

## Parent and Family Engagement Plan

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### About Title I, Part A

Title I, Part A, provides local school districts and schools resources that help children gain a high-quality education and the skills to master the Florida Standards. Title I provides additional resources to schools with economically disadvantaged students. These resources provide additional teachers, professional development, extra time for teaching, parent involvement activities, and other activities designed to raise student achievement. Parent and family engagement in a child's education is a great predictor of academic success regardless of social economic status. Title I program regulations require robust parent and family engagement activities at every school where federal funds support effective teaching and engaged learning.

### What is Parent and Family Engagement?

Parent and Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents and families play an integral role in assisting their child's learning.
- (B) Parents and families are encouraged to be actively involved in their child's education.
- (C) Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1116 of the [Every Student Succeed Act \(ESSA\)](#).

### About the Parent and Family Engagement Plan

The Parent and Family Engagement Plan describes how the school will provide opportunities to improve family engagement to support student learning. In addition, the plan represents the different ways we will support family engagement and how parents can help plan and participate in activities and events to promote student learning at school and home. We value the contributions and engagement of parents and family members. The goal is to establish an equal partnership between home and school to support student and school improvement. Click here to access the [District's Title I Parent and Family Engagement Plan](#) or request a copy at the front office.

### We value our families and believe that ALL children can learn!

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Principal Name: Elias Posth

School Website: <https://www.ocalicharter.com/>

School Year: 2023-2024

**The Parent and Family Engagement Plan SMART goal for the 2023-2024 school year is:**

By the end of May 2024, 35% or more of OCMS families will participate in one or more of the family engagement events that are focused on learning. Parents will receive an invitation for each event via email, skylert phone calls, and written invitations. Parents attending will sign in so that we can track the event participation. OCMS believes that school and home partnership will yield in better academic achievement.

## JOINTLY DEVELOPED

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement plan, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). The plan shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. Section 1116(b)(1) Each school served under this part shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school Parent and Family Engagement Plan and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children. Section 1116(c)(3) If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. Section 1116(c)(4)(A)(C) If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, each school served under this part shall submit any parent comments on the plan when the school makes the plan available to the local educational agency [or district]. Section 1116(c)(5)

**How will parents be involved in developing the school parent and family engagement plan?**

OCMS will share and collaborate on the plan with the first School Advisory Committee meeting. Previous parent engagement survey's, board meetings and parent conferences will be used to make adjustments to the plan on a needs basis.

**How will the school make the parent and family engagement plan available to the local community?**

Upon OCMS board approval, the plan will be published on the OCMS website and advertised to parents through social media and Title I Parent Night. Hard copies of the plan are also available upon request at the OCMS front office.

**How will the school update, at least annually, the school parent and family engagement plan to meet the changing needs of parents and the school?**

Any adjustments made to the plan will be updated on the school website as well as paper copies exchanged for the old plan in the front office.

**How will the school submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents?**

If the plan is not satisfactory to parents, the OCMS administration will notify the board of directors to make any necessary adjustments to meet the parent's needs. Additionally, the Title I office will be notified of both the parent feedback as well as the proposed solution.

**How will the school address opportunities for regular meetings, parent-teacher conferences, volunteering, and access to staff if requested by parents?**

OCMS makes parent communication one of its priorities by offering flexible times to meet with administration and teachers. OCMS also schedules parent-conferences on Wednesday afternoons as well as during parent engagement events that are held during afternoon and evening hours. Phone and Zoom conference calls are scheduled throughout the week. Parents are also invited and encouraged to volunteer via skylert and social media.

## ANNUAL TITLE I MEETING

Each school served under this part shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. *The purpose of the annual Title I meeting is to disseminate information only, and it must be a stand-alone meeting.* Section 1116(c)(1)

### **Describe how the school will conduct an annual meeting (before November 1) to inform parents of the requirements of Title I and the school's participation and the parents' rights under Title I.**

All aspects of Title I are shared using the district Title I PowerPoint template which includes information such as: What is Title I, Parent and Family Engagement Plan, School-Parent Compact, Parents Rights, Assessments, Title I Funds, Title I Focus, open discussion and Q&A.

