



2017-2018 Title I Parent and Family Engagement Plan

Alta Vista Elementary



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

The Alta Vista Elementary School's Mission is to prepare students for the 21st Century global economy by developing critical thinking skills. We commit to working together with our families to increase student achievement and make reflective decisions, thus creating an environment where all children love to learn, all teachers love to teach, and all parents are a key part of the process.

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.	
<i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i>	All parents and family members are invited to attend one or more meetings to develop the school's Parent and Family Engagement Plan. Announcements are on the marquee, in the newsletter, in the student agenda, and on the school website. These meetings occurred on March 23, April 12 and by appointment by calling the school 863-421-3235.
<i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i>	Information provided by families during the Plan development process is used to design parent workshops which will address their interests and provide information how to support academic achievement at home at times parents can attend. Staff development is also based on feedback received during these meetings.
<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>	All families are encouraged to attend meetings which were held on March 23, April 12 and by appointment. In addition to these meetings Title I spending and activity decisions are also made during monthly School Advisory Council meetings. All families are encouraged to join the Council. If attendance at any of the meetings is not possible families are asked to provide input in writing or by phone. Please call the school for more information or to make an appointment 863-421-3235.
<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>	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.
<i>How will this plan assist in providing high quality instruction for all learners?</i>	The Alta Vista Parent Engagement Plan identifies what opportunities all parents of all students will have to learn about topics such as the Florida Math, ELA, and Science Standards, Literacy, how to monitor student progress, along with information about state and local testing. These workshops will help families discover how to support their child's academic progress, as well as classroom instruction, through interactions at home. The key part of this Plan is to encourage families to be an educational partner with the school thus laying a foundation, and providing support for, high quality instruction. All families are encouraged to volunteer, observe their child's class, or conference with teachers about their child's progress by making appointments which can be requested in the student agenda or by calling 863-421-3235. Families are also encouraged attend Family Nights, which are listed in the agenda, posted on the website, and announced in the newsletter, throughout the year. Partnership matters!
<i>How will the school share comments received from parents/families?</i>	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.
<i>How will this plan be made available to the community?</i>	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 which is located in our front office.

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.	
<i>Date and time you will hold your meeting?</i>	The Alta Vista Annual Meeting will be held as a part of Open House on September 13. The narrated PowerPoint will also be available to view on the school website or at the school by calling 863-421-3235 for an appointment.
<i>Notification and Invitation:</i> ○ <i>How will you inform and invite parents/families in a timely way about the Annual Meeting.</i>	The 2018-19 Annual meeting is will be held as a part of Open House on September 13. Notifications are In the student agenda which is distributed no later than the end of the first day of school, in the September newsletter which will be distributed on August 27, 2017, on the marquee a month in advance, and by Take Home Folder flyers.
<i>Information:</i> <i>Please describe how your meeting will cover information about:</i> • <i>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.</i>	<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>
<i>Barriers:</i> ○ <i>What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</i>	Alta Vista has a high Hispanic demographic. Translation will be provided and snacks are available to purchase.
<i>Evaluations:</i> ○ <i>How will you get feedback from parents about the meeting?</i>	Feedback for the Annual meeting is obtained by asking parents to complete a survey at the end of the meeting.
<i>Parents who do not attend?</i> ○ <i>How will you get the information home to parents who do not attend the meeting?</i>	The narrated Annual Meeting PowerPoint will be on the Alta Vista Website or available for viewing on a computer at the school by appointment. Please call 863-421-3235 for assistance.

Flexible Parent Meetings:

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

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	Conferences are available throughout the year by appointments arranged directly between the family and teacher. Grade Level parent workshops are offered as a part of Academic Family Nights on a drop in basis, parents unable to attend will be given the opportunity to take home the materials during a conference or will be sent the materials if requested (a message about available materials will be included in the newsletter). Translators will be provided.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	Home visits are done on an as needed basis by the Social Worker, Guidance Counselor, classroom teacher, and others as need indicates. Alta Vista strives to accommodate requests of our families with barriers as much as reasonably possible.

