

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
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

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility? How the parent and family engagement	Cherokee will work collaboratively with the School Advisory Council (SAC) to plan, review, and improve the parental involvement plan and other school programs. The principal and the parental involvement coordinator will provide notifications of school events and activities. At the beginning of the school year, we will have an informational meeting to inform parents of changes. During this meeting stakeholders, parents and teachers will be provided an opportunity to make suggestions in writing. Additionally, parents will be able to communicate concerns, suggestions, with our parental involvement coordinator, there will be a parental concern box which is in the front office
--	--

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

plan will assist in providing high quality instruction for all learners?	
--	--

Involvement of Parents

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]?	Cherokee will work collaboratively with the School Advisory Council (SAC) to plan, review, and improve the parental involvement plan and other school programs. The principal and the parental involvement coordinator will provide notifications of school events and activities. At the beginning of the school year, we will have an informational meeting to inform parents of changes. During this meeting stakeholders, parents and teachers will be provided an opportunity to make suggestions in writing. Additionally parents will be able to communicate concerns, suggestions, with our parental involvement coordinator, there will be a parental concern box located in the front office where parents can write down the concern and drop them in the parental concern box which will be located in the front office.
---	--

Coordination and Integration with Other Federal Programs

3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities? 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]?	
Program	Coordination
Title I	Administration, Title I/PI Coordinator, teachers, parents, and community members meet once in April/May at the SAC/PIP Parent committee meeting to review the PIP and decide on parent involvement activities for the following year. PI activities are held monthly. Parents/ families are notified of upcoming PI activities through flyers, Connect Orange, school marquee, and social media. Information is provided through presentations with

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

	handouts or make and take activities. Sign in sheets are used to track parent involvement
Title III	Cherokee is fully designed for parents and students with physical disabilities to access all areas of the school. Translators are provided for meetings, including IEP, upon request.
Transition to Home Schools for all Students	All of our students are working on being able to return to their home school by being able to manage their behavior. We utilize a guidance counselor who is also our transition coordinator who works closely with our transitioning students to make that gradual shift from our school to their home school. We will be utilizing our SAFE Coordinator and Social Worker to assist with the transitioning of our students as well
Transition to Gateway for 6 th Grade Programs	In the Spring, our 5 th grade students will visit our feeder school, Gateway School, for those students moving on to middle school who are not ready to Transition back to their home school.
Title X	McKinney Vento Program provides support to our homeless students.

Annual Parent Meeting

<p>4. Does the plan include:</p> <p>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>Administration at Cherokee School recognizes that our parents have diverse work schedules. Many of our events are planned at various times so that parents can attend. Parent Orientations, meetings, and parent workshops are typically held so that parents can either attend morning or evening sessions. During the first semester of school, parent conferences are scheduled from mid-day to evening to discuss students' progress. Our Meet the Teacher will be held on site so our parents and students can experience all of the positive changes that occurred in our school during the summer time. Our Open House will be held from 4:30-6:30 in the evening to accommodate parents who have multiple Open Houses to attend. In order to ensure accommodation for all parents, conferences may be scheduled in the evening or during teacher planning time. Phone conferences are another flexible option that we utilize for both classroom conferences and IEP meetings. We will hold our Winter Festival Program during the school day to accommodate our parents who have evening jobs. We will include Arts Integration in curriculum, we will hold several theatrical skits, plays, and performance throughout the school year. We always serve finger foods at each parent event where families are invited to make it more welcoming for our parents.</p>
--	--

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Prepare agenda ,handouts, and /or presentation materials .Design and distribute parent flyers	Principal/CRT/Parent	August/September 2018	Copies of agendas ,handouts, power point, invitations/flyers
Publicize event using email, phone calls, and flyers including multiple notices	Principal/CRT/Parent	August/September 2018	Copies of agendas ,handouts, power point, invitations/flyers
Create sign-in sheets parent, student ,phone, email	Principal/CRT/Parent Liaison	September 2018	Sign-in sheets
Maintain documentation	Principal/CRT/Parent	September 2018	Title I Document
Title I Document	Principal/CRT/Parent Liaison	September 2018	Sign-in sheets, Agenda, Meeting

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>Administration at Cherokee School recognizes that our parents have diverse work schedules. Many of our events are planned at various times so that parents can attend. Parent Orientations, meetings, and parent workshops are typically held so that parents can either attend morning or evening sessions. During the first semester of school, parent conferences are scheduled from mid-day to evening to discuss students' progress. Our Meet the Teacher will be held on site so our parents and students can experience all of the positive changes that occurred in our school during the summer time. Our Open House will be held from 4:30-6:30 in the evening to accommodate parents who have multiple Open Houses to attend. In order to ensure accommodation for all parents, conferences may be scheduled in the evening or during teacher planning time .Phone conferences are another flexible option that we utilize for both classroom conferences and IEP meetings. We will hold our Winter Festival Program during the school day to accommodate our parents who have evening jobs. We will include Arts Integration in curriculums, we will hold several theatrical skits, plays, and performance throughout the school year. We always serve finger foods at each parent event where families are invited to make it more welcoming for our parents.</p>
---	---

Building Capacity

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

<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>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher at Cherokee School	Principal/CRT/Parent Liaison/Cherokee Staff	General information provided to parents for school year; community resources available to parents; school tours will be conducted for families	August	Flyers; Connect Orange, Sign-In Sheets, Meeting Minutes; Agenda
Annual Title I Parent Meeting	Title I Coordinator	Provide parents with all of the information and resources	September	Flyers; Parent Sign-in Sheets; copies

