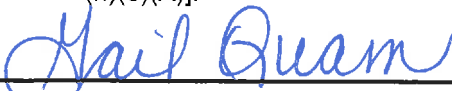


## POLK AVENUE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Gail Quam, 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 school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- 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 parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the schools parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].



Signature of Principal or Designee

8-15-17

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

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## Involvement of Parents

Describe how the school will involve parents 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 parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** The following topics will be discussed with our School Advisory Council and presented at our annual meeting: Parent Involvement Plan, School Parent Compact, 1% Parent Involvement Expenditure, and the implementation plan for our Building Capacity Workshops for the year. We use a translation system to translate all our Building Capacity workshops activities for our Non-English speaking parents. The Parent Involvement funds will be used for the Family Involvement Nights and K-Support Nights.

## Coordination and Integration

Describe how 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 1118(e)(4)].

count	Program	Coordination
1	K-Round Up	These are programs provide support and training for parents and students of the prospective Polk Avenue Kindergarten students.
2	K-Days	These are programs provide support and training for parents and students of the prospective Polk Avenue Kindergarten students.
3	Parenting Workshop	Parenting training for parents with children ages 0-4 to train them on how to build your child's brain

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the schools Title I program, the nature of the Title I program (school wide or targeted assistance), 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 [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Meeting (Open House)- A presentation about being Title 1 school and Compact is shared	Administration and Title 1 Facilitator	August 31 <sup>st</sup> & September 1 <sup>st</sup>	Each parent will complete an evaluation form for the event.
2	Parents visit the classroom and learn about Compacts, Standards, Assessments & Curriculum	Administration, Classroom Teachers and Title 1 Facilitator	August 31 <sup>st</sup> & September 1 <sup>st</sup>	Each parent will complete an evaluation form for the event.

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

**Response:** We will conduct the Annual Meeting in a morning and an evening session to serve the needs of all of our parents. We will also provide all families with a School Calendar of all events and activities for the school year. We will provide Spanish translation through the "Talk System" for all our family events. We will provide childcare for our Family Involvement Nights.

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## Building Capacity

Describe how the 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 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	K-Support Nights	Administration, K Support Teacher, and Kindergarten	Educate them about the curriculum and how to help their children at home	Fall-Spring 2017-18	Parent Evaluations
2	3 Family Involvement Nights involving Building Capacity workshops	Administration, Title 1 Facilitator, Grade Level Teachers, and Resource Teachers	Educate them about the curriculum and how to help their children at home	Fall-Spring 2017-18	Parent Evaluations

---

## 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	Faculty & Staff Volunteer Orientation	Administration and Title 1 Facilitator	Making parents feel welcomed at the school and increase parent participation	August 30 <sup>th</sup> , 2017	Increase in number of Parent & Community Volunteers

---

## Other Activities

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:** The school will conduct two parent teacher conference nights and 8 School Advisory Council meetings. We will also have parent resource center materials in the

main office with tips for parents on helping their child at home.

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## 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:** -Timely information about the Title 1 Program will be provided through Annual meeting, Parent Involvement Plan, School Parent Compact, and School Calendar for the year.

-Description and explanation of the curriculum, forms of assessments, and proficiency levels will be provided through classroom presentations on the Annual meeting event, school newsletter, and letters to parents.

- Parents are encouraged to be a part of our School Advisory Council, PTO, and to work with our School Improvement Committee.

- We will provide all our families with a school calendar listing important dates for the school year

- Upcoming events will be posted on the school marquee

- Important information will be posted on the school website and school Facebook page

- Messenger calls will be made to inform families about upcoming events

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## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement 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:** We will provide parents with translation through our " Talk System" and child-care during our annual Meeting and Family Involvement Nights. We will translate all the written communication sent to parent in Spanish. We will accommodate other needs upon advance notice.

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## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	SAC & PTO	Administration, Administrative Council & PTO President	Increase in proficiency	Fall 2017-Spring 2018
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Literacy Family Involvement Night	Administration & Reading Resource Teacher	Training parents to help their child succeed and as a result improve student achievement	Fall 2017
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	SAC & PTO	Administration & PTO President	Creating awareness of programs used	Fall 2017-Spring 2018
4	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Home Visits	Administration & Teachers	Taking information and resources to neighborhoods	Fall 2017
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Parent Resource Center Materials	Administration & Parent Involvement Facilitator	Provide resources that parents can take home to help their child succeed	Fall 2017-Spring 2018
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Bag Pack program, Mentors, & Good News Club	Administration & Administrative Counsel	Meet basic levels of needs to enhance proficiency	Fall 2017-Spring 2018

## Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

## Upload Parent-School Compact

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

---

## **Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

[Uploaded Document](#)

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## **Evaluation of the previous year's Parental Involvement 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	Literacy & Science Family Involvement Night	1	126	Educating families about curriculum and how to help their child at home
2	Math Family Involvement Night	1	192	Educating families about curriculum and how to help their child at home
4	Leadership Day	1	50	Educating families about Leader in Me program and Seven Habits of Happy Kids

### **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 Volunteer Training	1	44	Increase in parent and community volunteers to support student learning

### **Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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	Language	Use " Talking System" for translation and has a Bilingual front office secretary
2	Insufficient notice for events	Provide a calendar of school events in the beginning of the year

### **Best Practices (Optional)**

Describe the parental involvement 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
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Evidence for Parent Involvement in  
Development of Parent  
Involvement Plan and School  
Parent Compact  
(SAC Meetings)



# Notification



Dear Members:

Testing has begun here at "The Avenue". We know that our students are ready to rock the FSA. Thanks for your commitment to Polk Avenue. You have made a difference!!

Polk Avenue Elementary  
Leadership Begins Here!

The School Advisory  
meeting will be held on:

Date: March 29th, 2017

Time: 12:00 noon

Place: Auditorium

A delicious lunch will be  
provided

Kindest Regards,

Mrs. Quam &  
Mrs. Hixenbaugh



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Mrs. Hixenbaugh

Notification

# Agenda



**Polk Avenue Elementary  
SAC Agenda  
Wednesday, 22<sup>nd</sup> February 2017**

- ☐ Welcome
- ☐ Guest Speaker- Future of Education Technology (F.E.T.C.)  
Conference - Mr. Harrington
- ☐ Parent Involvement Plan & Compact- Mrs. Saran
- ☐ Happenings at Polk Avenue- Mrs. Quam
  - Events:
    - Reading & Science Family Night- Feb. 2<sup>nd</sup>
    - Writing Practice Test- Feb. 7<sup>th</sup>
    - N.E.H.S. Induction Ceremony- Feb. 16<sup>th</sup>
    - FSA Writing Assessment- Feb. 27<sup>th</sup>
  - Professional Development for Staff:
    - Leader in Me Coaching Day- Avon Park Elementary
    - Science & Technology Monthly Vertical Team Meetings

**Next Meeting Date: Wednesday, March 29<sup>th</sup>, 2017**

Block  
Recess



**Polk Avenue Elementary  
SAC Agenda  
Wednesday, 29<sup>th</sup> March 2017**

Service Projects -  
- TOM'S Day  
- WAX Museum  
- Coin collection  
- pill bottle

Buy a shot  
& donate  
a pair

- ☐ Welcome
- ☐ Guest Speaker- National Elementary Honor Society- Tammy Sheppard 29 Students (New) 41 - Total GPA 3.2 or higher
- ☐ Parent Involvement Plan & Compact- Mrs. Saran
- ☐ Happenings at Polk Avenue- Mrs. Quam
  - o Events:
    - FSA ELA (3<sup>rd</sup>) ~~Apr. 4<sup>th</sup> & 5<sup>th</sup>~~ <sup>March 28, 29</sup>
    - FSA CBT ELA (4<sup>th</sup> & 5<sup>th</sup>) & Math (3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>) - Apr. 10- 20<sup>th</sup>
    - FCAT Science (5<sup>th</sup>) - May 2<sup>nd</sup> & 3<sup>rd</sup>
    - Progress Monitoring Window - Apr. 24<sup>th</sup> - May 9<sup>th</sup>
  - o Professional Development for Staff:
    - FSA Test Administrator Training for 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> grade teachers

**Next Meeting Date: Wednesday, April 26<sup>th</sup>, 2017**

After FSA test

- SATIO  
- Port folio

- ~~MAP~~ MAP Test Above 50%  
- STAR Test Above 50%

# Minutes

**SAC Team Meeting Minutes**  
**February 22, 2017**

**Opening:** The regular meeting of the SAC Committee at Polk Avenue was called to order at 12:00 pm on 02/22/17 by Mrs. Gail Quam.

