



2017-2018 Title I Parent and Family Engagement Plan



Lake Alfred Polytech Academy

General introduction of school's vision for parent and family engagement.

Lake Alfred Polytech Academy will strive to build relationships to support learning for all students with the focus on promoting transparency between the school staff, students, parents and other stakeholders.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

Principal: _____ Date: _____

Involvement of Parents	
<p>If the school wide program plan under Section 1116 (b) (1) is not satisfactory to the parents of participating children, the school will include/submit the parents' comments with the plan that will be made available to the local education agency Section 1116(b) (4).</p> <p>Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.</p>	
<p><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></p>	<p>This plan is reviewed at the SAC meetings, which are held once a month. The SAC meetings consist of parents, community members and school staff, everyone is welcome to attend and give feedback. At every parent event, all parents are given a survey to provide feedback on the event.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>Based on the feedback from SAC committee and the feedback surveys changes are made for the upcoming events.</p>
<p><i>How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?</i></p>	<p>Parents will be surveyed when the plan is being developed and asked for input as the plan is developed to make sure the events are assist with student needs.</p>
<p><i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i></p>	<p>Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their "Parent and Family Engagement Policy". Schools are required to provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring.</p>
<p><i>How will this plan assist in providing high quality instruction for all learners?</i></p>	<p>This will help us plan parent nights that will help our students and parents understand our FSA standards, Reading strategies, and other workshops to support instruction.</p>
<p><i>How will the school share comments received from parents/families?</i></p>	<p>All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan.</p>
<p><i>How will this plan be made available to the community?</i></p>	<p>This plan is available to all parents, business partners, and School Advisory Council. The plan is also available on our school website and in the Title I parent informational notebook that is located in our front office.</p>

Flexible Parent Meetings:

The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	All parents' events are posted in the front office. Parent's events are offered on different days and in the evening to allow more parents to attend. Flyers are sent home for every parent event.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	Every parent meeting childcare is provided. We also have a student success coach that does home visits as needed.

Annual Parent Meeting

The school will conduct an Annual Meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are in other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.

<p><u>Date and time you will hold your meeting?</u></p>	<p>Aug. 31st at 5:30 in the Lake Alfred Poyltech Academy cafeteria.</p>
<p><u>Notification and Invitation:</u></p> <ul style="list-style-type: none"> ○ How will you inform and invite parents/families in a timely way about the Annual Meeting. 	<p>Parents will be informed of the meeting by sending flyers home, posting it on the school sign and on the school website.</p>
<p><u>Information:</u> <i>Please describe how your meeting will cover information about:</i></p> <ul style="list-style-type: none"> ● the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field. 	<p>The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.</p> <p>Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum.</p> <p>Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.</p>
<p><u>Barriers:</u></p> <ul style="list-style-type: none"> ○ What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation 	<p>Parents will be encouraged to bring their children, even if they do not attend LAPA so they can have the opportunity to visit the school and receive the information. We also will have translators available for parents who speak Spanish or Haitian Creole.</p>
<p><u>Evaluations:</u></p> <ul style="list-style-type: none"> ○ How will you get feedback from parents about the meeting? 	<p>Parents are given a feedback form as they entered the presentation to be filled out.</p>
<p><u>Parents who do not attend?</u></p> <ul style="list-style-type: none"> ○ How will you get the information home to parents who do not attend the meeting? 	<p>The information is available on our website for parents who did not attend.</p>

Building Capacity of Parents

School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e) (1-3)]. School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2)].

Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.

Title Topic	<u>Impact on Student Achievement</u>	<u>Materials</u>	<u>Tentative Date/Time</u> Is it flexible?	<u>Transportation</u>	<u>Refreshments</u>	<u>Childcare</u>	<u>Translation</u>
Curriculum /Florida Standards	Information will be provided for Reading, ELA, Math and Science standards	Different stations will have information on the different standards	Literacy Night 9/28 6PM-7:30PM Math/ Science Night 10/19 6PM-7:30PM		X	X	x
State Tests & Achievement Levels	Strategies for test taking and schedule for FSA and ESOL	Parents will be given ideas on successful test taking strategies and websites that can be used at home.	State testing information on Jan. 23 rd from 6PM-7:30PM				x
Transition (Kdg, MS, HS)	Providing information for incoming 6 th grade parents.	Information will be provided to parents on programs available and how to prepare their child for middle school.	Spring Festival 4/19 from 6PM-7:30PM		X	X	x
Literacy 1116 (e)	Parents will be provided with strategies to help their students with reading at home.	Free book will be provided for all students who attend.	Literacy Night 9/28 6PM-7:30PM		X	X	x
Technology, Parent Portal	Parents will have the opportunity to see technology offered at our school and will be able to sign up for parent portal	This will be hands on activities and information about parent's portal will be provided.	Open House 8/31 6PM-7:30PM Maker's space Night 12/14 6PM-7:30PM Robotics Challenge night 2/1 6PM-7:30PM		X	X	x
College and Career	Information about college and careers will be provided to parents	College information will be available	Open House 8/31 6PM-7:30PM Math/Science Night 10/19 6PM-7:30PM		X	X	X
Graduation Requirements/Scholarships							
How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?	A survey was provided was last year during the events and these were also discussed during SAC meetings.						
How do you evaluate effectiveness?	Every event will have a parent survey that is completed at the end of the night.						
Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.	<ul style="list-style-type: none"> Information is provided in different languages Information is available on our school website (3 languages) Information is available on our Facebook page Flyers send home 						

Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	<ul style="list-style-type: none"> • SAC • PTO • Volunteers • CAT committee

- The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.

Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [Section 1116(e) (3)].

<p>Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...</p> <ul style="list-style-type: none"> ○ <i>how to reach out to, communicate with, and work with parents/families as equal partners,</i> ○ <i>the value and utility of contributions of parents/families</i> ○ <i>how to implement and coordinate parent/family programs</i> <p><i>how to build ties between parents/families and the school</i></p>
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Please describe below how you do this.				
<u>Topic -Title</u>	<u>Purpose?</u> How does this help staff build school/parent relationships?	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Volunteers in our schools	Train staff on the importance of volunteers in our schools and how to work with them.	School based coaches will present materials on what volunteers do and the importance of them at our school.	All teachers and support staff	8/16 During planning periods 10/30 During planning periods
Effective conferencing with parents	Working with teachers on how to do positive interactions with parents	School based coaches will work with teachers on how to have an effective conference.	All teachers	10/13 During Planning periods

Communication

The school will provide parents of participating children; a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1116(c)(4)(B)]; 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 [Section 1116(c)(4)(C)];

How do you 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 who is out of field?	Schools are required to 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 who is out of field. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.
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<p>How do you 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?</p>	<p>Letters are given out to the students with information about the professional qualifications of their classroom teacher.</p>
<p>Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p>	<ul style="list-style-type: none"> • Annual parent meeting • Parent conferences • Parent night events • Extended Learning • Website • Facebook page
<p>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</p>	<p>We will have 4 parent conference nights held throughout the year, parents can also schedule conference in the mornings.</p>
<p>How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?</p>	<p>Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.</p>

Coordination and Integration:

The school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e) (4)].

Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:

○ Homeless	Our guidance counselor works with the HEARTH program to assist our students. If there are issues with transportation our APII contact the district. Teachers are informed about the student's status on a need to know basis.
○ Migrant	We have a student success coach and social worker who will do home visits. Information is provided to these family in their native language. Translation is also available to all correspondence and parent events.
○ Preschool	N/A
○ ESOL	There is a teacher who teaches ESOL and we have two ESOL paras one who speaks Spanish and one who speaks Haitian Creole. During our parent nights we have a translator available for any parent or community member with that need.
○ SAC School Advisory	SAC meets every month on the last Wednesday. Parents and community members were invited to attend at Orientation and Open house. All meeting dates for the year were made available at both events. Information about SAC is posted on our website. Anyone is welcome to attend and given the opportunity to speak to the group.
○ PTO/PTA	PTO is starting this year, parents were invited to attend at Orientation, Open House and parent event nights. There will also be a flyer that will go home to all parents. Information will be available on our website and Facebook page. All parent are welcome to attend.
○ Community Agencies	There are many community members on our SAC committee. There is also a CAT team that is made up of members of our local community that are closely involved in our school. There are monthly SAC meetings and quarterly CAT meetings held to make sure members of our community are kept informed of events at the school.
○ Booster Clubs	N/A
○ Business Partners	Lowes and the Lions club are current business partners working with our school. Parents will be invited to become business partners during our open house and orientation.

Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. Sec 1116(e)(5) and 1116(f)

<p>What opportunities do parents have to participate in their child (rens) education? Volunteer? Section 1116 (d) (c) Mentor?</p>	<p>All parents are given the opportunity to become volunteers and or mentors at our school. They are also encouraged to participate in our parent nights. Monthly emails are sent out about volunteer opportunities available at the school.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • and other activities 	<ul style="list-style-type: none"> • The Parent and Family Engagement plan • On the school sign • On the website • On Facebook • Parent meetings/conference • Flyers • PTO or SAC Meetings • Report cards • Progress reports
<p>What barriers hinder participation by parents in parental involvement activities? What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)</p>	<p>Language, childcare, work schedules Our school will provide translation for both Spanish and Haitian Creole. We will provide childcare on site so the whole family can attend and we have scheduled our events during evening hours for family members to be able to attend after work.</p>
<p>How does your school provide information to parent's in their native language? What languages do you provide? Section 1116 (e) (5) Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p>	<p>During meetings we have translators to translate important information to the parent's native language. Communication is available in different languages. Our school website has a feature where parents can choose their language preference.</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Parent University • Other 	<p>At parent events we promoted the different title one resources and the family resource centers. Information is available on our website and flyers are sent home for all parents events.</p>