



Parent and Family Engagement Plan 2019-2020

Alta Vista Elementary

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:

We commit to working together with our families to increase student achievement by creating an environment where all children love to learn, all teachers love to teach, and all parents are invited to be a key part of the process.

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: _____

Date: _____

8/20/19



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Alta Vista Elementary

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)	9/13/2018, 9/21/2018, and by appointment	the website, marquee, and by flier.	Suggestions written on copies of the SIP draft or newsletter comment form.	Sign-in Sheets, meeting minutes, marked draft copies of the SIP
Parent and Family Engagement Plan (PFEP)	4/18/2019, 4/30/2019, and by appointment	the website, marquee, and by flier.	Suggestions written on copies of the 2018-19 PFEP or newsletter comment form.	Sign-in Sheets, meeting minutes, marked copies of the 2018-19 PFEP.
School-Home Compact	4/18/2019, 4/30/2019, and by appointment	the website, marquee, and by flier.	Suggestions written on copies of the 2018-19 Compact or newsletter comment form.	Sign-in Sheets, meeting minutes, marked copies of the 2018-19 Compact.
Title I Budget	4/30/2019 and by appointment	The budget was presented to SAC	SAC members reviewed the budget and voted to unanimously approve it.	Sign-in Sheets, meeting minutes
Parent & Family Engagement Allocation	4/18/2019, 4/30/2019, and by appointment	the website, marquee, and by flier.	Parents voted	Sign-in Sheets, meeting minutes

**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	9/12/2019 4:15 and 5:15, by appointment, or on the Alta Vista Website
How are parents notified of the meeting?	The meeting will be advertised by flier, on the marquee, in the newsletter, and on the school website.
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?	The meeting will be held at flexible times and translation will be provided.
How will you get feedback from parents about the meeting?	Families will be asked to complete a simple survey before they leave.
How do parents who are not able to attend receive information from the meeting?	The automated, narrated, bilingual PowerPoint will be posted on the school website or an appointment can be made by calling 863-421-3235.



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Alta Vista Elementary

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	The HEARTH program is contacted as indicated to assist families in need of housing and other living necessities. Recommendations for additional resources are provided with the United Way being the primary referral.
Migrant	Alta Vista has a low migrant population.
Preschool Programs	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.
Title III-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	The TTI Budget, including 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 invited to be a member of PTO, translation is provided as needed.
Community Agencies/Business Partners	Alta Vista's efforts to educate students are supplemented by numerous organizations and partnerships, some of which send support materials home or meet with parents to develop ideas of how to help outside of school.

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.	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 also facilitate a home-school connection. Most communications are in English and Spanish.
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.	Workshops, the school website, the monthly newsletter, parent conferences, and the parent portal are used to inform parents about curriculum and assessment details.
Describe how your school provides information to parents in their native language. What languages do you provide?	All information is sent in English and Spanish. Spoken events are translated by staff or volunteers.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	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.
Describe the opportunities parents have to participate in their child's education.	Families are encouraged to conference with teachers, attend building capacity events, and to volunteer.

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>
Effective Conferencing	Effective communication between teachers and families increases the likelihood of academic success.	Round table discussion, among grade level team members	All Faculty	August 6, 2019 9:00 am
Family Friendly Schools Training for Office Staff	Parents who feel comfortable at the school are more likely to attend workshops and volunteer.	FDLRS	Office staff	As offered by FDLRS



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Alta Vista Elementary

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
Curriculum Areas	Open House	Families who know what their child is learning can be supportive at home.	9/12/2019 4:00-6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Conference Night	Families who know the implications of State testing can help their child set goals.	10/10/19 4:00-6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Open House	Families will be able to monitor progress throughout the year.	9/12/2019 4:00-6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Roundup	Families will know which skills children should have when starting Kindergarten.	As scheduled by the District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	N/A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships	N/A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences		A plan can be made to address student needs.	by appointment use the student agenda or call 863-421-3235	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	% of population attending, surveys completed by participants, and observation
How will the needs of parents be assessed to plan future events?	responses to surveys, data analysis
What are the barriers for parents to attend workshops/events and how do you overcome these?	Language and time are common barriers. Translation is provided and flexible meetings are provided including the ability to make a convenient appointment to receive information and assistance.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Workshops are offered in a 20 minute rotating format, allowing parents to join in as they arrive. Meetings are held at two different times and content is posted on the school website. Opportunities to make a convenient appointment, to receive the information, are available.
How do parents who are not able to attend building capacity events receive information from the meetings?	Parents who are unable to attend events are offered the opportunity to schedule a convenient appointment by calling 421-3235. Event information is sent home with students, as needed, and/or posted on the school website.

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