**Approval of Minutes:** The motion to approve our meeting minutes was made by Mr. McCance. All in attendance agreed.

**Guest Speaker:** Mr. Harrington

- Mr. Harrington discussed his recent visit to FETC (Future of Educational Technology Conference):
  - He attended this event, along with other teachers, to learn what is changing in the field of educational technology. Some highlights included the discussion of virtual reality, 3D printing, coding as literacy, students as makers, robots, and more robots.
  - Mr. Harrington discussed the current technology at Polk Avenue Elementary and our plan to stay current with the trends in technology. One example was the 3D printer and coding class during weekly academies. Mr. Harrington brought models for the committee to see that was created with our own 3D printer. It was also discussed how some of the models were created by students using a design program and some models are pre-designed for students and teachers to use.
  - In the 3rd, 4th, and 5th grades we already have a one to one ratio of computers to students. Next year 2nd grade will be given the current chromebooks that the 5th graders are currently using, giving 2nd grade a one to one ratio and K-1 will have 10 chromebooks per class. The 5th graders will receive new chromebooks that convert to a tablet. At the beginning of next school year, we will have approximately 450 devices for approximately 500 students.
  - Some of the programs used with the chromebooks are Istation, Measure Up Live, and Prodigy. We also have a Firewall and GoGuardian is used to monitor student activity on all computers at school.

**Parent Involvement Plan & Compact:** Mrs. Saran.

- Mrs. Saran discussed the Parent Involvement Plan and Compact. All SAC members received a copy of the current Plan and Compact to review.
  - This is a Title 1 requirement.
  - The plan is developed through communication between the school, LEA, and community.
  - The staff create the plan and compact, and the SAC committee approves the new plan and compact at the beginning of each school year.
  - There is a requirement for one annual meeting and there is an allocated budget of 1% for parent involvement. We have meetings two to three times per year during ELA, Math, and Science Family Nights.
  - The school involves parents through mentor and volunteer programs, building capacity activities, and the School Advisory Council.
  - The School-Parent Compact is an agreement between the school and parents about what both the schools and the parents will do to ensure that each child is successful at both school and home.
  - The SAC team needs to read and review the Parent Involvement Plan and Compact. We will discuss improvements at the next meeting.
- Mrs. Batson, the Reading Resource teacher, discussed how our school is using a new reading platform, Measure Up Live (MUL), to address our student's need for depth of knowledge and rigor.
  - For Reading tutoring, current and previous data was used to identify students who need a little more instruction. Groups were designed so that there are no more than 8 students in a group and the instruction is targeted. Teachers use skill specific MUL lessons and students are assigned assessments after instruction in the MUL program to check for mastery.

**Happenings at Polk Avenue**

- Events:



- Reading & Science Family Night - February 2nd
- Writing Practice Test - February 7th
- N.E.H.S. Induction Ceremony - February 16th
- FSA Writing Assessment - February 27th
- Professional Development for Staff:
  - Leader in Me Coaching Day at Avon Park Elementary
    - ~~Mrs. Quam discussed how we were doing very well with our progress and the implementation of Leader in Me at Polk Avenue Elementary in comparison to Avon Park Elementary.~~ Mrs. Quam discuss that after having visited another school campus, she is pleased with our progress. We are on the right track in our implementation of Leader In Me.
  - Science & Technology Monthly Vertical Team Meetings
    - Mrs. Quam discussed how we are staying on track with our Science and Technology professional development each month.
    - Mrs. Kelley is leading the Science team meetings and Mr. Harrington is leading the Technology team meetings.

### **Adjournment**

The meeting was adjourned at 1:00 pm by Mrs. Saran. The next general meeting will be at 12:00 pm on Wednesday, March 29, 2017 at Polk Avenue.

Minutes submitted by: Amanda Coffee

**SAC Team Meeting Minutes**  
**March 29, 2017**

**Opening:** The regular meeting of the SAC Committee at Polk Avenue was called to order at 12:08 pm on 03/29/17 by Mrs. Gail Quam.

**Approval of Minutes:** Mrs. Quam requested to have the statement in the minutes reworded under the Leader In Me Coaching Day. The motion to approve our meeting minutes with the change mentioned prior was made by Mr. Acevedo and second by Jessica Perez. All in attendance agreed.