1. Step 1 Advertise invitation to Annual Meeting via skyward, social media, and school website starting the 2nd week of school.
2. Step 2 Plan the Annual Meeting will take place the same day as Open House in order to increase attendance.
3. Step 3 Create an agenda to explain the Title I program and parent and family engagement activities.
4. Step 4 Train teachers during pre-planning on the Title I program, the budget, the agenda to present to parents during the annual meeting and the activities planned for the parent and family engagement activities.
5. Step 5 Conduct the Annual Meeting, keeping sign-in sheets, and copies of the agenda. All aspects of Title I are shared using the district Title I PowerPoint template which includes information such as: What is Title I, Parent and Family Engagement Plan, School-Parent Compact, Parents Rights, Assessments, Title I Funds, Title I Focus, open discussion and Q&A.

## COMMUNICATIONS

Parents shall be notified of the plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Section 1116(b)(1), Section 1116(f), and Section 1112(e)(4) Each school served under this part shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent and family engagement. Section 1116(c)(2) Each school served under this part shall provide parents of participating children timely information about programs under this part. Section 1116(c)(4)(A) Each school served under this part shall ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. Section 1116(d)(2)(D)

### **How will the school ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand?**

Prepared messages related to progress reports, and upcoming school-family events will be created using clear, easy to understand language (removing academic or industry terms/acronyms whenever possible) and sent via Skylert to registered phone numbers, and email addresses of our families. Additional communications will be relayed through medias such as: social media, the site-based website, google classrooms, school newsletters, and fliers.

For those students whose home language is not English, documents will be translated using a free online translation service to the home language of the family.

By including families in the development of our PFEP, we ensure that the plan is written in an understandable format. The variety of formats and methods you mention might also tell families the location of the plan and encourage them to reach out for additional information.

**How will the school offer meetings at various times (such as in the morning and evening)?**

Family meetings will be scheduled in a flexible format (ex: different days and times) and when necessary, meetings will be duplicated at different times/days allowing for maximum family and community participation. Family meeting information will also be available (upon request) to those families unable to participate during face-to-face meetings as well as phone and email follow up. Additional strategies will be applied as the need arises on a case-by-case basis.

Spanish translators will be available for Spanish speaking parents upon formal request or informally through our bi-lingual staff members.

Our school facility is ADA accessible. If support is needed to accommodate a disability, appropriate arrangements will be made by the school.

**How will the school offer meetings in different formats (such as offered online and in-person group meetings and home visits or other types of individual meetings)?**

Sessions will be made available for one on one meetings based on the needs of families. Meetings can be held at different times of day, in person and virtually to offer flexibility and varied parent schedules.

**How will the school ensure ongoing two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand? Describe how two-way communication will be monitored to ensure timely responses.**

- Effective use of newsletters, google classrooms, social media, to share information with families about student academic achievement. Each parent night will include personal student information/data that staff will explicitly and individually explain to each parent. This information will also be provided in Spanish.

Provide training for teachers to effectively communicate school related information such as course grades, IEP and 504 information and available district and school family resources.

**(1) Will the school offer transportation as such services relate to preventing parent and family engagement barriers? *If yes, please describe.***

**(2) Will the school offer childcare as such services relate to preventing parent and family engagement barriers? *If yes, please describe.***

1. No – Transportation. However, individual academic conferences focusing on PM1-PM3 results, will be offered at different times of the day, in person and virtually to offer flexibility.

2. Yes – Childcare will be provided. OMCS will utilize suite 106 as the childcare location since suite 200 is where the engagement events are held. Depending on the number of childcare needs, suite 106 will be staffed with a minimum of 2 staff members and maintain a ratio of 1:5.

