

2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
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 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>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>The Mission of Aspire Charter Academy is to Lead Our Students to Success with the Support and Involvement of Families and the Community.</p> <p>Meeting will be held on August 8, 2019 to review the Parent Involvement Plan during Meet the Teacher. Monthly meetings are held to address Reading, Math, Science, and ways for families to use technology to support their children with</p>
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2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

<p>plan will assist in providing high quality instruction for all learners?</p>	<p>academic progress. Aspire will also have Game Night and Project Night to encourage our families to be actively engaged in wholesome activities at home. Daily communication is sent home each day via the Behavior Point Sheet. Parents are encouraged to review the point sheet with their child as well as to go over daily homework assignments. The Point Sheet has a designated space for parents and teachers to correspond with each other. In addition, parents are encouraged to use the teacher's email to communicate on a regular basis.</p>
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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>Aspire Charter Academy is committed to involving parents in their students education by doing the following:</p> <ul style="list-style-type: none"> - Sending Flyers and Newsletters About Upcoming Events - Sending School Messenger Voicemails About Upcoming School events - Updating the School Website and Facebook Regularly - Sending Daily Point Sheets with notes about Upcoming Events and encouraging teacher/parent communication - Having regular parent/teacher conferences <p>Families and guardians are encouraged to attend and/or participate in:</p> <ul style="list-style-type: none"> - Curriculum and Family Engagement Nights - Title 1 Annual Meeting - IEP Meetings - Winter Program - Field Day - Field Trips <p>Families will be encouraged to give feedback about improvement and effect of Title 1 Programs through:</p> <ul style="list-style-type: none"> - Daily student Point Sheet - Teacher Conferences - Yearly Title 1 Survey
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2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

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>Monthly meetings are held to address Reading, Math, Science, and ways for families to use technology to support their children with academic progress. Aspire will also add Game Night and Project Night to encourage our families to be actively engaged in wholesome activities at home. Daily communication is sent home each day via the Behavior Point Sheet. Parents are encouraged to review the point sheet with their child as well as to go over daily homework assignments. The Point Sheet has a designated space for parents and teachers to correspond with each other. In addition, parents are encouraged to use the teacher’s email to communicate on a regular basis.</p>
Program	Coordination
Pre-K Varying Exceptionalities ESE - IDEA	All of the teachers at Aspire are certified in ESE and in General Education and there is a highly qualified paraprofessionals in every classroom to ensure that ESE students receive specialized instruction throughout the entire school day. Meetings will be held to discuss student needs and develop new IEPs.
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community.
Title II	The school will continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds.
Title III	Provides funding for our ELL students’ Imagine Learning to support their oral language development.
Title X	McKinney-Vento Program provides support to our homeless students.

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</p>	<p>Aspire Charter Academy 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 rights 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>
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2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

<p>(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>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> <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 and le our district's Title I website https://www.ocps.net/departments/title_i.</p> <p>Below are the specific steps that Example Elementary will take to conduct the Title I Annual Meeting.</p>
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Activity/ Task	Timeline	Timeline	Evidence of Effectiveness
Notices given to parents in English and/or other languages during registration process	Title I Coordinator	Summer of 2019	Copy of notice with date of dissemination
Annual meeting date posted on the website	School Administrators	September 2019	Picture and date posted
Agenda and presentation materials developed	School Administrators	September 26, 2019	Copies of Agenda
School Messenger message sent	School Administrators	September 28, 2019	Copy of message
Develop sign-in sheets	Title I Coordinator	September 28, 2019	Sign-in sheets for classrooms
Conduct Title I Annual Meeting	School Administrators	September 28, 2019	Copies of Agenda and handouts
Maintain documents	Title I Coordinator	September 28, 2019	Copies of all documents