**Guest Speaker:** Mrs. Sheppard - National Elementary Honor Society (NEHS)

- The NEHS began at Polk Avenue in 2012 and this is Mrs. Sheppard's 3rd year as the person leading Polk Avenue's NEHS.
- The NEHS is part of a national organization.
- We had 29 new members this year, for a total of 41 students in 4th and 5th grades.
- In order to be invited to join NEHS, students must have a GPA of 3.2 or higher. This is a change from last year where students only needed a GPA of 3.0.
- The focus is on 4 ideals of : Leadership, Service, Scholarship, and Responsibility.
- The students meet monthly to discuss how to implement the ideals.
- The NEHS participates in service projects and they work with other NEHS members in the Lake Wales Charter School System. Examples of some projects are:
  - TOMs Day - Students walk from the lake to school without shoes. This experience provides students with an opportunity to experience what other children around the world experience.
  - Wax museum on Leadership Day
  - Coin collection for the Children's Home.
  - Pill Bottle collection to donate to other countries.
  - Not all elementary schools in Lake Wales have a NEHS group.
  - Middle school is the National Junior Honor Society (NJHS) and starts in 7th grade. The high school is the National Honor Society (NHS) and starts in 10th grade. Students need to qualify for each level regardless of their previous status.
- The students present at the meeting commented that students want to join the NEHS at the school because they perceive the projects and meetings as fun.

**Parent Involvement Plan & Compact:** Mrs. Saran.

- Mrs. Saran discussed the Parent Involvement Plan and Compact. All SAC members received a copy of the current Plan and Compact to review at the previous meeting.
  - Mrs. Saran - We meet twice to review the compact and Parent Involvement Plan & Compact.
  - Questions/Comments about the Parent Involvement Plan & Compact from the committee:
    - Will tutoring be added to this plan or compact? Tutoring is part of Title 1 and the school improvement plan.
    - Will the school continue to use student agendas? Yes.
    - Will parents be trained in Leader In Me? Our school is in the process of training 4 staff members to assist with developing a plan for parent training in Leader In Me.
    - Several grammatical changes were recommended.
    - In the Compact under "Frequent Reports on YOUR CHILD's progress" add Bi-Weekly Reports and Student Led Conferences.
    - In the Compact under "We are depending on YOU (Parent) to...." change Attend/Request parent conferences at least once per year to twice per year.
    - No changes were needed in the Parent Involvement Plan Summary
  - The motion to approve the Parent Involvement Plan and Compact, with the change mentioned, was made by Mrs. Coffee and second by Mr. Acevedo. All in attendance agreed.

## **Happenings at Polk Avenue**

- Events:
  - FSA ELA (3rd) - April 4th and 5th
    - In the past, students who did not “pass” the ELA portion of the grade 3 FSA test were not allowed to move to the next grade level. Students now have multiple opportunities to demonstrate mastery of their 3rd grade ELA by scoring in the 50th percentile or high on the STAR, MAPs, or SAT-10 assessments after they complete their FSA ELA assessment.
    - For students who do not pass based on the above criteria, they can possibly attend summer school which is held at Polk Avenue for our own students.
    - Jessica Perez added that teachers encourage them to do well on all assessments, especially Istation.
  - FSA CBT ELA (4th & 5th) & Math (3rd, 4th, & 5th) - April 10th to 20th
    - Polk Avenue is considered a collaboration school, which is why the 4th grade is testing earlier this year.
  - FCAT Science (5th) - May 2nd & 3rd
  - Progress Monitoring Window - April 24th to May 9th
    - MAPs Assessments three times per year. Students set goals and the school evaluated their learning gains. Our focus is a growth mindset.
- Professional Development for Staff:
  - FSA Test Administrator Training for 3rd, 4th, and 5th grade teachers
    - Mrs. Hixenbaugh provides this training to all teachers, regardless of teaching or testing experience. If the procedures outlined by the state department are not followed correctly, teachers could lose their teaching certificate.

## **Adjournment**

The meeting was adjourned at 12:51 pm by Mrs. Queam. The next general meeting will be at 12:00 pm on Wednesday, April 26, 2017 at Polk Avenue.

