

## 2018-2019 Parent and Family Engagement Plan

<b>School Name</b>	<b>Innovations Middle Charter School (IMS)</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 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>How the parent and family engagement</p>	<p>Innovations Middle Charter School (IMS) will provide a caring, attentive, interactive environment that is conducive to the learning experience. Our mission is to build parent, school, and community partnerships that will maximize the potential of each student's academic and social development. We believe that parents are the first educators and are essential to the school as we deliver knowledge that benefits the growth of a child.</p>
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<p>plan will assist in providing high quality instruction for all learners?</p>	<p>The purpose of Innovations Middle Charter School's Parent and Family Engagement Plan(PFEP) is to encourage parental involvement through educational planning and operations. Innovations Middle Charter School (IMS) believes that positive parent/family involvement is essential to students 'overall academic achievement. In the spirit of the District/school/family and community partnerships, this PFEP seeks to strengthen the partnership among parents/guardians, staff, school, the community, and the District by providing for parents' involvement in decision making as members of school-based planning teams, local parent groups, and the District-wide committees.</p>
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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>Innovation Middle Charter School (IMS) will involve parents in all aspects of the planning of academic and special projects throughout the 2018-2019 school year. Parents will be invited and encouraged to become members of our School Advisory Committee (SAC). Parents will be encouraged to serve as advocates for what they believe their children need to become successful students. Parents will be invited and encouraged to participate and provide input in a variety of activities designed to improve student achievement. (volunteering)</p> <p>IMS will ensure the organize the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and/or other languages</li> <li>• Student planners</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Orange messages</li> <li>• School Website</li> <li>• Email</li> <li>• And other known best practices as needed</li> </ul> <p>At IMS 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><b><u>Attending</u></b></p> <ul style="list-style-type: none"> <li>• School Advisory Council (SAC) meetings</li> <li>• Multilingual Parent Leadership Council (MPLC) meetings</li> <li>• Title I Annual Meeting</li> </ul>
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	<p><b><u>Participating In</u></b></p> <ul style="list-style-type: none"> <li>•Parent and family engagement capacity-building activities</li> </ul> <p><b><u>Reviewing</u></b></p> <ul style="list-style-type: none"> <li>•Academic data</li> <li>•Previous school year Parent and Family Engagement</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>Innovations Middle Charter School's Parent and Family Engagement Plan (PFEP) is to integrate parental and family engagement through educational planning and operations, such as coordinating services for Title 1 Services, hosting an Annual Title 1 Meeting, providing staff development to all teachers and staff members, coordinating wrap around services and resources based on students' needs. Innovations Middle Charter School (IMS) believes that positive parent/family involvement is essential to students' overall academic achievement. In the spirit of the District/school/family and community partnerships, this PFEP seeks to strengthen the partnership among parents/guardians, staff, school, the community, and the District by providing for parents' involvement in decision making as members of school-based planning teams, local parent groups, and the District-wide committees.</p>
<b>Program</b>	<b>Coordination</b>
Pre-K Varying Exceptionalities ESE - IDEA	Coordination of Services--The school has an assigned a Title 1 person to coordinate all resources for students and parents.
Title I	Annual Meeting to share educational Resources--IMS will create advertising flyer, agenda, and sign in sheet. Our meeting hall will be set up for the meeting and all classrooms will be ready for parents to visit. We will conduct meeting and gather documentation for compliance purpose.
Title II	Staff Development--The school will provide staff development every two weeks. We will also go over the Parent Engagement Modules with all staff and teachers.
Title III	Coordination of Resources--The school has an assigned person to coordinate all resources for students and parents.
Title X	Coordination of Services and Resources--The school has an assigned person to coordinate all services and resources for all students and parents.

### Annual Parent Meeting

<p><b>4. Does the plan include:</b> A description of the specific steps the school will take to</p>	<p>Innovations Middle Charter School's Parent and Family Engagement Plan(PFEP) is to integrate the following steps that it will take to conduct the annual meeting to inform parents and</p>
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<p>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>families of participating children and out the school's Title 1 program. The PFEP is shared with parents and it covers adequate yearly progress (AYP), School Choice Options, and the rights of parents.</p> <p>IMS hosts an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. For example, IMS will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> <li>•Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts</li> <li>•School Choice via district handouts and policies</li> <li>•The rights of parents via brochure and other resources</li> </ul> <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 have 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 more than \$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> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <a href="http://www.fldoe.org/bsa/title1/title_compile.asp">http://www.fldoe.org/bsa/title1/title_compile.asp</a> and le our district's Title I website <a href="https://www.ocps.net/departments/title_i">https://www.ocps.net/departments/title_i</a>.</p> <p>Below are the specific steps that Example Elementary will take to conduct the Title I Annual Meeting.</p>
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<b>Activity/ Task</b>	<b>Title I Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Letter to parents announcing meeting	Ms. Sonya White	August 22, 2018	Sign in sheets, flyers, meeting notes
Flyer will be sent out to parents	Ms. Sonya White	September 9, 2018	Flyer
Agenda and sign in preparation	Ms. Sonya White	September 19, 2018	Flyer and sign in sheet
Make copies of flyers and distribute to teachers for students	Ms. Sonya White	September 9, 2018	Flyer
Meeting with teachers	Ms. Sonya White	September 9, 2018	Sign in sheet
Set up classroom	Ms. Sonya White	September 19, 2018	Sign in sheet
Buy food	Ms. Sonya White	September 19, 2018	Sign in sheet
Annual Meeting	Ms. Sonya White	September 19, 2018	Sign in sheet
Maintain documentation	Ms. Sonya White	September 9, 2018; throughout the year	Sign in sheet, agenda, flyer

### 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>The school will offer activities at various times to encourage parent participation. The school will begin with the parent orientation meeting to be held on August 8, 2018 at 9:00 am, and 1:00 pm. SAC meetings will be held the first Thursday of each month at 3:00 pm. Student Learning Plan Meetings will be held each Tuesday beginning at 3:00 pm. Parent Conferences and Report Card Conferences will be scheduled after school hours by appointment.</p> <p><b>The school will adapt the flexibility of the parent meeting based on an needs of the parents.</b></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 meaningful parent/family engagement?</p>	<p>Innovations Middle Charter School's Parent and Family Engagement Plan(PFEP) is to integrate, and implement the following steps to build the capacity for meaningful/parent/family engagement with the goal to improve academic achievement of all students at the school. The school will provide resources to assist parents and families to work with their student(s).</p>
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<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>Below are the specific activities and tasks that IMS implements to build capacity for meaningful parent and family engagement.</p>
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<b>Activity/ Task</b>	<b>Title 1 Person</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Family Night; Literacy Chats	Ms. Sonya White/School Leader	Instructions and interactive activities will be given to parents to help them assist their students	January  2018-May 2018	Attendance, sign in sheets Questions Meeting notes
FastTrack Parental Involvement	Ms. Sonya White/School Leader	Assist parents in helping their student with grade correction/ remediation activities.	Every other  Saturday beginning at 9:00am	Sign in sheet,  user id requests
Fall Literacy Festival	Ms. Sonya White/School Leader	Assist parents in helping students with reading assignments/fluency/vocabulary acquisition	October 2018	Flyer, Sign in sheets, Agenda
Literacy Festival	Ms. Sonya White/School Leader	Assist parents in helping students develop literacy skills	January 2018	Sign in sheets, Agenda, Flyer
Coffee Chats	Ms. Sonya White/School Leader	Discuss the impact of parent involvement in a student's acquisition of academic skills	November 2018; January and March 2018	Flyer, Agenda, and Sign in sheet

### Staff Development

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<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 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>Innovations Middle Charter School's Parent and Family Engagement Plan(PFEP) is to integrate, and implement the professional development activities for meaningful/parent/family engagement with the goal to improve academic achievement of all students at the school. The school will provide resources to the staff member to assist parents and families to work with their student(s).</p>
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Activity/ Task	Title 1 Person	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Ms. Sonya White/School Leader	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 2018 – November 3, 2018	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Ms. Sonya White/School Leader	Improved ability of staff to work with parents and families	November 2018-January 2018	Sign-in sheets, exit slips

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Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Ms. Sonya White/School Leader	Increased parent and family participation in school activities which support student achievement	January 2019-March 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Ms. Sonya White/School Leader	Improved relationship, communication and collaboration between parents and school	March 2019 - May 2019	Sign-in sheets, exit slips

### 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>Innovations Middle Charter School (IMS) uses a variety of school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:</p> <ul style="list-style-type: none"> <li>•The ESE and Guidance office have a resource center that includes information about but not limited to the following: Adult Literacy/ESOL</li> </ul> <p>IMS's Adult Literacy/ESOL information will be provided to parents on four Saturdays a year. The school has a parent liaison who provides information regarding school and community services. The school liaison provides information for parents regarding Plato online courses, ELL, ESE, and school updates via meetings.</p>
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	<b>Title 1 Person</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Adult Literacy/ESOL Parent Liaison will disseminate information to parents to improve academic achievement.	Title 1/ESOL School Leader	Four Saturdays per year	Improved Academic Achievement of Targeted Population

### 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>Innovations Middle Charter School (IMS) establishes and maintains timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> <li>• Hosting the Title I Annual Meeting</li> <li>• Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs</li> </ul> <p>Teachers and other staff members 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"> <li>• School Compact</li> <li>• Parent Conferences</li> <li>• Connect Orange Messages (ROBO Calls)</li> <li>• And other school communication methods</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>• One-on-one meetings with teachers, administrators, and/or support personnel</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> <p>For example, during the initial orientation, parents are introduced to the school model, curriculum, support services and Title 1 services. Parents are educated on the procedures to request meetings with the staff to discuss their child's progress. Parents,</p>
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	students, teachers and staff will be asked to respond to the School Satisfaction Survey during the spring of 2018. The school administration, teachers and staff will have an open communication system. (i.e. appointments, telephone calls, and email/US mail as required.)
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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 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>IMS provides 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 be presented in multiple languages to services our ELL families.</li> <li>• Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.</li> </ul> <p>IMS shares 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"> <li>•Home-to-school and school-to-home communication in English and/or other languages</li> <li>•Student planners</li> <li>•Flyers</li> <li>•Newsletters</li> <li>•Connect Ed (ROBO) messages</li> <li>•School Website</li> <li>•Email</li> <li>•And other known best practices as needed.</li> </ul> <p>All parents will have full opportunities to participate in school activities. Parents may volunteer as their schedule permits as well as attend all activities sponsored by the school. All parent involvement material and activities will be presented in alternate languages as needed to accommodate the cultural population. The school will utilize technology where appropriate to help parents work with their children to improve academic success.</p>
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	Accommodations will be made to provide any family of a disabled person full access to all school events.
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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>Innovations Middle Charter School will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that Innovations Middle Charter School Example will implement.</p>			
Activity/ Task	Title 1 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 at school [Section 1118(e)(10)];</p>	<p>Ms. Sonya White Administrator, teachers</p>	<p>Literacy Festivals,  Coffee Chats with School Leaders, Parent, Conferences/Meetings</p>	<p>Monthly, End of each Semester</p>	<p>Increase parental assistance in the educational process.</p>

### Barriers

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<p><b>12. Does the plan include:</b> A description of the barriers that hindered participation by parents/families 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>Innovations Middle Charter School, after reviewing 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>• Parent Work Schedules</li> <li>• Language/Communication</li> </ul> <p>Below are the specific steps that Example Elementary will take to address barriers that existed in the previous year.</p>
<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Parent Work Schedules (for economically disadvantaged parents)	Alternative meeting times, robo calls, letter communication
Language/Communication (for ELL parents)	Translation Services through the hiring and utilization of bilingual personnel to assist our parents. We have hired one Creole and two Spanish speaking teachers.

### 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</p>	
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responsibility for improved student 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 ***(See below for sample evidence. List here.)***

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