

School Name Parent and Family Engagement Plan (PFEP) 2018-2019

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 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 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 school's parental involvement policy [Section 1116(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 shall submit parent comments with the such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- 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 1112(e)(1)(A)].

Signature of Principal or Designee

Date Signed

Parent and Family Engagement Statement

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.

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 1116c(3), 1114(b)(2), and 1118(a)(2)(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 comprised 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 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 on April 2018, parents reviewed a draft of the of APHS 2018-2019 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 encourage 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 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 2018-2019 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 2018-2019 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.

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 1116(a)(2)(D) 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	VPK	These programs are provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector.
16	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
17	Nutrition Programs	LEA participates in the federal Free/Reduced lunch program 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. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and presentation materials that address required components	Administration	September 2018	Copies of agenda, PowerPoint presentation, handouts, and sign-in sheet.
2	Develop and disseminate invitations	Administration	July-September 2018	Flyer, invitation, and website posting (with dates)
3	Advertisement of Event	Administration	August/September 2018	Blackboard Connect 5 message sent/APHS Flyers/Social Media posts
4	Develop sign-in Sheet	Administration	September 2018	Sign-in Sheets will be maintained in Title 1 Binder
5	Title I Annual Meeting;	Administration	September 2018	Sign-in Sheets/Minutes; Powerpoint presentation

	Powerpoint will cover school grade, student achievement, rights of parents			
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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 2017-18 on the best times for parent meetings. At this SAC meeting, it was agreed that the 2018-19 meeting calendar would be voted on in September 2018. Currently the SAC committee meets on the third Monday of each month at 5:30 pm.

Teachers are also available before and after school when requested. Parent conference 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 social media. 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.

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 parents may schedule teacher conferences as needed. A notification regarding report cards and progress reports will also be made via the school website and 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 1118 as parents may request [Section 1116(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Assessments/Individual Parent/Student Conferences	Guidance/Classroom Teachers	Conferences will assist parents in understanding how to monitor their child's progress and to work with educators to improve their child's academic success.	August 2018 - May 2019	Conference Logs

2	Progress Monitoring Plan - Intervention Letter for Parents of Struggling Students	Administration/Guidance/LCRT	Parents are provided with strategies they can use at home to help their child become successful at school.	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.	September 2018-May 2019	Sign-in Sheets
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.	April 2019	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 2018-June 2019	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 better understanding of academic rigor, college readiness process, and how to assist their student in preparing for advance 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 admission/financial aid information	October and March	Sign-in Sheets
9	Freshman Focus Night	Guidance Counselors	9th Graders and their parents will gain better understanding of high school requirements/expectations	September 2018	Agenda/copy of powerpoint Sign-in Sheets
10	Sophomore Spotlight Night	Guidance Counselors	10th Graders and their parents will gain better understanding of high school requirements/expectations	November 2018	Agenda copy of powerpoint Sign-in Sheets
11	Parent Task Forces	School Advisory Counsel /Administration	Strengthen school parent collaboration in the area of policy development and enforcement	As needed	Agenda Sign-in Sheets

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, 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 2018 - April 2019	Student progress reports and report cards
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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)].

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 submit 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 9, 2018, Avon Park High School held its orientation. At that time parents made 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 sheets 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 is used to notify all parents in Spanish and English of upcoming events 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 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 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 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. Reports are

available for pickup with the year-end report card and parents are notified that they are available for pickup through our ConnectEd call out and social media notifications.

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.

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.

Parent-School Compact-Send District Office a copy of your 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)].

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 and families to help their children academic achievement [Section 1116 (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	Night of Stars family night	1	298	Showcasing positive aspects of APHS helps to build bridges of communication and collaboration between school and home.
2	AVID family nights	3	246	Teaching parents about how AVID positively impacts student performance is essential to the continued success of students.
3	Monthly SAC meetings	6	49	Keeping parents involved in School Advisory Council helps to promote student success.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff 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 1116(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Faculty meeting	1	65	Teachers were introduced to the Parent Family Engagement Plan and the importance of parental involvement during a faculty meeting. Through the information presented by admin, the teachers were able to 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. This training helped

				place an emphasis on student achievement by focusing on the importance of involving families in students' education.
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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	Parent Availability	Conduct meetings later in the evening and conduct parent teacher conferences before, during and after school as needed.
2	Communication of school information to parents	School website, school Facebook page, Remind 101, Blackboard ConnectEd 5, letters, phone conferences, paper progress reports and report cards, online gradebook (Skyward)