

## 2019-2020 Parent and Family Engagement Plan

<b>School Name</b>	<b>Chickasaw Elementary</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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 parents and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of the 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><b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?</p>	<p>Our mission is to foster parent and family engagement by promoting school-home communication and providing parents a variety of learning opportunities. We also wish to support their children's academic success. We want all parents to become actively involved in our school community.</p>
<p>How the parent and family engagement</p>	

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plan will assist in providing high quality instruction for all learners?	
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### Involvement of Parents

<p><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]?</p>	<p>Chickasaw Elementary will ensure the organized, ongoing, and timely manner of involving parents by utilizing :</p> <ul style="list-style-type: none"> <li>• Student Planners</li> <li>• Social Media- Class Dojo</li> <li>• Flyers in English and Spanish</li> <li>• Electronic Newsletters</li> <li>• Connect Ed messages</li> <li>• School Website</li> <li>• Email</li> <li>• Canvas</li> </ul> <p>Parents and families are involved in planning, reviewing, and improving Title I programs and included in the decision making of how Title I funds are used by:</p> <ul style="list-style-type: none"> <li>• Attending School Advisory Council (SAC) and Multilingual Parent Leadership Council (MPLC) meetings, as well as the Title I Annual Meeting</li> <li>• Participating in Parent Teacher Association (PTA) activities</li> <li>• Reviewing the previous year's Parent and Family Engagement Plan.</li> </ul>
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### Coordination and Integration with Other Federal Programs

<p><b>3. Does the plan include:</b> 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>Chickasaw Elementary will coordinate and integrate parent and family engagement programs through a variety 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.</p>
<b>Program</b>	<b>Coordination</b>

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VPK	Introduces the role of education in the home. Promotes a positive and structured educational experience. Encourages parents to support their child at home by providing home learning experiences through homework.
Title I	The principal and Title I contact will coordinate with Title I to provide opportunities for parental involvement at home, at school, and in the community.
Title II	Training parents to enhance the involvement of other parents through our Parent Leadership Council trainings.
Title III	Provides bilingual materials and resources for parents, including translation.
Title X	McKinney Vento Program provides support to our homeless students.

### 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>Chickasaw Elementary will host an annual Title I meeting at the beginning of the school year to inform parents and families of the nature of the Title I program.</p> <p>Parents will be educated on the Annual Yearly Progress via Powerpoint presentation, School Choice via handouts, and the Rights of Parents via handout.</p> <p>Parents and families are informed that Title I</p> <ul style="list-style-type: none"> <li>• Is the largest Federal assistance program for our nation's schools.</li> <li>• Serves millions of children in elementary and secondary schools each year.</li> <li>• Provides instructional services and activities that support students in meeting state performance standards.</li> </ul> <p>Parents and families learn how schools are eligible, how much funding we receive, and how we utilize this funding.</p>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Title I Annual Meeting	Principal and Assistant Principal	September 2019	Attendance- See Sign in Sheets on the Title I Sharepoint; Evaluation forms of Parent and Family Engagement Plan
Agenda and Presentation materials developed	Principal and Assistant Principal; Title I coordinator	September 2019	Number of participants

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Reminder meeting flyer will be sent home to encourage parent participation	CRT	September 2019	Number of participants
Prepare and Print Sign-in sheet	CRT	September 2019	Number of participants
Orientation Date will be posted on school marquee	Principal and Assistant principal	September 2019	Posting on school marquee
Maintain documentation	CRT	September 2019	Title I documentation will be uploaded to the Title I Sharepoint site. Paper documentation will be filed on campus.