Communication

<p>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)];</p>	
<p>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?</p>	<p>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.</p>
<p>How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?</p>	<p>The Right to Know letter is sent home in the Monday folder on the first week of school.</p>
<p><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></p>	<p>Workshops, individual meetings, the school website, the monthly newsletter, parent conferences, and flyers are used to inform families about curriculum, assessments, and achievement levels. Teachers will hold curriculum information sessions as a part of Open House on September 13. Additionally</p>
<p><i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i></p>	<p>The FLDOE summary of individual student performance on assessments is sent home with students if the materials are received prior to the end of the school year. Parents are notified at the end of the year that results received after that point are available in the front office throughout the summer. Those individual reports which remain in the front office at the beginning of the school year are sent home with students or to the enrolling school if a student has transferred. Prior year assessment results, ramifications and support ideas are discussed during conferences.</p>
<p><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></p>	<p>Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.</p>

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	Parents who know what their child is expected to learn can provide support at home in a variety of ways.	Handouts: FLA Parent Guides for ELA and Math for grades K-5 from the FLDOE.	September 13 Information will be sent home with students whose families could not attend, will be available on the AVE website, or families can make an appointment to receive the information.				X
State Tests & Achievement Levels	Parents who have an idea of what test content and complexity looks like, along with what each achievement level indicates, are better equipped to support their child's preparation for evaluations of academic progress.	Handouts: Samples of grade level appropriate test questions. Suggestions of how to prepare for testing days.	Week of December 3-7, evening of December 6 Information will be sent home with students whose families could not attend or families can make an appointment to receive the information.				X
Transition (Kdg, MS, HS)	Parents who are familiar with the academic rigor of the curriculum prior to the start of school will be able to do simple preparation activities with their child over the summer.	Kindergarten Roundup Families are shown Kindergarten classrooms Packet Containing: Registration Forms FLA Parent Guides for ELA and Math for K Suggestions for activities over the summer 5th grade parents will be provided information about Middle School curriculum.	Spring 2019				X
Literacy 1116 (e)	Parents are more likely to ensure that their child attends school regularly and that the child reads at home each day if they understand that being able to read and comprehend fluently, as well as communicate effectively in writing, are vital lifelong skills.	Handouts: Websites with free reading materials Reading passages with open response writing prompts Graphic organizer	October 26 Information will be sent home with students whose families could not attend, will be available on the AVE website, or families can make an appointment to receive the information.				X
Technology, Parent Portal	Parents who know how to monitor their child's progress online are able to make informed decisions and provide support as needed.	Provide families with Parent Portal Log In Credentials, log in assistance, and a navigational tutorial in the computer lab	August 9 If a family is unable to attend this workshop Parent Portal Log In credentials and usage demonstration are available in the front office during school hours.				X

How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?	In the spring meetings are held to develop the following year's Parent Engagement Plan. During these meetings parents are asked for workshop suggestions. Additionally the monthly newsletter has a tear off section to gather ideas. Parent needs are also discussed during monthly SAC meetings. Another source of feedback are surveys collected at previous workshops and meetings.
How do you evaluate effectiveness?	Surveys at the end of events and student achievement data.
Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.	Families are provided with materials and trainings during a variety of events including Open House, Donuts for Dads, Family Academic Night, and during individual conferences. During Open house the FLA Parent Guides for curriculum are discussed and distributed by each homeroom teacher. During Academic Family Night parents are provided with sample grade level materials and suggestions of how simple tasks can be incorporated within at home activities. The monthly newsletter also has tips for parents.
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	Alta Vista enjoys support from many of the surrounding businesses, churches, and other organizations. These relationships are built by attending Chamber of Commerce meetings, direct solicitation, and offers to help from the various entities. The relationships are nourished by expressions of appreciation including using the marquee to acknowledge contributions, thank you cards, invitations to join SAC, invitations to school events, and an annual breakfast for those who have served our school. Alta Vista students participate with community events throughout the year which often creates an initial communication bridge between the school and outside interests.

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>
Family Friendly Schools Training for Office Staff	Parents who feel comfortable at the school are more likely to attend workshops and volunteer. Parental involvement is critical factor for student achievement.	Workshop at the District	Secretaries	As Scheduled by FDLRS
Effective Parent Conferencing	Effective communication between teachers and families increases the likelihood of academic success.	Self Directed Study emailed PowerPoint Program Facilitator	All Faculty	October 2018
Family Involvement Tips Email	Effective communication between the school and home.	Google Docs Survey Email Share Program Facilitator	All Faculty	On Going

Coordination and Integration:

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

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

○ Homeless	The HEARTH program is contacted as indicated to assist families in need of housing and other living necessities. Teachers are advised of this status only upon inquiry to protect the family's privacy. Recommendations for additional resources are provided with the United Way being the primary referral.
○ Migrant	The migrant population at Alta Vista is small
○ Preschool	Alta Vista has one full day Title I Pre-K unit. The parents of these children are invited to join SAC, PTO, volunteer, and attend all school workshops and meetings. Additionally the teacher meets frequently with families to discuss progress and to suggest ways to support learning at home.
○ ESOL	All informative materials are sent home in both Spanish and English. ESOL curriculum aligned materials are offered to parents to use at home. Families of ESOL students are invited to join SAC, PTO, volunteer, and attend all school workshops and meetings.
○ SAC School Advisory	Budgeting for Parent Engagement Activities is presented to, and approved by, the Alta Vista SAC. Alta Vista SAC members are encouraged to volunteer in the school as well as attend all school events.
○ PTO/PTA	All parents are asked to be a member of PTO, translation is provided as needed.
○ Community Agencies	All outside agencies who provide services for our students are invited to participate in school events. Wonderful Wednesdays picks up students then provides a snack and homework help.
○ Business Partners	Alta Vista enjoys the support of a few local businesses, some of whom have a representative on SAC.

Accessibility

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

<p>What opportunities do parents have to participate in their child (rens) education? Volunteer? Section 1116 (d) (c)</p>	<p>Alta Vista families are welcome to observe classrooms by making an appointment using the agenda or by calling 863-421-3235. All are invited to be a member of SAC and/or to volunteer in a capacity which utilizes their individual talents. Families are encouraged to maintain communication with their child's teacher throughout the year and to conference with the teacher by making a convenient appointment at least once a year to monitor student progress and to get ideas of how to support academic achievement at home. All stakeholders are invited to attend workshops and events at Alta Vista.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • and other activities 	<p>Alta Vista communicates with families throughout the school year in a variety of methods including a monthly newsletter, flyers, marquee messages, whiteboard messages at car riders and the school website. Students have agendas, which are purchased with Title 1 funds, to facilitate a home-school connection. Most communications are in English and Spanish which is reflective of our population.</p>
<p>What barriers hinder participation by parents in parental involvement activities? What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)</p>	<p>Language and work schedules are the primary barriers for Alta Vista families.</p> <p>A partnership with Haines City High School provides student translators for events and meetings. Parents who cannot attend events are encouraged to call 863-421-3235 to make an appointment, at a convenient time, to receive the information delivered during any workshop or meeting.</p> <p>The school has handicapped parking at the front along with multiple ramps for wheelchairs. Hearing impaired assistance is available, from the District, with a 72 hour notice.</p>
<p>How does your school provide information to parent's in their native language? What languages do you provide? Section 1116 (e) (5)</p>	<p>Home-School communications are delivered in both Spanish and English. Bilingual paraprofessionals are paid with Title 1 funds to assist with events and workshops. Additionally students from Haines City High School volunteer to provide translation assistance.</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Other 	<p>Flyers for the closest Title 1 Resource Center are sent home and posted on the school website as they become available.</p>