

Title I Parent and Family Engagement Plan

I, (Walter Schmidt), do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

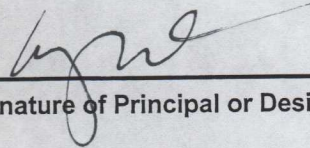
The LEA shall ensure that the LEA and each Title I school has a written PFEP that (a) was jointly developed and agreed upon with parents; (b) is updated periodically; and (c) is distributed to parents of Title I students and made available to the local community. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall include the components as described in section 1116. The LEA must ensure that Title I, Part A funds reserved are used to carry out the activities and strategies in the PFEP as outlined in section 1116(3)(D)(i - v).

The LEA shall ensure that Title I schools convene an annual parent meeting; offer a flexible number of meetings; involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the programs; and provide parents with timely information about programs, a description of curriculum, forms of the academic assessment used to measure student progress, the expected proficiency students are expected to meet, opportunities to provide input on their child's education and ensure that parents are involved in the decisions regarding how the set-aside is allotted for parent and family engagement.

The LEA shall ensure that each participating school, in conjunction with the parents of participating students, has jointly developed a school-parent compact that describes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment; addresses the importance of ongoing communication between teachers and parents; describes the ways in which each parent will be responsible for supporting their child's learning; and is discussed with parents of elementary aged students.

The LEA shall, provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. Additionally, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their right to know the professional qualifications of their student's classroom teachers and paraprofessionals.

ESEA Sections 1116(a)(2)(D), 1116(b), 1116(c), 1116(d), 1116(f), 1112(e)(3)(C), 1112(e)(4), 1116(a)(2)(B), 1116(h), 1112(e)(3), 1112 (e)(1)(B)(ii).


Signature of Principal or Designee

5-20-2020
Date Signed

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Mission Statement

Parent and family engagement Mission Statement (Optional)

Response:

Involvement of Parents and Families

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used.

Response:

Altoona School will announce all Charter Board meetings via the newspaper and school website. The Charter Board meetings invite public input. Altoona School will hold Title I meetings in conjunction with PTO meetings. There will be informational notes to be taken home by students, accountability reports and letters home to parents about student achievements. Each parent, child and teacher will sign the Title I Compact. There is an FSL to facilitate parent and family engagement. Teachers and Altoona School administration will be responsible for the effective implementation of this plan.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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.

count	Program	Coordination
1	Home Liaison	School works with homeless liaison and Title IX.
2	IDEA	School will use IDEA funds to provide supplemental materials for classroom use.
3	Title III	Teachers at Altoona School are ESOL certified. A translator is available on campus daily. Rosetta Stone is used for qualifying ELL students.
4	Title II	Professional Development will be offered to staff in the area of enhancing learning through family involvement.
5	Title IX	School works with Counselors and Home Liaison to provide support to students and families to ensure they receive necessary supplies and resources.

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Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents about the school's Title I program, the nature of the Title I program, Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Set a time and place for meeting	Administration/FSL	August 2020	Minutes from PTO and Board Meeting
2	Set agenda.	Administration/FSL	August 2020	Copy of agenda
3	Develop and disseminate invitations.	Administration/FSL	August 2020	Copy of notices sent home
4	Advertise the event in local paper, website and on school sign.	Administration/FSL	Last week of August/1 st week of Sept	School sign and copy of newspaper
5	Develop sign in sheet.	FSL	Date of Event	Copy of sign in sheet
6	Develop speech and info session.	Administration/FSL	Week prior to event	Copy of speech/info given/minutes from annual meeting (if applicable)
7	Maintain documentation and minutes.	FSL	Sept 2020	Copies of all documentation filed in the Title 1 folder maintained by the FSL

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening and different days of the week. The school may provide with Title I funds, transportation, childcare, or home visits, as such services relate to parent and family engagement.

Response:

The very existence of Altoona School is predicated upon how well we can serve the community both academically and in a supportive role. Therefore, it is imperative that we make the proper arrangements to meet with our families in any way that makes it possible for them to attend meetings and events. Our staff will meet with parents when it is convenient, especially in a time of economic crisis and people working odd hour jobs or unemployed and unable to transport themselves. We maintain an extended learning center (ELC) that provides free short-time childcare in the event of a conference. In addition, there have been times that teachers and staff from the school have visited homes in order to speak to individuals who could not come into campus. The goal is to improve student achievement through family engagement and involvement. Family events are held at varying times throughout the year to help accommodate parent schedules.

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Building Capacity

Describe how the school will implement parent and family involvement activities that that are designed to improve student academic achievement and school performance. Describe how the activities will support a partnership among the school, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher	Teachers/ Administration	Students and Parents will meet the teachers and get information about curriculum, our school and student expectations	8/7/2020	Sign in sheets, website and advertisements
2	Progress reports and report cards	Teachers	Families will be provided progress reports that reflect the levels of Sunshine State Standard mastery by their student.	A report every 4 ½ weeks	Increased family engagement, improvement in grades
3	Conferences with individual parents	Teachers/ESE School Specialist	Teachers will conduct individual conferences to discuss student performance and expectations.	Once/twice a year per family and as requested by teacher or family	Teachers will keep track of conferences and fill out conference logs.
4	Title 1 Compacts	Teachers/ FSL/Administration	Students pledge to be prepared and ready to learn.	August 2020	Check off sheet
5	Open House/Title 1 meeting	Administration/ FSL	Students "show off" their school and show pride in what they have accomplished. Parents understand a Title I school.	9/2020 5-7	Sign in sheets, flyer, agenda, increase in family participation
6	Food Backpacks	FSL	Improved Communication	Weekly	Increase in school grades & Family participation
7	Classroom Newsletters	Teachers	Parent survey	Weekly/ Monthly	Improved communication, increase family participation
8	Donuts with Grown-ups	Administration/FSL/ PTO	Increased family engagement	September	Sign in sheets, flyer, agenda, increase in family participation
9	Math Night	Teachers/ FSL/Administration	Improve Grades/Student performance	October	Sign in sheets, flyer, agenda, increase in family participation
10	Literacy Night	Teachers/ FSL/Administration	Improve Grades/Student performance	December	Sign in sheets, flyer, agenda, increase in family participation
11	Science Night	Teachers/	Improve Grades/Student	April	Sign in sheets, flyer,