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

		available to Title I schools. Provide details on budget, plans and programs		of handouts; Agenda; Meeting
Open House	Principal/CRT/Parent Liaison/Safe Coordinator/ Social worker /Classroom teachers/Staff	Share students work samples .Provide parents with some FSA standards that will be addressed this school year. Behavior expectations ,classroom, and homework	September	Flyers; Parent Sign-in Sheets; copies of handouts; Agenda; Meeting Minutes; Parent ;survey
Increasing Reading Fluency	CRT/Parent Liaison/Safe Coordinator/Social worker/Classroom teacher/Staff/Parent/Parent, Coordinator	Share strategies to reinforce learning.	October	Flyers; Parent Sign-in Sheets; copies of handouts; Agenda; Meeting Minutes; Parent
Thanksgiving Luncheon	Parent Coordinator	Parents had the opportunity for parents to view students learning and it helped to build stronger school/parent/relationship	November	Flyers; Parent Sign-in Sheets; copies of handouts; Agenda; Meeting Minutes; Parent
Teach-In 2018	Parent Coordinator	Parents and Business Partners speak about their careers with students. The importance of education	November	Flyers; Connect Orange; Sign Sheets; pictures
Pastries for Parents	Parent Coordinator	Importance of being involved in your child's education	December	Flyers; Parent Sign-in Sheets; copies of handouts; Agenda; Meeting

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

				Minutes; Parent
PTA/SAC Meeting	PTA President/Principal/Parent Coordinator/Classroom teacher/Staff	Discuss the needs of the teachers/student/school	Ongoing	Flyers; Parent Sign-in Sheets; copies of handouts; Agenda; Meeting Minutes; Parent
Dance Our Way Through Black History	Principal/CRT/Parent Coordinator/Safe Coordinator/Social worker/Classroom teacher/Staff/Dramatic Learning	Student/Parents sharing the history of African America through music and plays.	February	Flyers; Parent Sign-in Sheets; copies of handouts; Agenda; Meeting Minutes; Parent
Florida Standards Assessment (FSA) Parent Workshop	Principal/CRT/Parent Coordinator/Safe Coordinator/Social worker/Classroom teacher/Staff	Share FSA tips and curriculum strategies	March	Flyers; Parent Sign-in Sheets; copies of handouts; Agenda; Meeting Minutes; Parent

Cherokee Awards Ceremony Ceremony/ PIP/School Compact Reflection	Parent Coordinator	Parents had the opportunity for parents to view students learning and it helped to build stronger school/parent relationship	May	Flyers; Parent Sign-in Sheets; copies of handouts; Agenda; Meeting Minutes; Parent
--	--------------------	--	-----	--

Staff Development

7. Does the plan include: A description of the professional	
---	--

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

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]?				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title I Staff Training Module 1/ The Importance of Parental Involvement	Title I Coordinator	Parents are the child's first teacher; Parent involvement has a direct correlation to increased student achievement	September	Exit Slips
Title I Staff Training Module 2/ Building Ties Between Home and school	Title I Coordinator	Building a positive relationship with parents to increase student achievement	November	Exit Slips
Title I Staff Training Module 3/Coordination of Parental Involvement Programs	Title I Coordinator	Developing and maintaining positive relationships with parents	January	Exit Slips
Title I Staff Training Module	Title I Coordinator	Developing and maintaining	February	Exit Slips

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

4/Communicating with working parents		positive relationships with		

Other Activities

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]?	Parent Orientations will be happening on a monthly basis to help guide parents on how to best help their child. Orientations will cover our school wide behavior plans, goals, expectations, Title I Information, Cherokee School Compact, Parent Involvement Plan and School Improvement Plan. An Annual Title I meeting is held to provide parents with information about the Title I program		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness

Communication

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?	Written communication will be provided for parents in English, Spanish, and Haitian Creole. Arrangements will be made to have translators available at Open House and parent meetings should parents request it ahead of time and are also available to assist in the school office if needed. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. Handicapped parking and a ramp leading into the school are available for those in need. All efforts are made to place students downstairs should there be a handicapped need in either the child or the child's immediate family. Since our student population is non-migratory, information is Distributed to parents via a variety of ways :flyers ,invitations, school ,Messenger, and newsletters
---	--

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

<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>	
--	--

Accessibility

<p>10. Does the plan include:</p> <p>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>	
---	--

Discretionary Activities

<p>11. Does the plan include:</p> <p>Any activities that are not required, but will be paid for through Title I, Part A funding</p>	
--	--

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

(for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Bus Passes to provide transportation to parents to attend school events (ex. meetings, trainings, orientation)	Bus passes are distributed to all homeless parents and any other parents who indicate a need so they can attend school events	Parent Coordinator; School Social worker	Increasing our parents' involvement in their child's education which increases student learning; Improvement in parenting skills of Cherokee parents	Ongoing throughout the 2018-2019 school year
Arranging school events at a variety of times to increase parental involvement	Arranging school events at a variety of times to increase parental involvement	CRT/Parent Coordinator	Increasing our parents' opportunities for involvement in their child's education which increases student learning	Ongoing throughout the 2018-2019 school year

Barriers

12. Does the plan include: A description of the barriers that hindered participation by	
---	--

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools

<p>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>	
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Transportation issues were our largest barrier	Transportation issues were our largest barrier
Motivation for the parents to attend	We provided refreshments (finger foods/drinks) and procured donations from PIE (partners) and community members to give to parents as door
Students not bring flyers home to parents	We use School Messenger to notify parents and our Parent Liaison makes personal phone calls

School-Parent Compact

<p>13. Does the plan include:</p> <p>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</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>
---	--

2018-2019 Parent and Family Engagement Plan

School Name	Cherokee School
LEA	Orange County Public Schools
academic achievement?	

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 .

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

Signature of Authorized Personnel	
Date	

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