



2018-2019 Title I Parent and Family Engagement Plan

Compass Middle Charter School



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

To promote critical thinking and creativity, strong academic skills and a commitment to creating lifelong learners. The school will empower students through high intellectual and conduct standards-building on their promise, as they prepare for high school, careers and citizenship.

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: _____ Anita Fine _____ Date: _____

Involvement of Parents	
<p>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).</p> <p>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.</p>	
Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?	Compass Middle Charter School's Title 1 Facilitator/Leadership team will hold parent meeting at least 3 times a year for parents to provide suggestions/revise our Parent Involvement Plan.
How do you use the information from reviewing the plan to design strategies for more effective engagement?	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.
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?	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 meetings.
What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)	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. Parents are invited based on their willingness and dedication to being involved with the school. Meeting documentation will be filed into the Title One eTask file. These meetings will be on scheduled dates at the beginning of the school year, if needed, to review and finalize the decisions made by parents from the previous parent meetings held in the final months of the previous year.
How will this plan assist in providing high quality instruction for all learners?	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 Sunshine State Standards, FSA, and Ongoing Assessment data to support high quality instruction provided during the school day.
How will the school share comments received from parents/families?	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 that is located in our front office.
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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>	Parents are provided a calendar of events on our website and the calendar is updated as events are added. All dates and times of events are posted on the school calendar which is available through our website and our school app. For parents who are not able to attend, a letter with weblinks will be sent home to make parents aware of the information within a two week period after each event.
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<p>Describe what childcare, home visits and/or transportation services are provided by your school.</p>	<p>Parents are welcome to bring younger siblings to the parent meetings, a translator is available is needed. Transportation is not available.</p> <p>Some teachers, with administration present, will make home visits to conference with parents who can not attend and transportation is the only barrier. Our school will address other barriers that prohibit parent/family engagement on a needs basis and as funds are available.</p>
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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.

Date and time you will hold your meeting?	
<p><u>Notification and Invitation:</u></p> <ul style="list-style-type: none"> How will you inform and invite parents/families in a timely way about the Annual Meeting. 	<p>All parents will be notified of the Annual parent meeting via a flyer attached to the Weekly progress report 2 weeks prior, a Push notification through the school's app 2 weeks, 1 week, 2 days, and 1 day prior, and a highlighted reminder sticker attached to the Weekly progress report 1 week prior and through our website.</p>
<p><u>Information:</u></p> <p>Please describe how your meeting will cover information about:</p> <ul style="list-style-type: none"> 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. 	<p>The agenda for our Annual Parent meeting will include a whole group presentation with a PowerPoint on how 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. In addition, information about this plan and our school compact will be discussed.</p> <p>After the general meeting, the parents are encouraged to visit their child's teacher(s) to hear specific information about the curriculum and state assessments their child will take.</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><u>Barriers:</u></p> <ul style="list-style-type: none"> What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation 	<p>Transportation is not offered, translation of materials is given out will be translated in English, Spanish, and HC as needed. A Spanish translator is available on campus for parents who do not understand English. Light refreshments will be provided and parents are welcome to bring younger siblings to the meeting so childcare is not needed.</p>
<p><u>Evaluations:</u></p> <ul style="list-style-type: none"> How will you get feedback from parents about the meeting? 	<p>Every parent who attend 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 FSA they would like to learn more about.</p>
<p><u>Parents who do not attend?</u></p> <ul style="list-style-type: none"> How will you get the information home to parents who do not attend the meeting? 	<p>For parents who are unable to attend the meeting, the PowerPoint along with any other information will be available on our school website.</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.