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		FSL/Administration	performance		agenda, increase in family participation
12	Family Resource Center	FSL	Improve Grades/Student performance	Aug-May	Sign in sheets, check out sheets, improved grades
13	Kindergarten Round Up	Kindergarten Teachers/Administration	Increased parent involvement	April	Sign in sheets, flyer, agenda, increase in family participation

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Invite the Title I Parent Involvement Program Specialist to conduct an in-service on the importance and benefits of parent involvement and related services	Title 1	School staff trained to involve parents and to reach out to them	Annually	Better parent participation at school
2	FSL Training	Title 1	Improved student achievement	Monthly	Increased parent participation at school, agenda, handouts
3	Online Professional Development Opportunity	Teacher/Administration	Effective parent-teacher communication builds working relationships that can support strong home-school collaboration and improved educational outcomes. Recent changes in school policies and practices like the accountability movement, inclusion and RTI necessitate that all teachers build strong communication practices to keep families in the loop while meeting the needs of a diverse population.	June-August	Better parent participation at school

Other Activities

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Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response:

Family Engagement Center (FEC) location, time, and available materials for parent checkout will be advertised to parents through the school's website, notes sent home, and the Facebook page. Library will provide parents with access to helpful resources. In addition, Title I computers/ipads with software is available. Educational and resource websites will be shared with parents through handouts available in the FEC.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(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 1118(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 1118(c)(4)(C)]; and
- If the school wide program plan under Section 1114 (b)(2) 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 1118(c)(5)].

Response:

Families will be notified of the dates and times of our parent and family events in a timely manner through a variety of mediums such as monthly classroom newsletters, flyers, website, telephone calls, newspaper notices, parent-teacher conferences, and home visits. At the Annual Title I Parent Meeting in September, Altoona Charter School will present information about the Title I Programs, the curriculum, available resources and academic assessments. Parents will learn about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. During Open House Night/Annual Title 1 Meeting, teachers will provide additional information on subjects they teach, assessment plans, and how families can help at home. Information will be provided in an informational packet distributed the following day for all families unable to attend. Teachers will send home quarterly school-wide assessment reports showing student achievement in Reading & Math and student growth. Teachers will maintain sign-in sheets and provide a copy to the Family/School Liaison who will maintain documentation.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response:

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Parent and family events are held on varying dates and times intended to accommodate family's schedules. Communications, oral and written, pertaining to family events and meetings are provided in an understandable language. The Home Language Survey, completed during student registration, provides information concerning students whose parents may need oral or written communication in a language other than English. Parents with disabilities will be provided accommodations on a case-by-case basis so they can participate.

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Discretionary Activities

Discretionary School Level Parent and family engagement Policy Components:

X Check if the school does not plan to implement discretionary parent and family engagement activities.

Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline

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Please make sure to upload in Good Image the following documents as evidence:

- Flyer/Invitation for family and parent input
- Meeting Agenda
- Meeting minutes – showing input in the development of your PFEP and compact.
- Meeting sign-in sheet
- Copy of Family-School Compact

Evaluation of the previous year's Parent and Family Engagement Plan **Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher	1	252	Sign in sheets, website and advertisements
2	Progress reports and report cards	4	44	Increased parental involvement, improvement in grades
3	Conferences with individual parents	9	9	Teachers will keep track of conferences and fill out conference logs.
4	Title 1 Compacts	5	260	Check off sheet
5	Open House/Title 1 meeting	1	266	Sign in sheets, flyer, agenda, increase in family participation
6	Food Backpacks	19	308	Increase in school grades & parent participation
7	Classroom Newsletters	12	12	Improved communication, increase parental participation
8	Donuts with Dad	1	269	Sign in sheets, flyer, agenda, increase in family participation
9	Science Night	1	51	Sign in sheets, flyer, agenda, increase in family participation
10	Literacy Night	2	88	Sign in sheets, flyer, agenda, increase in family participation
12	Family Resource Center	40	48	Sign in sheets, check out sheets, improved grades
13	Kindergarten Round Up	1 (Mail Outs)	7500	Flyer, increase in family participation

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Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Staff Training	1	45	Discussion - minutes
2	FSL Training	1	1	Increased parent participation at school, agenda, handouts

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the 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) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Economically disadvantaged lack of transportation	Home visits
2	Communication does not always get home to families	Keep website updated, use of social media, REMIND, School Sign
3	Limited English language proficiency	Translator available to families, all documentation send home in native language if requested
4	Child Care	ELC Program (before and after school care) open to families

Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity