family engagement</p>	<p>At Renaissance Charter School at Chickasaw Trail, we believe parent and community involvement is vital to the success of our students. By working together and putting students first, we can truly make a difference in so many lives. Involving parents and making them part of the decision making process will help empower our students to successfully face the challenges of tomorrow.</p>
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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>The parent community at Renaissance Charter School at Chickasaw Trail are all invited to participate in the development of the school's Parent Involvement Plan (PIP). The complete PIP will be presented to the SAC and PTC for approval. The SAC will be instrumental in oversight of the Title I process, which includes the implementation and evaluation of the PIP. The parents, along with other community members, will be an important part of the decision making process for school improvement, parent involvement, and family activities. Sign-in sheets will be utilized to document this parent involvement on a monthly basis.</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>Renaissance Charter School at Chickasaw Trail 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>
Program	Coordination
<p>PreK Varying Exceptionalities ESE -IDEA</p>	<p>The school will work with the ESE teachers to coordinate transitions for students into the regular classroom. Meetings will be held to discuss student needs and develop new IEPs. An opportunity for orientation to kindergarten and classroom visits will occur in spring and/or summer.</p>

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Title I	Administration, along with the leadership team, will determine relevant and necessary professional development in regards to parent and community relations.
Title II	In relation to our PIP, activities and events are monitored by the Principal and leadership team.
Title III	Discuss parent activities and instructional support for parents and families during IEP and/or 504 meetings.
Title X	The school and district ELL representatives will provide information and resources to parents at multicultural events, curriculum nights, and other various meetings.

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>Renaissance Charter School at Chickasaw Trail 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"> • Annual Yearly Progress (AYP) via Powerpoint Presentation and handouts • School Choice via district handouts and policies • The right of parents via brochure and other resources <p>Parents and families are informed of the nature of the Title I Program by the following statement:</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>
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	<p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at http://www.fldoe.org/bsa/title1/title_compile.asp.</p> <p>Below are the specific steps that Example Elementary will take to conduct annual Title I meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Advertise via school calendar	Ashley Nelson- Family and Community Resource Coordinator	September 28, 2018	Copy of Calendar
Advertise via Weekly Reminders	Ashley Nelson- Family and Community Resource Coordinator	October 19, 2018	Copy of Weekly Events
Creation of agenda and sign-in sheets	Nicole Burnett- Assistant Principal	October 22, 2018	Collection of sign-in sheets and agendas
Conduct Meetings	Judimar Ortiz Pesante	October 25, 2018	Sign-in sheets, agendas, and meeting minutes
Gather artifacts	Anthony Jennings - SOA	August 2018 – June 2019	Upload documents to OCPS Title I website
Maintain documentation	Anthony Jennings	August 2018 – June 2019	Maintain documentation in binders

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>Parent conferences are scheduled by the teachers and administration during both the morning and afternoon hours as requested. PTC meetings are held in the evening as to not interfere with parents' work schedules.</p>
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Building Capacity

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<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>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>Renaissance Charter School at Chickasaw Trail 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 Renaissance Charter School at Chickasaw Trail will take for building capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Monthly Family Engagement Activities	Parent Liaison	Engage parents and families with content, curriculum and strategies to support their children at home.	September 2018 – May 2019	Flyers, agenda, sign-in sheets
Edmodo	All Stakeholders	Keeping parents and families informed about academic/school information; students can complete assignments electronically	August 2018 – May 2019	Screenshots of the app
Open House	Teachers/Admin/Staff	Welcome parents to the new school	September 2018	Flyers and Sign-in sheets

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		year and establish lines of communication between school and home		
Science Night	All Stakeholders	Families take part in hands on activities and experiments with their child.	November 2018	Flyers, Newsletter, Agenda, and Sign-in sheets
Literacy Night	All Stakeholders	Families learn strategies that will make their child a more effective reader.	January 2019	Flyers, Newsletter, Agenda, and Sign-in sheets
Math Night	All Stakeholders	Families will be given the strategies on how to help their child master the math standards for their grade level.	September 2018	Flyers, Newsletter, Agenda, and Sign-in sheets
Social Studies Night	All Stakeholders	Families take part in activities that focus on our country's history, government and law.	February 2019	Flyers, Newsletter, Agenda, and Sign-in sheets
Writing Night	All Stakeholders	Families will learn strategies that will make their child a more effective writer.	October 2018	Flyers, Newsletter, Agenda, and Sign-in sheets