## SCHOOL-PARENT COMPACT

As a component of the school-level parent and family engagement developed under subsection (b), each school served under this part shall jointly develop a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Section 1116(d)

**Describe how the school and families will jointly develop a School-Parent Compact.**

The compact has been developed with the cooperation of parents, school staff, and other support persons to highlight how Ocali Charter will partner with families to provide the best education for students. The compact shares relevant information on what goals and strategies are being used. The joint development is ongoing.

**Describe how the school will outline in the School-Parent Compact how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.**

(1) Families and community members have the opportunity to share feedback after each family and community engagement event, the annual survey for the school based Parent and Family Engagement Plan and School Improvement Plan, the Annual District Family and Community Survey and via quarterly SAC meetings.

(2) Communication of upcoming opportunities will include social media, school website, newsletters, teacher websites, fliers and Skylert messaging.

**Describe how the school will build and develop a partnership with families to help children achieve the challenging State academic standards.**

(1) We will describe and explain the curriculum, forms of assessments and achievement levels during our Annual Title I meetings, school based website and newsletters.

(2) Parents will give input to the training to promote a partnership or other two-way communication

(3) Families will be notified about the forms of assessments through teacher websites, teacher communications, ongoing school meetings FAST nights, SAC, Annual Title I Meeting, and parent-teacher conferences.

(4) The achievement levels students are expected to obtain will be described and explained during the Annual Title I Meeting, and ongoing academic based family engagement events occurring throughout the year. Additionally, teachers are encouraged to inform parents and families of upcoming lessons and curriculum via teacher websites or class newsletters. If parents or guardians have further questions and/or are not available to attend, information will be sent home in quarterly newsletters, which are also posted on the school website, [www.ocalicharter.com](http://www.ocalicharter.com). Families may also contact the school for further information.

## COORDINATION OF FUNDS

To the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. Section 1116(e)(4)

**Describe how the school will coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (applicable to elementary schools), college and career-ready resources or organizations (applicable to middle and high schools), parent resource centers, or other programs.**

OCMS will coordinate with stakeholders to provide parent and family engagement defined as participation of parents in ongoing consultation and meaningful communications with school staff that involves students, addresses learning, and engages the family in school activities.

School administration will contact the Migrant Department of Grants & Federal Programs office. This office will provide academic support to the students and help families with resources they may need to support increased student achievement.

OCMS will coordinate with stakeholders to provide the families of children and youth with services to create a smooth transitions from elementary to middle school and middle school to high school. For incoming middle schoolers, OCMS will hold meet and greet meetings with parents and their students. OCMS also offers 4, week long summer transition camps open for all incoming 6<sup>th</sup> graders to attend. For outgoing 8<sup>th</sup> graders heading to high school, OCMS will use a part time guidance counselor to guide parents and students through high school transition and career readiness. OCMS will invite local high schools as well as have a career workshop, inviting business and career professionals to inform students about career tracks.

OCMS will also utilize Title I parent resources by having the Title I resources van available during our parent engagement events.

## BUILDING CAPACITY OF PARENTS

A description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards students are expected to meet. Section 1116(c)(4)(B) The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following:

- ✓ The challenging State's academic standards.
- ✓ The State and local academic assessments, including alternate assessments.
- ✓ The requirements of Title I, Part A.
- ✓ How to monitor their child's progress.
- ✓ How to work with educators to improve the achievement of their child. Section 1116(e)(1)

### **Describe how the school will provide parents with a description and explanation of the curriculum and resources used at the school.**

Prepared messages related to progress reports, and upcoming school-family events will be created using clear, easy to understand language (removing academic or industry terms/acronyms whenever possible) and sent via Skylert to registered phone numbers, and email addresses of our families. During the first quarter of the schooyear, OCMS will present the Title I powerpoint in order to provide a clear description and explanation of the state's curriculum/standards and available resources. Additional communications will be relayed through medias such as: social media, site-based website, google classroom, school newsletters, and fliers.

For those students whose home language is not English, documents will be translated using a free online translation service to the home language of the family.