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	Information were to locate Florida Standards by grade level.	Throughout the school year, parent conferences				x
State Tests & Achievement Levels	Increase parents' knowledge of the FSA and given information to help them prepare their child.	Parents given sample test questions and test taking strategies. Websites that provide testing practice and additional information on the standards	February 2019 at 5:30pm		x		x
Transition (Kdg, MS, HS)	These meetings will provide information to the parents to help their child make a smooth transition	Provide parents of new student information on the school's policies. Parents of 8 th grade students will be given information about their child's high school to help prepare them for the transition	New Student Orientation July – 10:00am 8 th Grade Transition – May 2018				x
Literacy 1116 (e)	Increase parent's knowledge of strategies to improve literacy at home.	Provide parent with a handout and demonstration of strategies to use at home to improve literacy.	January 2019		x		x
Technology, Parent Portal	Provide parents with information how to navigate the parent portal and the school app	Hands on workshop, directions how to download app and tips to navigate parent portal and app	New Student Orientation July- 10:00am				X
College and Career	N/A						
Graduation Requirements/Scholarships	N/A						
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?		SAC Evaluations at previous workshops Parent meetings to review compact/old PIP/PFEP					
How do you evaluate effectiveness?		Data Collections Student achievement data Comments on surveys					
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.		Curriculum guides Homework guide for parents Strategies for parents to use at home					

	Information in other languages
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	The school work with the community through sports program, as coaches and mentors, to invest in the communities children promoting positive relationship and encouraging students to succeed.

- 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.

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 ... <ul style="list-style-type: none"> ○ <i>how to reach out to, communicate with, and work with parents/families as equal partners,</i> ○ <i>the value and utility of contributions of parents/families</i> ○ <i>how to implement and coordinate parent/family programs</i> <i>how to build ties between parents/families and the school</i>				
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>
Dual Capacity Framework by Dr. Karen Mapp	Researched based strategies for building family and community partnerships	Title I facilitator will lead a staff discussion of the framework as they view the video clips	All staff members	
Family Friendly Schools	Tips and procedures to make our school more friendly and inviting for parents and visitors	PD will be held prior to Orientation	All staff members	

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?	Within the 4 th week of school, parents will receive a notification of all teachers' qualifications. The notification will be sent home with the students' weekly progress reports.
<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, parent conferences, progress monitoring, parent portal
<i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i>	Parent conferences throughout the year with data and state reports once released
<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:

○ Homeless	Working with the HEARTH program, we are dedicated to assist those students and families by eliminating the barriers due to homelessness and make sure they receive the same opportunities to have a success academic career. The administration will conduct a staff meeting with the teachers that will be in contact with the child to maintain the privacy of the child. We will conference with the parent about resources available as parents request.
○ Migrant	Migrant students will be assisted by the school and the District Migrant Education Program. Students will be prioritized by the MEP for supplemental services based on need and migrant status. 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. We provide translations and have translators available in their native language if requested for conferences and workshops. If necessary, teachers and an administration will conduct a home visit to inform the parent of important information regarding school or academics.
○ Preschool	N/A
○ ESOL	We provide translations and have translators available in their native if requested.
○ SAC School Advisory	All parents are invited based on their willingness and dedication to being involved with the school. We communication information to parents through our school website, student planners, newsletters, emails, Compass Mobile App push messages, flyers, and reminder notifications on the students' weekly progress reports. Parents are encouraged to attend the meetings to take part in improving the quality of instruction, engagement, and achievement of our students.
○ PTO/PTA	N/A
○ Community Agencies	N/A
○ Booster Clubs	N/A
○ Business Partners	N/A

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) Mentor?</p>	<p>At the Annual Meeting in September, parents will learn have they can have an opportunity to become more involved with the school. We encourage parents to join SAC, assist in the classroom, or read to students. Parents who has a barrier that does not allow to them to come school, they can assist the teacher or school by completing projects at home.</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>The plan and compact, mobile app push notifications, flyers, calendars, website, parent workshops, SAC meetings, progress reports, report cards, state assessment information</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>The school is equipped with ramps and enlarged bathroom stalls. Microphones and speakers are always used at all events. Childcare will be considered and made available as needed. Transportation is not offered. Translation of materials given out will be translated in English, Spanish, and HC as well as we will provide a translator at the meeting. Parents are welcome to bring their child(ren)to the meeting so childcare is not needed.</p>
<p>How does your school provide information to parent's in their native language? What languages do you provide? Section 1116 (e) (5) Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p>	<p>Translation of materials given out will be translated in English, Spanish, and HC as well as we will provide a translator at the meetings.</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 • Parent University • Other 	<p>Include the information on website, Parent and Family Engagement Notebook Send home: newsletter, flyers with weekly progress reports</p>