Minutes submitted by: Amanda Coffee

# Sign In Sheets



**Polk Avenue Elementary**  
**Wednesday, November 9th, 2016**  
**SAC - Meeting Sign-In Sheet**

Name	Address	E-Mail	Phone	Signature
Gail Quam		<a href="mailto:gail.quam@lwcharterschools.com">gail.quam@lwcharterschools.com</a>	863-632-1870	<i>Gail Quam</i>
Shay Hixenbaugh		<a href="mailto:shay.hixenbaugh@lwcharterschools.com">shay.hixenbaugh@lwcharterschools.com</a>		
Ambica Saran		<a href="mailto:ambica.saran@lwcharterschools.com">ambica.saran@lwcharterschools.com</a>	863-241-7771	<i>Ambica Saran</i>
Julio Acevedo	2582 Sunset Circle LW 33898	<a href="mailto:julio.acevedo@lwcharterschools.com">julio.acevedo@lwcharterschools.com</a>	863-307-9248	<i>Julio Acevedo</i>
Amanda Coffee (T)	495 Terranova Cir, Winter Haven, FL 33884	<a href="mailto:amanda.coffee@lwcharterschools.com">amanda.coffee@lwcharterschools.com</a>	864-838-8095	<i>Amanda Coffee</i>
Angela Heyward	130 E. Central Ave LW 33853		863-679-6560	<i>Angela Heyward</i>
Porkesia Worrell				<i>Porkesia Worrell</i>
Devin Zenteno	221 Taylor St. LW	<a href="mailto:d.zenteno1@hotmail.com">d.zenteno1@hotmail.com</a>	863-258-6971	<i>Devin Zenteno</i>
Tom McCance	8723 Jamestown Dr. WH 33884	<a href="mailto:tmccancejr@gmail.com">tmccancejr@gmail.com</a>	863-438-4181	<i>Tom McCance</i>
Jennifer Monroe				<i>Jennifer Monroe</i>
Linnette Perez			863-236-1296	<i>Linnette Perez</i>
Jessica Perez (S)	Lasseter	<input checked="" type="checkbox"/>		
Cristian Preza (S)	B. Hughes			<i>Cristian Preza</i>
Katelyn Cofer (S)	Little			<i>Katelyn Cofer</i>
Ms. Batson				<i>Ms. Batson</i>
Mr. Vast				<i>Mr. Vast</i>



# Polk Avenue Elementary Elementary

Wednesday, March 29, 2017

SAC - Meeting Sign-In Sheet

Name	Address	E-Mail	Phone	Signature
Gail Quam		<a href="mailto:gail.quam@lwcharterschools.com">gail.quam@lwcharterschools.com</a>	863-632-1870	<i>Gail Quam</i>
Shay Hixenbaugh		<a href="mailto:shay.hixenbaugh@lwcharterschools.com">shay.hixenbaugh@lwcharterschools.com</a>		
Ambica Saran		<a href="mailto:ambica.saran@lwcharterschools.com">ambica.saran@lwcharterschools.com</a>	863-241-7771	<i>Ambica Saran</i>
Julio Acevedo	2582 Sunset Circle LW 33898	<a href="mailto:julio.acevedo@lwcharterschools.com">julio.acevedo@lwcharterschools.com</a>	863-307-9248	<i>Julio Acevedo</i>
Amanda Coffee (T)		<a href="mailto:amanda.coffee@lwcharterschools.com">amanda.coffee@lwcharterschools.com</a>		<i>Amanda Coffee</i>
Angela Heyward	130 E. Central Ave LW 33853		863-679-6560	<i>Angela Heyward</i>
Porkesia Worrell				
Devin Zenteno	221 Taylor St. LW	<a href="mailto:d.zenteno1@hotmail.com">d.zenteno1@hotmail.com</a>	863-258-6971	<i>Devin Zenteno</i>
Tom McCance	8723 Jamestown Dr. WH 33884	<a href="mailto:tmccancejr@gmail.com">tmccancejr@gmail.com</a>	863-438-4181	<i>Tom McCance</i>
Jennifer Monroe				<i>Jennifer Monroe</i>
Linnette Perez			863-236-1296	<i>Linnette Perez</i>
Jessica Perez (S)	Lasseter			<i>Jessica Perez</i>
Cristian Preza (S)	B. Hughes			<i>Cristian Preza</i>
Katelyn Cofer (S)	Little			<i>Katelyn Cofer</i>
				<i>Sheppard</i>

# Parent Involvement Plan Summary



**Polk Avenue Elementary**  
**Title I Parent Involvement Plan Summary**  
**2017-18**



**Polk Avenue Mission Statement**

Polk Avenue Elementary is committed to educate and challenge students to discover the leader in themselves inspiring them to become responsible and contributing citizens.

**Parent Involvement** means the participation of parents in regular, two-way, meaningful communication involving student academic learning and other school activities.

**Annual Parent Meeting-**

In fall, parents are informed about Title I program, School Parent Involvement Plan, School Parent Compact, Choice School, State Standards, State Assessment, Proficiency Levels, and Curriculum.

We will provide an additional morning session to serve the needs of all of our parents.

Other services provided are Parent involvement calendar, PAE tutoring, translation of Non-English speaking parents, and opportunities to set up conferences with parents.

**Parent Involvement Plan**

The SAC committee reviews Parent Involvement Plan annually in spring. Parents are notified of the meetings through school calendar, invitations, Messenger phone calls, website posts, and Remind 101 text messages.

