

## **School Name Parent and Family Engagement Plan (PFEP) 2020-21**

I, Danielle Erwin, 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 8101(39), 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 1116(a)(3)(B)];
- 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 1116 (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 school-wide program plan under section 1114(b)(2) [Section 1116(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 parental and family engagement policies [Section 1116(a)(2)(E)];
- 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 1112(e)(1)(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 1112(e)(1)(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 1112(e)(1)(A)].

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**Signature of Principal or Designee**

**Date Signed**

## **Parent and Family Engagement Statement (Optional)**

The Avon Park High School Title 1 Parent Family Engagement Program will strive to build relationships to create real family engagement for every child, every family, every teacher, every day. We believe that effective schools are a direct result of schools and families working together. At Avon Park High School, we are committed to collaborating with parents/caregivers to provide a safe and nurturing learning environment, one in which all students can learn and achieve their academic and career goals. As such, we believe that the involvement of parents/caregivers is vital to achieving our mission, which is working together to ensure that all students are college, career, or work place ready and are engaged in high quality instruction in all aspects of classroom instruction.

### **Engagement 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 1116(c)(3), 1114(b)(2), and 1116(a)(3)(B)].

#### **Response:**

School Advisory Council (SAC): The Avon Park High's School Advisory Council, which represents all parents/guardians of all students attending the school, meets on a regular basis throughout the year to develop and revise the APHS School Improvement Plan (SIP). Guidelines for the make-up of the council, which is composed of parent representatives of the school's demographics, are adhered to in the selection process. Parents holding leadership positions are nominated by parents, and voted into office by those in attendance during the first meeting of the year.

The SAC is involved in reviewing and planning the use of Title 1 funds. Title 1 funds will be used to help support and implement SIP goals, pay for pull-out supplemental instructional activities for low achieving students, pay for professional development, supplemental instructional materials, and parental engagement activities which are voted on and approved by the SAC committee.

The SAC addresses the importance of continued and increased parental involvement in our school by providing input into the development of the Parent Family Engagement Plan and Home and School Compact. Discussions/actions taken regarding the Parent Family Engagement Plan and the Home and School Compact are documented in the SAC minutes and stored in the Title 1 Notebook maintained by the principal's administrative assistant. During our SAC meeting in March 2020, parents reviewed a draft of the APHS 2020-2021 Parent Family Engagement Plan, the Home School Compact, and APHS Parent Involvement Policy. SAC attendees discussed, made suggestions, and voted to approve the Parent Involvement Plan and the Home/School Compact.

Parental Family Engagement Activities: Avon Park High School offers numerous opportunities for parents/caregivers to become actively involved in their child's education. All parents/caregivers are invited and encouraged to participate on the SAC, to be a volunteer, and to serve on various committees designed to meet the needs of students. Title 1 funds are used to provide and support opportunities for parents through workshops and other activities.

All parents are invited via Blackboard Connect 5 callout system, APHS Social Media and invitations/announcements are put on the school-wide website for parents/caregivers to attend the Title 1 Annual meeting where an overview of the Title I, Part A program was presented along with the 2020-2021 Title 1 budget. After the Annual Title 1 meeting is finished, the SAC meeting will begin. The SAC committee will review the Title 1 budget, discuss it, and approve. Committee chairs were selected by members present during the SAC meeting to lead parent involvement activities and a parent volunteered

to be APHS' DSAC representative for the 2020-2021 school year. Parents in attendance voted to accept the selection. All parents who attend SAC meetings are invited to serve on the SAC committee for the duration of the year. This year we are offering SAC and Title 1 Parent meetings virtually via Google Meets.