2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

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>Aspire Charter Academy will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> • Morning, afternoon and evening opportunities for activities and teacher conferences • Developing and distributing a yearlong calendar in the first weeks of school and update as needed • Conduct parent surveys and use results to accommodate most requested times for school-wide activities <p>As it pertains to services related to parent and family engagement, the school will provide the following:</p> <ul style="list-style-type: none"> • Transportation to a minimum of 1 Parent Academy <p>Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings</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 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</p>	<p>Aspire Charter Academy 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 Intervention Specialist and Title 1 Coordinator Alex Goldfarb (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.</p> <p>Below are the specific steps that Aspire Charter Academy will take to build capacity for meaningful parent and family engagement.</p>
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2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Instructional staff	Teachers will introduce classroom expectations, routines and will establish rapport	August 2019	Invitation provided at registration; School Messenger, Web site, Sign in Sheet
Open House/Title I	Principal/Administration Teach	Principal will review Family HB; discuss Title I funding/function	September 2019	School Calendar; School Messenger, Flyer, Web site, Sign in Sheet
Family Night series	Instructional Staff	Activities to promote reading in the home; Teachers will discuss grade level standards in all subject areas. Parents will be given strategies to increase the likelihood that students will make progress	One in October, November, January, February, March, April and May	School calendar; School Messenger; Flyer, Web site, Daily Point Sheet, Sign in Sheet
Report Card required conferences	Instructional Staff	Teacher will conduct individual conferences to discuss child's test scores, expectations, progress towards grade level benchmarks and standards	At the end of each 9 weeks	Parent Contact Log,
School Messenger	Principal	Increase parental awareness of school events and participation	Ongoing	School Messenger records
Website	Principal	Parents and students have access to information about	Ongoing	Website

2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

		school events and activities	
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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>Aspire Charter Academy 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> <p style="text-align: center;">Below are the specific activities and tasks that Aspire Charter Academy 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
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Alex Goldfarb	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	September 4, 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional	Alex Goldfarb	Improved ability of staff to work with parents and families	October 9, 2019	Sign-in sheets, exit slips

2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

Development Module 2: Building Ties Between Home and School				
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Alex Goldfarb	Increased parent and family participation in school activities which support student achievement	January 15, 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Alex Goldfarb	Improved relationship, communication and collaboration between parents and school	February 12, 2020	Sign-in sheets, exit slips

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>Aspire Charter Academy strives to build the capacity of all school staff. Throughout the year, additional 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> <p>Below are the specific activities and tasks that Aspire Charter Academy will implement to build capacity for meaningful parent and family engagement</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Technology Resources for Parents	Intervention Specialist	Ongoing	Sign in Sheet
Daily Point Sheet Communication of Behavior and Testing	Classroom Teacher and Para	Ongoing	Daily Point Sheet Signed and Returned to School

2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

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>Aspire Charter Academy will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> • Hosting the Title I Annual Meeting <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 • Report Card Nights • School Messenger • Daily Point Sheets • Planners • Parent Conferences • And 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 <p>If the school-wide plan is not satisfactory to parents, feedback will be presented at Family Night meetings 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</p>	<p>Aspire Charter Academy will establish a host of opportunities for parents and families to participate in school activities through</p>
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2019-2020 Parent and Family Engagement Plan

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<p>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>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 (as necessary) to service our ELL families. Offer activities at multiple times throughout the day for parents and families to participate 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 Daily Point Sheets Flyers Newsletters School Messenger School Website Email And other known best practices as needed
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Discretionary Activities (optional)

<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>Aspire Charter Academy 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 Aspire Charter Academy will implement that are funded by Title I, Part A.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Provide training opportunities to parents to enhance the engagement of other parents.	Principal; instructional staff	Increase the engagement of parents and their knowledge of student's level of	Ongoing	Sign-in sheets, Parent program survey

2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

		performance and needs in the classroom.		
Maximizing parent engagement 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.	Principal	Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom.	Ongoing	Sign-in sheets, Parent program survey

Barriers

<p>12. Does the plan include: 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>Aspire Charter Academy, 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"> • Transportation • Language • Education • Economically disadvantaged <p>Below are the specific steps that Aspire Charter Academy will take to address barriers that existed in the previous year.</p>
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2019-2020 Parent and Family Engagement Plan

School Name	Aspire Charter Academy
LEA	Orange County Public Schools

Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Transportation for parents (FRL)	Look into transportation options for parents as needed. Change location of activity to a community center or alternate site.
Language barrier (ELL)	Provide Spanish and sign language 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 (i.e. Instead of just using the words fluency, fact family, etc.) we will accompany these terms with a definition and model strategies accordingly.
Economically disadvantaged (FRL) Provide	Provide food during some evening events, free lunch for all students, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts and food. PTA purchases a book for every child.

School-Parent Compact

<p>13. Does the plan include: 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 academic achievement?</p>	<p style="text-align: center;">See scanned School-Parent Compact at end of document</p>
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Adoption

2019-2020 Parent and Family Engagement Plan

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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

This policy was adopted by the school on 9/10/2019 and will be in effect for the period of 2018-2019 .

The school will distribute this policy to all parents of participating Title I, Part A children on or before 9/11/2019 .

Signature of Authorized Personnel	<u>Pamela Schenkel</u>
Date	<u>April 27, 2019</u>

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