Parent Involvement Plan meetings are attended by the SAC members, administration, and Title I Facilitator.

**School Improvement Plan**

SAC Committee reviews the school improvement plan annually in fall and provides suggestions. SAC members, administration, and Title I Facilitator attend the meeting.

Parents are notified of the meetings through school calendar, invitations, Messenger phone calls, website posts, and Remind 101 text messages.

During the SAC meeting information is provided to the SAC members about school grade, barriers and strategies

for school improvement, professional development plan, parent involvement plan, and state testing results.

**School Curriculum**

School curriculum is aligned to Florida Standards. Progress Monitoring is conducted three times a year in Reading, Math, Science, and Writing for all grades. Teachers use the progress monitoring data to provide interventions to help improved student achievement.

Parents can monitor student progress through bi-weekly reports, interim reports, report cards, and parent conferences.

**Activities, Trainings & Materials**

- School Calendar
- School Newsletter/ Principal's Letters
- School Website
- Three Family Involvement Events- Math Night, Reading & Science Night, and Leadership Day

**Tools and Resources**

- Florida Standards: [www.cpalms.com](http://www.cpalms.com)
- Florida State Assessment: [www.fsaassessment.org](http://www.fsaassessment.org)
- School Website: [www.polkave.net](http://www.polkave.net)
- Parent Portal: Coming soon
- Lakes Charter Schools Website: [www.lwcharterschools.com](http://www.lwcharterschools.com)

**Polk Avenue Elementary**

110 East Polk Ave, Lake Wales, FL - 33853

Contact #: 863-678-4244 Website: [www.polkave.net](http://www.polkave.net)

Principal: Gail Quam

Assistant Principal: Shay Hixenbaugh

**Polk Avenue Elementary**  
**Title I Parent Involvement Plan Summary**  
**2017-18**



**Misión de Polk Avenue**

Polk Avenue Elementary se ha comprometido a educar y desafiar a los estudiantes a descubrir el líder en sí mismos inspirándolos que se conviertan en ciudadanos responsables y contribuyentes.

La participación de los padres es la comunicación regular y significativa envolviendo el aprendizaje académico y otras actividades escolares.

**Reunión Anual de Padres-**

En otoño, los padres se les informan sobre el programa de Título I, Plan de Participación Escolar de los Padres, Contrato Escolar de Padres, Opciones de Escuela, los Estándares del Estado, prueba del estado, niveles de competencia, y Currículo.

Vamos a ofrecer una sesión adicional de la mañana para servir las necesidades de todos los padres.

Otros servicios ofrecidos son el calendario escolar, tutoría, la traducción para los padres para que no hablan inglés, y las oportunidades para establecer conferencias con los padres.

**Plan de Participación Escolar de los Padres**

El comité de padres (SAC) revisa el plan de participación de los padres cada año en primavera. Los padres son notificados de las reuniones a través de calendario escolar, invitaciones, mensajes o llamadas telefónicas, mensajes de sitios web, y recordatorios en mensajes de texto 101. Las reuniones del Plan de Participación de Padres son atendidas por miembro de SAC, la administración, y por el Facilitador de Título 1.

**Plan de Mejoramiento Escolar**

Comité SAC revisa el plan de mejoramiento escolar cada año en otoño y ofrece sugerencias. Miembros del SAC, la administración y el Facilitador de Título I asisten a la reunión. Los padres son notificados de las reuniones a través de calendario escolar invitaciones, mensaje o llamadas telefónicas, mensajes de sitios web. Durante la reunión del SAC información se proporciona a los miembros del SAC sobre la escuela, las barreras y las estrategias para la mejora de la escuela, plan de desarrollo profesional, plan de participación de los padres, y los resultados de los exámenes estatales.

**Currículo Escolar**

El plan de estudios está alineado con los estándares de la Florida. Se evalúa el progreso académico tres veces al año en lectura, matemáticas, ciencias y escritura para todos los grados. Los maestros utilizan los resultados de las prueba de progresos académico para proveer intervenciones y ayudar a mejorar el rendimiento académico. Los padres pueden monitorear el progreso del estudiante a través de informes quincenales, informes provisionales, libretas de calificaciones, y conferencias con los maestros.