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>Renaissance Charter School at Chickasaw Trail 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>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 Renaissance Charter School at Chickasaw Trail 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
Staff PD – OCPS Training Module 1 (Importance of Parental Involvement)	Parent Liaison/Title I Contact	Training Module 1 will educate teachers and staff on the importance of parental involvement on the school level and how it greatly impacts student achievement.	October 2018	Copy of Module and Teacher Exit Tickets
Staff PD – OCPS Training Module 2 (Building Ties between Home and School)	Parent Liaison/Title I Contact	Staff will get accustomed with common barriers parents face to get involved and how we can break down those barriers.	January 2019	Copy of Module and Teacher Exit Tickets
Staff PD – OCPS Training Module 3 (Implementation and coordination of Parental Involvement Programs)	Parent Liaison/Title I Contact	Staff will learn the process and procedures around the creation of the PIP, and how they can be a part of the process.	February 2019	Copy of Module and Teacher Exit Tickets

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Staff PF – OCPS Training Module 4 (Communicating and working with parents)	Parent Liaison/Title I Contact	Teachers and staff will learn effective ways in which to conduct parent conferences, along with other tips on	April 2019	Copy of Module and Teacher Exit Tickets

Other Activities

<p>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]?</p>	<p>At every parent event and/or activity, we will have information available in regards to the Title I program. Open House and Parent Conference evenings allow the parent to visit the school and its resources. Presentations are given in regards to the Title I Compact and PIP. Emails, newsletters, website updates, and flyers are disseminated to all stakeholders to keep them all up to date. The Title I Power Point is presented at the annual Title I meeting and discussed with parents. Teachers schedule regular meetings and utilize tools such as the student agenda books to communicate the educational needs of the children. The SAC and PTC meet monthly to discuss school improvement and school progress. ESE, ESOL, MTSS, and 504 parent meetings are held at least once annually in order to update and document student learning goals.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Family Resource Center	Parent Liaison/Student Services Counselors	Ongoing	Flyers, Calendar, Agenda, Sign-in Sheets

Communication

<p>9. Does the plan include: How the school will provide timely information about the Title I programs? 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>Parent newsletters, documents, flyers, and other brochures will be available for all parents in the front office. FSA prep nights and curriculum nights will be held throughout the year to give parents a better understanding of how to help their students succeed. The Title I team will make sure all materials are given out and collected in a timely manner. Grade level teachers will continuously make themselves available for conferences and meetings to discuss their child’s progress. Parent conference evenings will be held at least once a quarter.</p> <p>Translated materials for all Title I information will be made available to those who need it. The school PIP will be summarized and a copy will be sent home to all parents. The PIP will be available in the front office. For those with disabilities, the school has ensured the access and use of the elevator. Wheelchair accessible entrances are available during school hours and during</p>		
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<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>any before and/or after school activities. The school will ensure that information is available to our migratory families by making sure new students who enroll will be given all information about the school and our programs.</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 other activities in an understandable, uniform format, and in languages that the parents/families can understand?</p>	<p>Renaissance Charter School at Chickasaw Trail will establish a host of opportunities for parent and families to participate in school activities through ensure 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 services our ELL families. • Offer activities at multiple times throughout the day for parents and families to participate in during the morning, evening and afternoon. <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 • Student planners • Flyers, • Newsletters, • Bilingual Open House • School Website • Email • And 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>	<p>Renaissance Charter School at Chickasaw Trail will utilize Title I, Part A funding for activities that are not required but will support in meeting the mission of the school.</p> <p>Below are the specific steps that Renaissance Charter School at Chickasaw Trail will take for activities funded through Title I, Part A.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

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>Renaissance Charter School at Chickasaw Trail 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"> • Language • Education • Economically disadvantaged <p>Below are the specific steps that Renaissance Charter School at Chickasaw Trail will take address barriers that existed in the previous year.</p>		
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome		
Language barrier (ELL)	Provide Spanish translation as needed.		
Education barrier (FRL, SWD, ELL)	Open House – preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand (ie. Instead of just using the words fluency, fact family, etc.) we will accompany these		

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	terms with a definition and model strategies accordingly.
Monthly Academic Night (SWD, ELL)	Provide families with the opportunity to interact with the curriculum and content their children are learning as well as provide strategies they can use at home to support their children
Economically disadvantaged (FRL) Provide	Provide free lunch for all students, clothing, and Thanksgiving food baskets.

School-Parent Compact

<p>13. Does the plan include: 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>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</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 and will be in effect for the period of **7/1/2018 thru 6/30/2019** .

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

Signature of Authorized Personnel	
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Date	
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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