### **Describe how the school will provide parents with individual student academic assessment results and interpretation of those results.**

- (1) Families will be notified about the forms of assessments through google classrooms, teacher communications, ongoing school meetings (ex: FAST/ EOC night, SAC), Annual Title I Meeting, and parent-teacher conferences.
- (2) The achievement levels students are expected to obtain will be described and explained during the Annual Title I Meeting, and ongoing academic based family engagement events occurring throughout the year. Additionally, teachers are encouraged to inform parents and families of upcoming lessons and curriculum via google classrooms or class newsletters. If parents or guardians have further questions and/or are not available to attend, information will be sent home in quarterly newsletters, which are also posted on the school website. Families may also contact the school for further information.

### **Describe how the school will provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards.**

Families will be notified about the forms of assessments through teacher websites, teacher communications, ongoing school meetings (ex: FAST night, SAC), Annual Title I Meeting, and parent-teacher conferences. Two Parent engagements are dedicated to individual student FAST progress during which time parents will receive a comprehensive explanation of the results that are standards based. Through the Family Academic Support Team the school will help students transition to middle school from other schools.

### **Describe how the school will provide assistance to parents of children served by the school in understanding topics such as:**

- ✓ Title I, Part A requirements.
- ✓ Strategies parents can use to support their child's academic progress.
- ✓ Partnering with teachers to support their child's academic achievements.

**Include how you will specifically address the process conditions outlined in the [Dual Capacity Building Framework for Family-School Partnerships](#) during family engagement opportunities to support student achievement.**

Parents of children served by the school learn about the requirements, strategies, and partnering through the handbook, annual title I meeting, parent compact, and electronic resources like the website. Strategies for learning are provided during conferences and Parent Night participation.

**Describe how the school will provide activities, materials, and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement. Section 1116(e)(2) Please include the four Parent/Family Workshops/Opportunities and two Academic Conference Team events.**

Title	Purpose	Date(s)/Time(s)
Title I Annual Meeting (required by the last week in October)	To provide an explanation of Title I and begin the ongoing discussion site schoolwide participation and of its link to student achievement.	September 7, 2023 5:30-7:00
State PM1 Conference Night: The foundational connection between school and home.	To share individual FAST PM 1 data and provide an explanation for the development of reading and math foundational skills and the impact that home and family can have on the overall success of the child.	November 16, 2023 5:30-7:00
State PM 2 Conference Night: FAST PM 3 Prep Night	To share individual FAST PM2 data and provide Parents with additional resources, knowledge and strategies available to encourage and support their students in ELA and math for FAST PM3.	February 8, 2024 5:30-7:00
Preventing the Summer Slide: Keeping your child engaged in learning through the summer.	To share strategies and resoures parents can use with their students at home during the summer months to prevent academic decline.	May 15, 2024 2:00-3:00

*The activities listed may be updated after publishing.*

## BUILDING CAPACITY OF SCHOOL STAFF

Each school assisted under this part will educate teachers, pupil services personnel, and other staff (with the assistance of parents) in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school. Section 1116(e)(3) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of students in Title I programs in a format and, to the extent practicable, in a language the parents can understand. Section 1116(e)(5) Provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request. Section 1116(e)(14)

**Describes how the school will train teachers, specialized instructional support personnel, other school leaders and other staff, with the assistance of parents in the value and utility of contributions of parents.**

- Effective parent/teacher conferences
- Effective forms/strategies for two-way communication

Parents will assist with these trainings to help school staff understand the value of parent contributions. An example might be: The Family Academic Support Team could share some insights that he/she has received from parents that have helped the school know how to better support a student. Or Could teachers who have built strong relationships with families share how that has helped them reach students?

**Describes how the school will train teachers, specialized instructional support personnel, other school leaders and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.**

- During the pre planning week of the 2023-2024 school year, staff will participate in professional development focused on building solid positive relationships with parents, techniques about how to

involve parents in the classroom environment and positive personal interactions to trouble shoot for student success.