**Actividades, Adiestramientos & Materiales**

- Calendario Escolar
- boletín de la escuela / Cartas del Director
- Página web de la escuela
- Cuatro eventos familiares- Noche de Matemáticas , Noche de Lectura , Noche de Ciencias , y el Día de Liderazgo

**Recursos**

- Normas de Florida :
- [www.cpalms.com](http://www.cpalms.com)
- Evaluación del Estado de la Florida :
- [www.fsaassessment.org](http://www.fsaassessment.org)
- Sitio web de la escuela :
- [www.polkave.net](http://www.polkave.net)
- Portal de Padres : Próximamente
- Sitio web Escuelas Charter en Lake Wales :
- [www.lwcharterschools.com](http://www.lwcharterschools.com)

**Polk Avenue Elementary**

110 East Polk Ave, Lake Wales, FL - 33853

Telefono: 863-678-4244      sitio web: [www.polkave.net](http://www.polkave.net)

**Directora de escuela:** Gail Quam

**Asistente del principal:** Shay Hixenbaugh

# Parent School Compact



## SCHOOL-PARENT COMPACT (AGREEMENT) – 2017-2018

The administration, teachers, and entire staff of  
Polk Avenue Elementary will work to ensure that:

- **YOUR CHILD** receives *high-quality content* and *instruction* which will be provided in a supportive, safe and effective learning environment in order for him/her to meet Florida's Student Academic Achievement Standards and strive to be a life-long learner:

- We will hire highly qualified teachers
- Teachers will apply effective teaching strategies to promote student engagement
- We will provide effective/individualized professional development for all teachers
- We will continually monitor student progress and make instructional adjustments as needed.

- *Parent-teacher conferences* are held regularly and this compact (agreement) will be discussed as it relates to **YOUR CHILD'S** academic achievement:

- We encourage parents to conference with teachers on a regular basis
- Two face to face conference is mandatory according to the Title One requirements
- To schedule a conference please call 678-4244

- Frequent *reports on YOUR CHILD'S progress* will be provided to you:

- Interim reports (4 times a year)
- Parents have access to grades electronically upon request
- Report Cards (4 times a year) /Progress Monitoring results (3 times a year)
- State Assessment Scores (grades 3-5)
- School website has current information regarding student achievement and upcoming events

- **YOU** have *reasonable access to staff*:

- Teachers are available before and after school or during their planning time
- Please call 678-4244 to schedule a conference
- Conferences will be scheduled based upon teacher availability
- Teachers can be contacted via student's agenda, email, or school phone
- Non English speaking parents will have access to a bilingual staff member to help with translations

- **YOU** are welcomed as an *observer and volunteer* in the school:

- Volunteer trainings are scheduled at the beginning of each school year
- For more volunteer information go to ([www.polkave.net](http://www.polkave.net)) There are many opportunities for parent involvement including: Parent Teacher Organization, School Advisory Council, Teacher Assistants, Mentoring, and a variety of special events throughout the school year.

We are depending on **YOU (Parent)** to.....

- Have your child at school each day on time.
- Give your child support and a quiet place to complete homework.
- Encourage your child to read or read to your child 15-20 minutes each day (without distractions (TV, computer, electronic games, etc.)
- Participate in decisions about your child's education through PTO, School Advisory Committee (SAC), etc.
- Be engaged in your child's education and ask for help from the school to help you assist your child in his/her efforts at home.
- Attend/Request parent conferences at least once per year.

**Students** - The school and your parents are confident that **YOU** will.....

- Attend school every day ready to learn.
- Complete any homework given for the day.
- Read something of interest every day outside of school time.
- Deliver all notices and information you may receive at school to an adult in your home.
- Give maximum effort to your education at all times.
- Reach your highest potential in academics and behavior.

We hope you will join with us this year to provide the very best education for your son or daughter. Overwhelming evidence shows that when **YOU** are involved and engaged in the education of **your** child and give him/her the support necessary to make good decisions about progress made at school, he/she will be more successful, perform better on tests, and go on to higher education.

**WE NEED YOUR HELP TO EDUCATE YOUR CHILD.**

*If you are willing to make the commitment, please sign below.*



\_\_\_\_\_  
*School Administrator Signature*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Student Signature*

*This compact was discussed* \_\_\_\_\_  
Title I/School-Parent Compact



## CONTRATO (ACUERDO) entre ESCUELA-PADRE – 2017-2018

**La administración, maestros y todo el personal de la Escuela Elemental Polk Avenue trabajarán para asegurar que:**

- **SU HIJO/A** reciba una instrucción escolar de alta calidad lo cual se proveerá en un ambiente de aprendizaje de apoyo, seguro y eficaz para que él/ella pueda cumplir con los estándares estatales de logro académico según lo establece el estado de la Florida y se esfuere en ser un/a aprendiz de por vida.

