



# ALACHUA LEARNING ACADEMY

## 2018-19 Alachua Learning Academy Title I, Part A Parent & Family Engagement Plan

I, Krishna Rivera, 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 conduct outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Students Succeeds Act (ESSA). Such programs activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
- The school will be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101, and is expected that to carry out programs, activities, and procedures in accordance with this definition.
- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).

Signature of Principal or Designee

8-15-18

Date Signed

## Parent & Family Engagement Mission Statement

**Response:** Alachua Learning Academy encourages parents and families to be actively engaged in school activities and their child's learning to promote student success and achievement.

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### Involvement of Parents

The school will involve parents in the planning, review, and improvement of Title I programs including family engagement and in the decisions regarding how funds for parental involvement will be used by:

- The school Board of Directors in conjunction with the all-school Teacher Resource Committee will be responsible for conducting Parent Involvement meetings to include minutes recording review of Title Plan and implementation.
  - Parents will be asked to volunteer participation in review panel group.
  - Their input will be recorded in formal review of plan with presentations provided by lead teacher, Ms. Kaseder, and director, Krishna Rivera. Sign-in sheets will document participation.
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### Coordination and Integration

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parents how to help their children at home.

Count	Program	Coordination
	N/A	

### 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 (targeted assistance), and the rights of parents through the following activities.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold the Annual Parent Meeting in September	Principal, Title I Lead Teacher Title 1 Team	September	Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Principal, Title I Lead Teacher	September	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	September	Copies of presentation and all handouts
4	Send notices in school newsletter, send invitations via backpacks, alert parents of meeting.	Principal, Title I Lead Teacher	September	Photograph of marquee, copy of newsletters and invitations

### Flexible Parent Meetings

The school will offer flexible opportunities for parents and families to participate in organized and ongoing workshops and meetings by:

- The school will schedule the family engagement meetings on a variety of days and times such as Tuesdays, Wednesdays, and Thursdays in the evening. Childcare will be provided. Materials will be provided for parents who are unable to attend meetings.
  - Parents will be encouraged to meet individually with school staff at their convenience, before, during and after school.
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## Building Capacity – Parent/Family Workshops

The school will implement the following activities as a means to build the capacity for strong parental and family engagement and to support a partnership among the school, families, and the community to improve student academic achievement.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House	Mr. Rivera, Ms. Romeo	Outline grade level expectations to provide parents with knowledge and strategies for student success	September	Sign-in sheets, surveys, feedback, and evaluations
2	Fall Expo	Mr. Rivera, Ms. Romeo	Outline grade level expectations to provide parents with knowledge and strategies for student success	December	Sign-in sheets, surveys, feedback, and evaluations
3	Family Literacy Night	Ms. Romeo	Outline grade level expectations to provide parents with knowledge and strategies for student success	October	Sign-in sheets with evaluations
4	Spring Expo	Mr. Rivera, Ms. Romeo	Outline grade level expectations to provide parents with knowledge and strategies for student success	May	Sign-in sheets, surveys, feedback, and evaluations
5	Monthly Title 1 Newsletter	Ms. Moreland	To insure that grade level expectations are met to provide parents with knowledge and strategies for student success	Monthly	Review of success at staff meetings. Survey parents about effectiveness

## Staff Training

The school will provide the following professional development activities to educate the teachers and school staff in how to reach out to, communicate with, and work with parents and families as equal partners and in how to implement and coordinate family programs, and build relationships between families and the school.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Review of District and School-level Parent & Family Engagement Plans	Title I Lead Teacher	A positive student impact will result from the staff's ability to effectively work with families.	August	Training agendas and sign-in sheets Training evaluations Parent Surveys
2	Review of Home-School Compact and School Improvement Plan	Title I Lead Teacher and Principal	A positive student impact will result from the staff's ability to effectively communicate the academic expectation to families.	August	Training agendas and sign-in sheets Training evaluations Parent Surveys
3	Review of Four Modules of Parent Involvement	Ms. Kaserder	Increased Parent involvement to increase student achievement	January	Agendas, minutes, sign-in sheets, evaluations, and comment sheets
4	Planners Staff Workshop	Ms. Kaserder	Staff will learn how to keep parents connected to their child's classwork and classroom teacher through the use of daily planners	September	Review of success at staff meetings. Survey parents about effectiveness

## Other Activities

The school will conduct activities, make resources available to parents and families and provide encouragement and support to families so that they can more fully participate in the education of their children by:

- Maintaining a Parent & Family Resource Area consisting of information related to the school and Title I Program as well as academic resources available for home use.
  - Making the Parents Make a Difference newsletter available through the school website, The Parent & Family Resource Notebook, and is hard copy upon request.
  - Maintaining the school website to provide parent involvement documents and materials.
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## Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by;

- Conducting the Annual Meeting.
- Scheduled mailers, school newsletters and handouts will be generated each semester and sent to parents to inform them of all Title 1 related programs and the assessment methods used.
- Information is also available in the school Parent & Family Resource area.
- The school will track signed returned documents sent to parents.
- A beginning of-school packet containing parent's rights, the school and District Parent-Involvement Plan and the Parent/ Student Compact will be signed by parents to document that families have received this information.

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through;

- Information shared at the Annual Meeting.
- Quarterly Report Cards, Interim Reports and District and Statewide assessment evaluations and test score reports will be sent to parents.
- Parents of students performing below grade level will be regularly contacted by teachers and with Written reports.

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

- Sign-in sheets and feedback forms will be maintained by the school.
- Parents will be encouraged to have meetings with teachers.
- Surveys will collect information from parents about parent involvement activities.

A means to document parent comments/concerns regarding the school wide program plan when it is not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns with the plan that will be made available to the local education agency by;

- Evidence of parental input, including evidence of dissatisfaction, will be submitted to the Title I office as part of the regular Parent & Family Engagement Plan review process.
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## Accessibility

The school will provide full opportunities for participation in parent & family engagement activities for all participants (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

- Utilizing quarterly Skyward reports as a means to identify families who may need accommodations in order to actively participate in school activities.
- All parents of ESOL students are provided invitations to all Title I programs.
- Documentation including Parent's Right To Know and School Parent Compact are in multiple languages.
- A large percentage of the staff membership is bilingual.
- ELL data sheets are run quarterly to document fluctuations and ensure that information is being communicated to parents of ELL students. Record of these notices will be maintained.