### 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>Chickasaw Elementary offers flexible meetings by:</p> <ul style="list-style-type: none"> <li>Holding monthly meetings on campus at 6:00 pm to provide opportunities for parents and their children to work together on curriculum topics. (Ex. Literacy Night; STEM Nights; Assessment Night; etc...)</li> <li>Providing Parent Teacher Association (PTA) and School Advisory Council (SAC) Meetings are held at school at 3:30pm and 4:15pm for parents wanting to be involved in those committees.</li> <li>Posting minutes from PTA and SAC meetings on our school website for all parents to view.</li> <li>Conducting Parent/Teacher Conferences as needed basis. Conferences can be scheduled at different times during the day (before school, during planning periods, after school, at night) to meet parents' schedules.</li> <li>Utilizing phone and email conferences for those with scheduling or transportation problems.</li> <li>Providing a monthly calendar highlighting parent events and opportunities.</li> </ul> <p>Chickasaw will provide transportation to a minimum of one Parent Academy opportunity during the year. We will also accommodate young children as appropriate during parent and family engagement activities.</p>
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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</p>	<p>Chickasaw Elementary provides workshops for parents to strengthen the relationships between families and school. Events are planned during and after school so that community members can volunteer and support the school as Partners in Education (PIE) and ADDitions.</p>
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<p>meaningful parent/family engagement?</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>Our Parent Engagement Liaison (PEL) is the first point of contact for parents to receive information, resources, and support for activities that support their children and improve student achievement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent Resource Center	Parent Engagement Liaison	Parents are able to better support their students with academics.	August 2019- June 2020	Sign in Sheet/Parent Comments
Meet the Teacher	Instructional Staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 9, 2019	Sign in Sheets
Open House	Classroom teachers	Teachers will introduce classroom expectations, routines, and establish rapport.	September 2019	Sign in Sheets
Report Card Conferences	Classroom teachers	Teachers will conduct individual conferences to discuss child's data, expectations, and progress toward meeting grade level standards.	October/November 2019	Sign in Sheets, Conference Summary forms

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Family Workshops	Parent Engagement Liaison	Increased parent participation, communication and knowledge	August 2019- June 2020	Sign in Sheet/Parent Comments
Provide translation at school events through use of the "talk system". Events: Title I Annual meeting, Parent Workshops, etc.	Compliance Teacher	Increased parent participation, communication and knowledge. Parents are able to better support their students with academics.	August 2019- June 2020	Increased communication
FSA Parent Night	CRT, Reading Teachers and Classroom Teachers	Increased parent participation, communication and knowledge	September 2019	Sign In Sheet/Parent Comments
Family Literacy Night	Teachers and Media Specialist	Increased parent participation, communication and knowledge	January 2020	Sign In Sheet/Parent Comments
Family STEM and STEAM Nights	Teachers	Parents are able to better support their students with academics.	November 2019 and March 2020	Sign In Sheet/Parent Comments
Regularly scheduled PTA and SAC meetings	Principal, Parent Representatives	Parents will participate in decision-making process	Monthly	Meeting minutes
Parent communication (Class Dojo, Facebook, email, planners, website, Connect Orange)	Principal, Assistant Principal, Instructional Staff	Parents will have access to information regarding school events/activities	Ongoing	Copies of communication, logs

### Staff Development

<p><b>7. Does the plan include:</b> 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</p>	<p>Chickasaw Elementary builds capacity through various professional development opportunities during the year, including those concerning parent and family engagement.</p>
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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]?				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual meeting	Principal, Title I Coordinator	Information is provided regarding the Title I funding and its implications for our instruction	September 2019	Powerpoint, Sign in Sheets, Agenda
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Parent Engagement Liaison	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 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Parent Engagement Liaison	Improved ability of staff to work with parents and families	January 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Parent Engagement Liaison	Increased parent and family participation in school activities which support student achievement	March 2020	Sign-in sheets, exit slips

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Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Parent Engagement Liaison	Improved relationship, communication and collaboration between parents and school	May 2020	Sign-in sheets, exit slips
Teachers will be given information/resources to learn why it is important to involve parents in the school.	Additions Coordinator	Increased parent participation, communication and knowledge	Ongoing	Increased Parental Participation

### Other Activities

<p><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]?</p>	<p>Chickasaw Elementary will use a variety of resources to assist parents and families with their needs, including:</p> <ul style="list-style-type: none"> <li>• ESE and Guidance resources (Homeless education, retention, counseling, Exceptional Education Services, Behavioral Support Services, etc.)</li> <li>• Computer access during Extended Media hours</li> <li>• District Parent Academies and Virtual Academies</li> <li>• On Campus Family Events (Literacy Night, STEM Nights, Assessment Nights, etc.)</li> <li>• Off Campus Family Activities (Skate Night, CiCi's Pizza Night, etc.)</li> </ul>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Parent Resource center	Parent Engagement Liaison	Ongoing	Sign In sheet
Meet the Teacher	Teachers, CRT	August 2019	Sign In sheets
Open House	Teachers, CRT	September 2019	Sign In sheets
Report Card Conference Night	Teachers, CRT	October 2019	Sign In sheets, Conference Summary notes
Media Center Open Hours	Media Specialist	Ongoing	Sign In sheets
Open Lab Hours	Media Specialist	Ongoing	Sign In sheets
Skyward	Teachers	Ongoing	Parent login records, Report Card envelopes