- Contrataremos maestros altamente calificados.
- Los maestros aplicarán estrategias de enseñanza efectivas para promover la participación de los estudiantes.
- Proveeremos desarrollo profesional efectivo/individualizado para todos los maestros.
- Estaremos continuamente dándole seguimiento al progreso académico del estudiante y haremos los ajustes de instrucción según sea necesario.
- Implementaremos en todos los niveles académicos la estrategia conocida como "Learning Focused Strategies".

- Se llevarán a cabo *conferencias padre-maestro* regularmente y éste contrato (acuerdo) será discutido según sea pertinente de acuerdo al progreso académico de **SU HIJO/A.**:

- Exhortamos a los padres a tener conferencias con los maestros regularmente.
  - **Dos** conferencia cara a cara serán obligatorias de acuerdo con los requisitos de Título Uno.
- Para programar una conferencia favor de llamar al 863-678-4244. Tenemos personal bilingüe para su conveniencia.

- Padres, gustosamente, se le proveerán *informes* frecuentes del progreso académico de **SU HIJO/A.**

- Los informes provisionales (4 veces al año).
- Los padres tienen acceso a Elegrade si así lo solicitan.
- Calificaciones y los Resultados del Seguimiento de Progreso Académico.
- Puntuaciones del State Assessment Test ( grados 3-5)
- La página de Internet de la escuela contiene información actualizada acerca del rendimiento estudiantil y los próximos eventos.

- **Que USTED** tenga acceso *razonable* al personal de la escuela.

- Los maestros están disponibles antes y después del horario de la escuela o durante su tiempo de planificación.
- Por favor llamar al 678-4244 para coordinar una cita para su conferencia con el maestro/a.
- Las conferencias serán programadas según a la disponibilidad de los maestros.
- Recuerde que usted puede comunicarse a través de la agenda del estudiante, por correo electrónico o llamando la escuela.

- **USTED** sea bienvenido/a como *observador y voluntario* en la escuela.

- Los entrenamientos de voluntarios se programan al inicio de cada año escolar.
- Para más información acerca de los voluntarios vaya a ([www.polk-fl.net](http://www.polk-fl.net)) Hay muchas oportunidades para la participación de los padres que incluyen: Organización de Padres y Maestros, Consejo Consultivo Escolar, Asistentes de Maestros, Mentores y una variedad de eventos especiales durante todo el año escolar.

**Dependemos de USTED (Padre):**

- Envíe a **su** hijo/a a la escuela temprano cada día.
- Le de apoyo a **su** hijo/a y le provea un lugar tranquilo para hacer las tareas asignadas.
- Anime a **su** hijo/a a leer o lea con **su** hijo/a de 15-20 minutos diarios sin distracciones (TV, computadora, juegos electrónicos, etc.)
- Participe en decisiones acerca de la educación de **su** hijo/a a través de PTO, Envolvimiento Paternal y otros comités.
- Se **comprometa** en la educación de **su** hijo/a; solicite ayuda a la escuela para que le asistan y pueda ayudar a **su** hijo/a en sus tareas y esfuerzos en el hogar.
- Participe y solicite una conferencia con el maestro por lo menos una vez al año.

Click here to enter text.

**Estudiantes – La escuela y tus padres están seguros de que TU:**

- Asistirás a la escuela todos los días preparado/a para aprender.
- Completarás cualquier tarea asignada para el hogar dada ese día.
- Cada día leerás algo de interés fuera de tu horario escolar.
- Entregarás a un adulto en tu hogar, todas las notas e información que recibas en la escuela.
- Darás el máximo esfuerzo a tu educación en todo momento.
- Alcanzarás tu máximo potencial académico y disciplina.

Click here to enter text.

Esperamos que juntos logremos proveer la mejor educación para su hijo o hija. Hay evidencia contundente que demuestra que cuando **USTED** está involucrado y comprometido en la educación de **su** hijo/a , a su vez le provee el apoyo necesario para tomar buenas decisiones acerca del progreso logrado en la escuela; él/ella será más exitoso/a, tendrá un mejor rendimiento en las pruebas, y continuará escalando niveles de educación superior.

**NECESITAMOS SU AYUDA PARA EDUCAR A SU HIJO/A**

Si usted está dispuesto/a a hacer este compromiso, favor de firmar a continuación.

  
Firma del Administrador Escolar

\_\_\_\_\_  
Firma del Padre

\_\_\_\_\_  
Firma del Estudiante

Este contrato fue discutido \_\_\_\_\_,