- Effective use of newsletters and teacher websites to share information with families about student academic achievement.
- Provide training for teachers to effectively communicate school related information such as course grades, IEP and 504 information and available district and school family resources
- These trainings will take place on Wednesday afternoons during out early release Professional Development time.
- OCMS will utilize SAC meetings and our PAT to workshop specific topics pertaining to parent partnerships.
- OCMS will review and implement any recommendations made by parents from previous parent engagement event surveys.

**Describes how the school will train teachers, specialized instructional support personnel, other school leaders and other staff, with the assistance of parents to implement and coordinate parent programs and build ties between home and school.**

- School Advisory Council through their meetings will build a positive tie between home and school and encourage parents to provide feedback to the administration and staff.
- During the pre planning week of the 2023-2024 school year, staff will participate in professional development focused on building solid positive relationships with parents, techniques about how to involve parents in the classroom environment and positive personal interactions to trouble shoot for student success.
- Effective use of newsletters and teacher websites to share information with families about student academic achievement.
- Provide training for teachers to effectively communicate school related information such as course grades, IEP and 504 information and available district and school family resources
- These trainings will take place on Wednesday afternoons during out early release Professional Development time.
- OCMS will utilize SAC meetings and our PAT to workshop specific topics pertaining to parent partnerships.
- OCMS will review and implement any recommendations made by parents from previous parent engagement event surveys.

**Describes how the school will train teachers, specialized instructional support personnel, other school leaders, and other staff, with the assistance of parents to provide information in a format, to the extent practicable, in a language the parents can understand.**

- School Advisory Council through their meetings will build a positive tie between home and school and encourage parents to provide feedback to the administration and staff.
- During the pre planning week of the 2023-2024 school year, staff will participate in professional development focused on building solid positive relationships with parents, techniques about how to involve parents in the classroom environment and positive personal interactions to troubleshoot for student success.
- Effective use of newsletters and teacher websites to share information with families about student academic achievement.
- Provide training for teachers to effectively communicate school related information such as course grades, IEP and 504 information and available district and school family resources
- These trainings will take place on Wednesday afternoons during out early release Professional Development time.
- OCMS will utilize SAC meetings and our PAT to workshop specific topics pertaining to parent partnerships.
- OCMS will review and implement any recommendations made by parents from previous parent engagement event surveys.



**Describes how the school will train teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents to respond to parent requests for parent and family engagement activities.**

- School Advisory Council through their meetings will build a positive tie between home and school and encourage parents to provide feedback to the administration and staff.
- During the pre planning week of the 2023-2024 school year, staff will participate in professional development focused on building solid positive relationships with parents, techniques about how to involve parents in the classroom environment and positive personal interactions to troubleshoot for student success.
- Effective use of newsletters and teacher websites to share information with families about student academic achievement.
- Provide training for teachers to effectively communicate school related information such as course grades, IEP and 504 information and available district and school family resources
- These trainings will take place on Wednesday afternoons during out early release Professional OCMS will utilize SAC meetings and our PAT to workshop specific topics pertaining to parent partnerships.
- OCMS will review and implement any recommendations made by parents from previous parent engagement event surveys.

*This plan aligns with Goals 2.B, 5.A, and 5.B of [Achieve 2026 - Strategic Plan](#).*

Enter the date (month/day/year) this plan was finalized:	7/20/23
Enter the date (month/day/year) this plan was revised:	

## School Advisory Council

The School Advisory Council (SAC) is a team of people representing various segments of the community parents, teachers, students, administrators, support staff, business/industry people and other interested community members. The purpose of a SAC is to assist in the preparation and evaluation (developing and evaluating) of the results of the school improvement plan and to assist the principal with the annual school budget.

- Yes, I am interested and wish to join the School Advisory Council.
- Please contact me so I can learn more about joining the School Advisory Council.
- Please send me notifications about future meetings and updates.

Name: \_\_\_\_\_

Child's Name and Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of the Parent and Family Engagement Plan that you feel is not satisfactory, please use the space below to provide us with your comments in the space provided and leave this form in the school's main office.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

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