## 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, 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(a)(2)(C) and 1116(e)(4)].

count	Program	Coordination
1	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Family Engagement Plans, and other items of concern.
2	District Parent Advisory for Advanced Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
5	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers, administrators, and parent family engagement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district.
6	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program.
7	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
8	Title II	Provides for teachers and administrators professional development and supports all teachers to be state certified.
9	Title III	Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
10	ELL	The ELL Parent Advisory Council is involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not

		limited to, acculturation, helping your child in school, English language acquisition, FSA standards, graduation requirements and post-secondary career opportunities.
11	Title IV	Supports activities to assist students, teachers, staff, and administrators in the areas of well-rounded educational opportunities, safe and healthy schools, and effective use of technology
12	Title V	Supports students by giving opportunities to them for on-line courses through the Highlands Virtual School
13	Title IX-Homeless & Title 1, Part A-Homeless	Student Services coordinates with Title 1 Part A and Title IX to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title IX also funds a homeless advocate for homeless students.
14	Supplemental Academic Instruction (SAI)	Supplemental Academic Instruction (SAI) funds will be coordinated to provide summer school for Level 1 readers.
15	Nutrition Programs	LEA participates in the federal Community Eligibility Provision (CEP) program (free lunch for all students) and the free breakfast for all students program. Snacks are also provided for after school care and after school tutoring programs. Summer food programs are provided at various school sites and community locations.

## 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 school's Title I program, the nature of the Title I program (school-wide or targeted assistance), opportunities for students, School grades, Student Achievements, and the rights of parents. Provide a description of how the Annual Meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116(c)(1)].

### Response:

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and presentation materials that address required components	Administration	September 2020	Copies of agenda, PowerPoint presentation, handouts, and sign-in sheet.
2	Develop and disseminate invitations	Administration	July 2020-September 2020	Flyer, invitation, and website posting (with dates)
3	Advertisement of Event	Administration	August/September 2020	Blackboard Connect 5 message sent/APHS Flyers/Social Media posts/Skyward email and notifications

4	Develop sign-in Sheet	Administration	September 2020	Sign-in Sheets will be maintained in Title 1 Binder
5	Title I Annual Meeting; Powerpoint will cover school grade, student achievement, rights of parents	Administration	September 2020	Sign-in Sheets/Minutes; Powerpoint presentation

## 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 1116(c)(2)].

### Response:

The leadership and staff of Avon Park High School strongly believe in the importance of family involvement and therefore took a survey at the last SAC meeting for 2019-2020 on the best times for parent meetings. At this SAC meeting, it was agreed that the 2020-2021 meeting calendar would be voted on in September 2020. Currently the SAC committee meets on the second Tuesday of each month at 5:00 pm. We will offer virtual SAC and Title 1 parent meetings to try to accommodate all parents.

Teachers are also available before and after school when requested. Parent conferences are scheduled on an as needed basis in the mornings but have been scheduled on other days and times to accommodate parents. Information is also available on the school website and the schools' social media and through the Skyward Parent Portal. If a parent needs to communicate through phone calls, teachers are available and will accommodate parents. If a parent needs transportation, the school can accommodate when given advanced notice. If a social worker needs to make a home visit, the school will do that.

At the end of the first semester, report cards will be sent home with students. Blackboard 5 Connect call-outs will be sent notifying parents along with social media notifications and Skyward Parent Portal, and parents may schedule teacher conferences as needed. A notification regarding report cards and progress reports will also be made via the school website, the Skyward Parent Portal and the school Facebook page.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(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 1116(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116(e)(14)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1	Assessments/ Individual Parent/Student Conferences	Guidance/Classroom Teachers	Conferences will assist parents in understanding how to monitor their child's progress and work with educators to improve their child's academic success. Meetings can be held virtually to accommodate parents who may not be able to attend face to face.	August 2020 - May 2021	Conference Logs
2	Progress Monitoring Plan - Intervention Letter for Parents of Struggling Students	Administration/ Guidance/LCRT	Parents are notified of the interventions that students are receiving at school to help bridge any learning gaps in the PMP plan. Parents can support student completion of work and communicate with school about student progress.	October, January, and April	Signed copy of letter from parents
3	Academic Awards	Administration/ Awards Committee/ Classroom teachers	Student will receive awards for maintaining GPA and behavior.	Oct 2020-May 2021	Sign-in Sheets Virtual attendance logs
4	Night of Stars (Academic Showcase)	Night of Stars Committee/Faculty	Parents will have an opportunity to view samples of student work, interact with faculty, and gain an understanding of programs and opportunities available to their child.	March 2021	Sign-in Sheets
5	MTSS/504 Meetings	Guidance Counselors/LCRT/ School Psychologist/ Administration	Involve parents in creating a plan to meet their child's academic needs.	September 2020-June 2021	Meeting Minutes/Increase achievement via MTSS/504 process
6	FAFSA Nights	Guidance Counselors	Parents receive hands-on assistance completing financial aid applications	October and March	Sign-in Sheets
7	AVID Family Nights	AVID Coordinator/ Elective Teachers	Parents gain a better understanding of academic rigor, college readiness process, and how to assist their students in preparing for advanced academics and college.	October, January, and April	Sign-In Sheets Agendas
8	College Nights	Guidance Counselors	Parents and their students interact with various colleges to learn	October and March	Sign-in Sheets

