



# 2017-2018 Title I Parent and Family Engagement Plan

## Alturas Elementary



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

District and School-Based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

At Alturas Elementary, our purpose is the same. We work to provide opportunities for our families to interact with teachers, staff, and each other at several school functions held throughout the year. We plan to build relationships through collaborative partnerships with families in connection to their child's academic progress. Together, we will strive to help all of our students meet and/or exceed District and State performance standards.

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

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

### **Involvement of Parents**

If the school wide program plan under Section 1116 (b) (1) is not satisfactory to the parents of participating children, the school will include/submit the parents' comments with the plan that will be made available to the local education agency Section 1116(b) (4).

Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.

<b><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></b>	All parents/families are invited to participate in developing and revising this plan. The plan is reviewed/revised three times a year using parent input.
<b><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></b>	This plan is reviewed three times throughout the school year to check progress and make changes to what has been planned. Reviewing student data provides valuable information to help determine where we need additional support to help our families understand the curriculum, state assessments and provide strategies, materials, and resources to help support learning at home.
<b><i>How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?</i></b>	Parents are surveyed when developing/revising this plan and asked what types of trainings and/or workshops they would like the school to provide to assist in helping their child's academic achievement. Results from surveying parents is used to plan parent and staff trainings.
<b><i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i></b>	Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their "Parent and Family Engagement Policy". Schools are required to provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring. All parents were invited to provide input on the 2016-2017 plan. An invitation via backpack, call out, and on our school website, to a parent meeting that was held on May 10, 2017 in our school media center. Parents who could not attend the meeting were invited to submit comments and/or suggestions on the current plan. Copies of the meeting invitation, agenda, sign in sheets and minutes containing all parent suggestions is kept on file as documentation. The plan will be reviewed at our January 2018 School Advisory Council meeting and again in May as we plan for the next school year.
<b><i>How will this plan assist in providing high quality instruction for all learners?</i></b>	This plan helps ensure that we provide parents/families with information, materials and resources to support their child's learning at home by offering parent workshops on the Florida Standards, Literacy, and test taking tips to support the high quality instruction provided during the school day.

## Annual Parent Meeting

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

Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.	
<b><u>Date and time you will hold your meeting?</u></b>	Our Annual Parent Meeting will be held on Thursday, September 7th at 6:00 pm in our school cafeteria then at 6:30 pm move to individual classrooms. All parents are invited and encouraged to attend one of the meetings.
<b><u>Notification and Invitation:</u></b> <ul style="list-style-type: none"> <li>How will you inform and invite parents/families in a timely way about the Annual Meeting.</li> </ul>	All parents will be notified of the Annual parent meeting via a flyer in the backpack, advertisement on the school marquee, website, and Facebook page, and a sticker in the student planner. The information for this meeting will be posted on our school website and marquee in front of the school.
<b><u>Information:</u></b> <b><u>Please describe how your meeting will cover information about:</u></b> <ul style="list-style-type: none"> <li>the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.</li> </ul>	<p>The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.</p> <p>Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum.</p> <p>Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.</p> <p>The agenda for our Annual Parent meeting will include a whole group presentation with a PowerPoint on how the Title I program benefits our students, school choice, parents right to know and how parents will be informed of the qualifications of their child's teacher and/or para. In addition, information about this plan and our school compact is discussed.</p> <p>After the general meeting in the cafeteria parents are encouraged to visit their child's classroom to hear specific information about the curriculum and state assessments their child will take.</p>
<b><u>Barriers:</u></b> <ul style="list-style-type: none"> <li>What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</li> </ul>	Translation of materials given out will be translated in English and Spanish. Light refreshments will be provided after the meeting. Parents are welcome to bring their child (ren) to the meeting so childcare is not needed.
<b><u>Evaluations:</u></b> <ul style="list-style-type: none"> <li>How will you get feedback from parents about the meeting?</li> </ul>	Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum, or testing that they would like to learn more
<b><u>Parents who do not attend?</u></b> <ul style="list-style-type: none"> <li>How will you get the information home to parents who do not attend the meeting?</li> </ul>	For parents who are not able to attend this meeting, the information will be available on our school website.
<b><u>How will the school share comments received from parents/families?</u></b>	All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan.
<b><u>How will this plan be made available to the community?</u></b>	This plan is available to all parents, business partners, and School Advisory Council. The plan is also available on our school website and in the Title I parent informational notebook that is located in our front office.

## Flexible Parent Meetings:

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

<b><i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i></b>	Parent are provided a calendar of events at the start of school. All dates and times of events are posted on our school website. Parent workshops are offered on different days and times and sometimes twice in order to increase attendance. Ex; mornings, evenings, and some Saturday events When applicable, our school video tapes the information provided in a workshop and provides parents a link on our school website.
<b><i>Describe what childcare, home visits and/or transportation services are provided by your school.</i></b>	For some parent workshops our school offers limited childcare or children's activities while parents attend a workshop. Transportation for families is provided on a needs basis. Some teachers make home visits to conference with parents who cannot attend a school conference. Our schools address barriers that hinder parent/family engagement on a needs basis or if requested and when feasible accommodates those requests.

## Building Capacity of Parents

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

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

- How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.
- The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum /Florida Standards	Provide information to parents on standards by grade level and how they can help their child at home. Grades 3-5 take the FSA state assessment	Information on where to located Florida Standards by Grade level.	February 8, 2018 @ 6:00 PM		X	X	
State Tests & Achievement Levels	Provide test taking strategies to parents and also information on the assessments their child will be expected to take.	Parents will be given sample test questions and test taking tips to help their child. Websites that provide testing practice and addition information on the standards will be shared with parents.	February 8, 2018 @ 6:00 PM		X	X	
Transition (Kdg, MS, HS)	These workshops will provide information to parents to help their child make a smooth transition with change in school.	Provide parents of incoming Kindergarten information on how to prepare their child for school. Parents of 5th grade students will be given information to help them prepare their child for Middle School.	Kdg Round up April 5, 2018 @ 10:00 AM  Getting Ready for Middle School January 9, 2018 @ 6:00 PM			X	
Literacy 1116 (e)	Provide parents with strategies to help them read with their child at home	Free book for students who attend Reading tips and strategies for reading	Literacy workshops held in the cafeteria and media center from 6-7 pm. December 19, 2017 and March 1, 2018				
Technology, Parent Portal	Provide parents information on how to navigate the Parent Portal to check their child's grades. Workshop on internet safety, cyber bullying and information on other educational websites	Hands on workshop.	Parent Portal workshop will be held in the media center September 21, 2017 at 6:00 PM Internet Safety/Cyber Bullying Sept. 21 @ 6 PM			X	
Math	Provide parents with strategies to help them do math with their child at home	Math manipulatives and copies for the activities.	Math workshops held in the cafeteria and media center from 6-7 pm. October 3, 2017 and January 18, 2018				
Science	Provide parents with strategies to help them promote science with their child at home	Materials needs for various science experiments.	Science workshops held in the cafeteria and media center from 6-7 pm. November 7, 2017 and April 19, 2018				

<b>How do you assess the needs of parents?</b> <b>Do you survey parents to ask what type of events or workshops you have at your school?</b>	SAC, PTO/PTA, Parent Advisory meetings Parent surveys, District parent survey Evaluations at previous workshops Parent meetings to review compact/old PIP/PFEP
<b>How do you evaluate effectiveness?</b>	data collection survey results comments on surveys student achievement data
<b>Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home?</b>	Newsletters with tips Tips on your website Curriculum guides Strategies for parents to use at home Books/reading materials Video clips
<b>Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?</b>	Community Churches Business partners

## Building Capacity of Staff (Trainings)

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

**Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...**

- *how to reach out to, communicate with, and work with parents/families as equal partners,*
- *the value and utility of contributions of parents/families*
- *how to implement and coordinate parent/family programs*

*how to build ties between parents/families and the school*

**Please describe below how you do this.**

<u>Topic -Title</u>	<u>Purpose?</u> How does this help staff build school/parent relationships?	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Understanding Diversity and Under Achievement: Building Strategies to teach Diverse and Underachieving Learners	Diverse student learners include students from racially, ethnically, culturally, and linguistically diverse families and communities of lower socioeconomic status. If educators act on the knowledge research offers, we can realize the educational excellence we desire for all children.	Office of Equity and Diversity Management	All teachers and paraprofessionals	One of the following Early Release days: 10/11 11/15 1/24
Growth Mindset vs. Fixed Mindset	Understanding the difference between growth and fixed mindset and the impact it has on our work with students and families.	Office of Equity and Diversity Management	All teachers and paraprofessionals	One of the following Early Release days: 10/11 11/15 1/24

## Communication

The school will provide parents of participating children; a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1116(c)(4)(B)]; If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1116(c)(4)(C)];	
How do you notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field?	Schools are required to notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.
How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?	State/District Reports; Parent conferences
<i>Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</i>	Annual Parent meeting Website Newsletters (school and/or grade level) Parent conferences Parent workshops Progress monitoring PIN
<i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i>	State/district reports Parent conferences
<i>How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?</i>	Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.

