



Parent and Family Engagement Plan 2019-2020

Lake Alfred Polytech Academy

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

Lake Alfred Polytech Academy will strive to build relationships to support learning for all students with the focus on promoting transparency between the school staff, students, parents and other stakeholders.

What is Required:

Assurances: We will:

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature: _____

A handwritten signature in black ink, appearing to read "Julie Grace". The signature is written over a horizontal line.

Date: 8-19-19



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EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.

	Date of meeting to gather parent input.	How were parents invited to give input?	Describe the method in which parents were involved.	What evidence do you have to document parent/family participation?
School Improvement Plan (SIP)	2-27-2019	Welcome sign on road	Discussion at SAC Meeting	Copy of meeting minutes
Parent and Family Engagement Plan (PFEP)	2-9-2019	Facebook	Parents were given old plan and asked to review for updates	Copies of plans with parent comments
School-Home Compact	2-9-2019	Facebook	Parents were given old plan and asked to review for updates	Copies of plans with parent comments
Title I Budget	2-27-2019	Welcome sign on road	Discussion at SAC meeting	Copy of meeting minutes.
Parent & Family Engagement Allocation	2-9-2019	Facebook	Parents were asked to add or remove events for Parent Nights	Copies of plans with parent comments

**Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

** Evidence of the input gathered and how it was/will be used should be available on Title I Crate.*

2. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

Tentative date & time(s) of meeting	Aug. 29, 2019 5:30-7:00PM
How are parents notified of the meeting?	Fliers sent home, Facebook, School web page
What information is provided at the meeting?	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. 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.
How are parents informed of their rights?	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 engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	Parents will be encouraged to bring their children, even if they do not attend LAPA so they can have the opportunity to visit the school and receive the information. We also will have translators available for parents who speak Spanish or Haitian Creole.
How will you get feedback from parents about the meeting?	Parents are given a feedback form as they enter the presentation to be filled out.
How do parents who are not able to attend receive information from the meeting?	The information is available on our website for parents who did not attend.



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3. **Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.**

Title IV-Homeless	Our guidance counselor works with the HEARTH program to assist our students. If there are issues with transportation our APII will contact the district. Teachers are informed about the student's status on a need to know basis.
Migrant	We have a student success coach and social worker who will do home visits. Information is provided to these family in their native language. Translation is also available in all correspondence and parent events.
Preschool Programs	N/A
Title III-ESOL	We have two ESOL paras, one who speaks Spanish and one who speaks Haitian Creole. During our parent nights we have a translator available for any parent or community member with that need.
SAC	SAC meets every month on the last Wednesday. Parents and community members were invited to attend at Orientation and Open house. All meeting dates for the year were made available at both events. Information about SAC is posted on our website. Anyone is welcome to attend and is given the opportunity to speak to the group.
PTO/PTA	PTO meets every month, parents were invited to attend at Orientation, Open House, and parent event nights. There will also be a flyer that will go home to all parents. Information will be available on our website and Facebook page. All parents are welcome to attend.
Community Agencies/Business Partners	There are many ways community members can become involved with our school: join the SAC committee, join PTO, become a business partner and participate in the Great American Teach-in.

4. **Utilize strategies to ensure meaningful communication and accessibility.**

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	Parents will be invited to conference with teachers, teachers will contact parents via phone or email, parents will receive fliers for events and information will be available on our website and Facebook page.
Describe how 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.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Parents will be invited to the annual parent meeting, parent conferences, and parent nights. Other: progress reports, report cards, teacher communication, school website, and Facebook page.
Describe how your school provides information to parents in their native language. What languages do you provide?	We have staff members on campus to be able to help with Spanish and Haitian Creole families. These staff members are available at our parent nights.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	All of our parent events are held in areas that are accessible to all families. We have areas for family members to sit if needed and we provide food.
Describe the opportunities parents have to participate in their child's education.	Parents are encouraged to volunteer at our school. Teachers offered their email address and the school phone number for parents to communicate.

5. **Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.**

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Volunteers in our schools	To train staff on the importance of volunteers in our schools and how to work with them.	School based coaches will present materials on what volunteers do and the importance of them at our school.	All teachers and support staff	9/16/2019
Effective conferencing with parents	To work with teachers on how to do positive interactions with parents	School based coaches will work with teachers on how to have an effective conference	All teachers	1/27/2020



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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

Building Capacity of Parents and Families								
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation	How will this support learning at home?
Curriculum Areas	Science Night Literacy/Multicultural night	Different stations will have information on the different Science standards. Students will learn about literacy skills needed for informational text, while learning about different cultures at our school.	10-24-2020 3-19-20 6pm-7:30pm		✓	✓	✓	Information will be provided for Reading, ELA, Math and Science standards. Parents will be provided with strategies to help their students with reading at home.
State Assessments & Achievement Levels	Testing/ Makerspace Night	Students will learn about the testing schedule, test taking strategies, websites to use at home for help and have the opportunity to participate in a Makerspace challenge.	1-16-2020 6PM-7:30PM		✓	✓	✓	Parents will learn how they can help prepare their student for testing.
Technology, Parent Portal	Title One Annual Meeting/Open House	Students will learn about their STAR goals and be able to meet with the teachers to learn ways they can reach the goals.	8-29-2019 5:30-7:00PM		✓	✓	✓	Parents will learn how to get access to Parent Portal. They will learn about our school goals and their students goal from STAR testing.
Transition (Kdg, MS, HS)	Middle School Transition Night	Information will be provided to parents on programs available and how to prepare their child for middle school.	4-14-2020 6PM-7:30PM		✓	✓	✓	Providing important information for incoming 6th grade students.
College & Career	N/A							
Graduation Requirements & Scholarships	N/A							
Conferences	Parent Conference Day	Parents will be scheduled for conference throughout the day to make it more convenient for parents.	2-14-2020 8:30AM-4:00PM		✓	✓	✓	Parent will have the opportunity to meet with teachers about how they can help their students be successful.

How will workshops/events be evaluated?	Every event will have a parent survey that is completed at the end of the night.
How will the needs of parents be assessed to plan future events?	Parents were asked during PTO meetings and SAC meeting for input on future events.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Language, childcare, work schedules; our school will provide translation for both Spanish and Haitian Creole. We will provide childcare on site so the whole family can attend and we have scheduled our events during evening hours for family members to be able to attend after work.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Our events are after school in the evening for a hour and a half. We provide food for the parents.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information will be available through Facebook and on our school website.

**These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*