			admission/financial aid information		
9	Freshman Focus Night	Guidance Counselors	9th Graders and their parents will gain a better understanding of high school requirements and expectations	October 2020	Agenda/copy of Powerpoint Sign-in Sheets
10	Sophomore Spotlight Night	Guidance Counselors	10th Graders and their parents will a gain better understanding of high school requirements/ expectations	November 2020	Agenda copy of Powerpoint Sign-in Sheets
11	Parent Task Forces	School Advisory Council /Administration	Strengthen school parent collaboration in the area of policy development and enforcement	As needed	Agenda Sign-in Sheets

## Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, and other school leaders and other staff with the assistance of parents, in the value and utility of contributions of parents in how to reach out to, communicate with, and work with parents as equal partners, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Faculty meetings	Administration	Staff members will gain an understanding of the value of parental involvement, communicating and working with parents, implementation of the school wide parent involvement program, building ties between home and school, and develop culture sensitivity. All aspects of this training will help to focus on student achievement by focusing on the parent as an asset to the student's learning.	October 2020 - April 2021	Student progress reports and report cards & COPY OF AGENDAS AND TEACHER ATTENDANCE FOR MEETING
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## 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 1116 (e)(4)].

### Response:

Response: Avon Park High School staff communicates with parents/guardians via phone calls, emails, text messages, web pages, conferences, AVID parent nights, Night of Stars academic/extracurricular showcase, sporting events, band/chorus concerts, grade level parent nights and academic recognition ceremonies. Avon Park High School has a school website that notifies parents of upcoming events and provides links to instructional resources. A monthly newsletter is disseminated and is available in the front office for parents as well as being posted on the website. Parents will be notified of students' grades via progress reports that will be sent home at the mid point in the grading period (4 1/2 weeks) and report cards will be sent home at the end of each grading period (9 weeks). The staff also assists parents with limited or no access to technology by sharing academic information from our Pinnacle Gradebook website. Additional resources e.g. Health Department Shot information, athletic schedules, Insurance-Florida Kid-Care, bus schedules, are located in the guidance waiting area and our front office. Parents of struggling students are directed to the guidance department and/or school administrators for the necessary help for their student. (Assistant Principal will monitor these activities.) Evidence of effectiveness would be the replenishing of the brochures and log of the number of parents served during the day.

## Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(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 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)]; 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 the parents' comments with the plan that will be made available to the local education agency [Section 1116(c)(5)].



## **Response:**

Parents are notified by the call out system of the Title 1 Annual meeting and the pre-school orientation time for Avon Park High School. At the Annual Title One meeting of parents in September, Avon Park High School shared information about the Title 1 programs, the curriculum, and academic assessments. All notes/minutes from this meeting and all other meetings will be kept in the Title 1 Resource Binder. On August 11th and 13th, Avon Park High School held its orientation face to face for 9th grade and virtually for 10th - 12th grade. At that time parents/students made virtual classroom visits where teachers provided additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers maintained sign-in logs from Google meets and provided a copy to the assistant principal who also maintained documentation of the dissemination of information, distribution methods, and timelines.