## Coordination and Integration:

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

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

○ <b>Homeless</b>	Homeless The Hearth program, funded through Title X, provides support for identified homeless students. Title I provides support for this program, and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
○ <b>Migrant</b>	Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates, assigned to schools with high percentages of migrant students monitor the progress of these high need students and provide or coordinate supplemental academic support. Migrant Home-School Liaisons identify and recruit migrant students and their families for the MEP. They provide support to both students and parents in locating services necessary to ensure the academic success of these students whose education has been interrupted by numerous moves.
○ <b>Preschool</b>	Head Start programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families.
○ <b>ESOL</b>	Provides supplemental resources for English Language Learners (ELL) and their teachers in Title I schools, as well as professional learning opportunities for school staff.
○ <b>SAC School Advisory</b>	SAC members are selected on a volunteer basis. All parents are invited to attend meetings. Meeting notices are sent out via email and in student agendas. All meeting dates are communicated in August with notices being sent home monthly.
○ <b>PTO/PTA</b>	PTO/PTA members are selected on a volunteer basis. Members are notified of meetings via telephone.

## Accessibility



<p><b>What opportunities do parents have to participate in their child (rens) education?</b>  <b>Volunteer?</b>    <i>Section 1116 (d) (c)</i>  <b>Mentor?</b></p>	<ul style="list-style-type: none"> <li>• Volunteer: Information about volunteering can be found at <a href="http://www.polk-fl.net">www.polk-fl.net</a> (keyword: volunteer)</li> <li>• School Advisory Council: Parents and/or family members are encouraged to serve as a member of this Council to build partnerships with the school and promote student success.</li> <li>• Community &amp; Business Partners: Please see our school website for a list of our business partners.</li> <li>• Attend parent/family workshops and school events; for a list of our school programs and events please visit our school website.</li> <li>• PTO</li> <li>• SAC</li> </ul>
<p><b>What forms of communication do you provide parents, in an understandable and uniform format related to;</b></p> <ul style="list-style-type: none"> <li>• <i>school and parent programs</i></li> <li>• <i>meetings</i></li> <li>• <i>school reports</i></li> <li>• <i>and other activities</i></li> </ul>	<p>The plan and the compact              school messenger              flyers, notifications/invitations              calendars              website              school marquee              school and/or grade level newsletters              parent workshops              PTO/PTA meetings or SAC meetings              Progress reports              Report cards, interim reports, state assessment/curriculum information</p>
<p><b>What barriers hinder participation by parents in parental involvement activities?</b>  <b>What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)</b></p>	<p>Alturas Elementary will provide opportunities for participation in parent involvement activities for all parents (including parents of children with limited English proficiency, disabilities, and migratory children). Alturas Elementary will provide information and various reports in the home languages. The ESOL para and district personnel will assist with these efforts throughout the year. The school has been made handicap accessible by providing wheelchair ramps, sidewalks to portables, close parking spots, and automatic doors for persons with disabilities.</p>
<p><b>How does your school provide information to parent's in their native language?</b>  <b>What languages do you provide?</b>    <i>Section 1116 (e) (5)</i>  <b>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</b></p>	<p>All communication (newsletters, website, marquee, flyers, etc.) is provided in English and Spanish.</p>
<p><b>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</b></p> <ul style="list-style-type: none"> <li>• <i>Title I Parent/Family Resource Centers</i></li> <li>• <i>Books Bridge Buses</i></li> <li>• <i>Parent University</i></li> <li>• <i>Other</i></li> </ul>	<p>Include information on your website              Parent/Family Informational Notebook (PIN)              Send home              Information in your school/grade level newsletter              Send home flyers              Send home monthly calendars for the PIRC (specifically mention which PIRC serves your school)              Books bridge schedule              Stickers in agenda</p>