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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>Parents and families are provided information about school events and activities via:</p> <ul style="list-style-type: none"> <li>• Flyers (event flyers; newsletters; district notifications; upcoming meetings; etc...)</li> <li>• The school marquee</li> <li>• The "Connect Orange" phone system</li> <li>• Our school website</li> <li>• Student Planners</li> <li>• Skyward</li> <li>• Email</li> <li>• Title I Compact</li> <li>• Report Card Nights</li> <li>• Parent Information Board</li> <li>• Monthly Calendars</li> <li>• Social Media (Class Dojo)</li> </ul> <p>All of our written communication is provided in English and Spanish; All flyers sent home to families will be provided in the requested language.</p> <p>Parents and families receive information on the Title I programs through our Annual Title I meeting.</p> <p>Parents will be able to provide feedback on the schoolwide plan through SAC meetings, PTA meetings, Parent Surveys, and one-to-one meetings with teachers and other personnel.</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</p>	<p>Parents were asked in their initial packet to identify a language that they would like to receive communication in from the school. Teachers keep track of this information and provide school flyers, district information in the requested language to ensure parent comprehension.</p> <p>At events, parents also have the option to check out a "talk system" monitor. If information is being presented in English, parents who wear the earpiece will</p>
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<p>for all parents/families?</p> <p>A description of how the school will share information related to school and 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>hear the same information translated into their language (ex. Spanish) by a staff member.</p> <p>The Language Line also allows parents and teachers to communicate in the parent’s native language when a staff member is unable to translate.</p> <p>A list is provided for staff that tells us which languages our own staff speaks so that we can use them as resources when/if a translation issue becomes apparent.</p> <p>Disabled parents will be provided necessary accommodations on an as needed basis. Example: A conference for a hearing impaired parent is coordinated with an American Sign and Language interpreter from the district.</p> <p>All buildings are accessible and accommodate parents with physical disabilities.</p>
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### Discretionary Activities (optional)

<p><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.)</p>	<p>Chickasaw Elementary will utilize Title I, Part A funding for activities that are not required but will support in meeting the mission of the school.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
<p>Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences</p>	<p>Activity Coordinators for each event &amp; Classroom Teachers.</p>	<p>Increased parent participation, communication and knowledge.</p>	<p>August 2019- June 2020</p>	<p>Sign-in sheets, Parent program survey</p>

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at school [Section 1118(e)(10)];			
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### Barriers

<p><b>12. Does the plan include:</b> A description of the barriers that hindered participation by parents/families during the previous school year? 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>Barriers that exist at Chickasaw include:</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Language</li> <li>• Economically disadvantaged</li> <li>• Access to computers or internet</li> <li>• Education</li> </ul> <p>Below are examples of Chickasaw will address these barriers.</p>
<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Limited English Understanding by parents (Subgroup: ELL)	Implement use of Talk System at all parent events; provide translations of all materials/resources sent home; utilize The Language Line.
Limited ability to come to various school events (Subgroup: Economically Disadvantaged, ELL, SWD, African Americans, Hispanics)	Schedule on various nights; Provide resources online and on Information Board.
Limited understanding of how to help students at home (Subgroup: Economically Disadvantaged, ELL, SWD, African Americans, Hispanics)	Provide Family Workshops by Guidance Counselor; Provide Family Nights in the content areas; Encourage open communication between families and staff.

### School-Parent Compact

<p><b>13. Does the plan include:</b> As a component of the school-level parent and family engagement 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</p>	<p>A copy of the School- Parent Compact, along with evidence of parent input in the development of the compact, has been provided.</p>
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academic achievement?	
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### Adoption

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC minutes, Parent Feedback from PFEP evaluation, and Parent surveys from Spring 2019.

This policy 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 has been developed with input from parents based on the review of the previous school year's Parent and Family Engagement Plan, if applicable. *(previously referred to as the Parent Involvement Plan – PIP)*

The following documents can be scanned with this document and submitted as evidence:

- Parent surveys of previous year's events and activities
- Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
- Parent Feedback Summary of PFEP Evaluation
- Parent and Family Engagement Activities Tracking Form