The Blackboard Connect5 system and the Skyward Parent Portal is used to notify all parents in Spanish and English of upcoming events and notices such as: dress code policies at Avon Park High School, report cards going home, informing parents of important FSA testing dates, bus information, weather reports (when necessary), school start-up times and dates, holidays, early release days, and SAC/PTO meeting dates and times.

Parents that attend SAC/PTO meetings gain valuable information about school improvement and Parent Family Engagement Plans. We share data with them about test scores and behavior issues. We ask for input from them on how we can better support them. The ELL Para or other staff members are available to translate.

Parents are notified through phone calls in English and Spanish, notes in planners, progress reports, and report cards about concerns teachers might have with individual students by suggesting a parent conference. The school's phone number is provided, and a translator is provided upon request. The ELL Para notifies the Data Operator if progress or report cards need to be in Spanish or English. All call-out information will be kept in the Title One notebook in the Title One Resource Teacher's office and monitored by the Assistant Principal.

Parents receive a Progress Monitoring letter regarding their child's scores on the Florida Standards Assessments and/or Reading test after administration of the test. Parents can call and gather further information from the Reading Coach or discuss with the ELL Para. A copy of the form letter will be kept in the Title One notebook in the Title One Resource Teacher/Dean's office and monitored by the Assistant Principal.

Important information is shared with the community via our school sign in front of the office. Important dates and events are posted for all to see when driving through the parking lot or in front of the school.

Important information is also included in the monthly newsletter, "AP Pride", which goes home with the students and is available in the front office in English and Spanish. All relevant parent involvement information is also shared via our school social media site and our school website.

The school will notify parents on the first day of school through the "Right to Know" letter that parents have the right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals. The school will also notify parents when their student has been assigned or has been taught for four or more consecutive weeks by a teacher who is out of the field. This notification will be a "Four Week Letter" to the parents. The school will

provide each family with an individualized student report of the child's performance on state assessments for those students taking the assessments. Copies are available for pickup through the school's front office. A Connect-Ed phone call is sent out from the school to make them aware results are available.

Information is shared with parents and documented with sign-in sheets, meeting notes, and phone logs. All information is kept in the Title One notebook and continuously monitored by the Assistant Principal and/or Principal's Secretary.

Parents are encouraged to provide input about the Parent/Family Engagement Plan via the annual survey, through the annual Title 1 Parent meeting and through the annual review of the Parent/Student/School Compact.

## **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 LEA 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 1116(e)(5) and 1116(f)].

### **Response:**

Avon Park High School provides families with an interpreter for conferences and meetings. Our ELL Para helps teachers communicate with parents via phone, notes, or home visits. The ELL Para helps students better understand the curriculum in their native language (Spanish). The Migrant Academic Advocate and Migrant Recruiter will also help migrant parents in conferences or school meetings on an as needed basis. The administration, with the help of the ELL Para, will monitor the home languages and provide additional languages when that population percentage increases to a level that is necessary and feasible.

APHS uses the Blackboard ConnectEd system, which sends out messages in English and Spanish for our Non-English speaking families.

APHS take appropriate steps to ensure parents with disabilities have an equal opportunity to participate in and enjoy the benefits of all offered activities.

APHS has had the Home-School Compact/Agreement in English and Spanish. The district has a letter of teacher qualifications and the code of conduct transcribed in English and Spanish for our parent's convenience.

## **Barriers**

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (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 1116(a)(2)(D)(i)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents don't understand the importance of information being presented at Parent Nights - Unaware of the meeting	Blackboard Connect, Social Media notifications, Text Message invites, Incentives for attendance,
2	Transportation	Provide Virtual meetings so families can attend at home.
3	COVID-19 fears	Provide Virtual meetings so families can attend at home.