



Parent and Family Engagement Plan 2019-2020

Victory Ridge 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:

Victory Ridge Academy is dedicated to facilitating each child's maximum independence, communicative abilities, social-emotional well-being, in addition to maximizing academic knowledge and skills by using innovative programs that combine an educational and medical model.

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: Debra B Johnson Date: 8/28/2019



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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)	9/16/2019; will be reviewed at Open House / Annual Meeting.	SIP will be reviewed at Open House, additional parent feedback will be collected at this time.	Throughout the school year parent feedback and suggestions were collected, discussed and taken to the PTO and board as needed.	Feedback forms and surveys
Parent and Family Engagement Plan (PFEP)	5/30/2019	A note was sent home with students; additional copies located in front office of the school. Survey link was posted on the website.	Parents were encouraged to provide feedback, comments and concerns using the survey website.	Survey results were saved on the survey website and a printed copy saved with Title 1 documents.
School-Home Compact	5/30/19	A note was sent home with students; additional copies located in front office for parents.	Parents were encouraged to provide feedback on the 2018-19 compact. Responses were used to make changes and updates to the 2019-20 compact.	Returned 2018-19 compacts with markings from families and staff.
Title I Budget	9/16/2019; will be reviewed at Open House/ Annual Meeting.	The 2018-19 budget as well as the 2019-20 budget will be reviewed along with the proposed parent/family engagement events.	Previous survey provided guidance; parents will be given the chance to provide additional comments/feedback at the Open House/ Annual Meeting.	Minutes of the Open House / Annual Meeting will be maintained.
Parent & Family Engagement Allocation	5/30/2019	A note was sent home with students with additional copies located in the front office for families.	Parents were encouraged to provide feedback and suggestions using the survey website.	Survey results were printed and saved on the survey website.

**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	Monday, September 16, 2019 4pm - 6pm
How are parents notified of the meeting?	An invitation to attend the Open House / Annual Meeting will be sent home in the communication folder in student backpacks and sent out on social media. The event will also be posted on the School calendar and call-out will go out to families.
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?	Letter sent home to parents via student communication folder in their backpack on the first day of school informing them of their rights. A copy of Parent's Rights to Know will also be posted on our website. Barriers we will address through the school and services we will provide include- child care, translation, food/beverage at meetings/events.
How will you get feedback from parents about the meeting?	A paper survey will be given to parents to complete and return the night of the meeting in addition to entertaining questions during the meeting itself.
How do parents who are not able to attend receive information from the meeting?	A copy of the information will be made available for parents to view or pick-up in the Front Office as well as specific items and notes sent home via communication folders when requested.



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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	VRA provides assistance and support for families in locating community, state and federal resources that are available for students/families in need. VRA has a good working relationship with local business that provide support for families in need. On staff we have a licensed psychologist who may be able to provide additional support. Breakfast and a hot lunch is provided to all students free of charge. Weekend food backpacks are also provided for students in need.
Migrant	VRA provides assistance and support for migrant families in locating community resources when needed. VRA has a good working relationship with local business who provide support for families in need. VRA has very few families that are identified as migrant, as they come to our school we will work with them to maintain academic progress.
Preschool Programs	VRA provides a full day preschool for students birth to Kindergarten ready. Currently there are four classes, students are provided with the same supports and resources that are provided to all VRA students. All preschool students are identified as special needs students.
Title III-ESOL	VRA screens all students who are entering school for the first time as well as all Kindergarten students through the home language survey for possible ESOL needs. VRA follows all state/federal guidelines for ESOL services. The majority of the time for our students the ESE accommodations and supports are more extensive than those provided with ESOL.
SAC	VRA has a governing board which includes a parent rep. Both the governing board and the PTO provide suggestions, feedback and support.
PTO/PTA	VRA has an active PTO program. Parents and VRA staff are involved in activities, fundraising and creating a positive school culture.
Community Agencies/Business Partners	VRA works with community agencies such as Vocational Rehab, Central Florida Health Care, Goodwill, CARD as well as many others to provide families information and support through the school year and with our Agency Night program.

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.	Staff training on effective communication and parent conferencing will be provided, daily/weekly teacher/family communication, call-out system, letters home, emails, parent/teacher conferences and social media will be used to ensure ongoing communication.
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 provided information regarding curriculum and assessments/data through the Annual Meeting, parent training, through information sent home, on the website and in the Front Office.
Describe how your school provides information to parents in their native language. What languages do you provide?	We have staff members who are available to act as translators when needed and documents are translated and sent home to the families that need this service.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	VRA is ADA compliant, meeting and event sites are planned with families with disabilities in mind. Should a parent need a special accommodation we will make every effort to assist them.
Describe the opportunities parents have to participate in their child's education.	Parents are encouraged to visit the classroom, participate in Title I as well as all other school events. Parents are active members of the IEP team that creates student goals for the coming year.

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>
Parent Communication, Engagement and Involvement Training	Training teachers and staff on effective two way communication with parents and ways to increase engagement and involvement will increase parent involvement. Studies have shown increase parent engagement and involvement has a corresponding increase in positive student outcomes.	Presentation followed by group activities with best practices.	VRA classroom teachers and office staff	Monday, September 16, 2019 11 AM
Sanford Harmony/Social Emotional	VRA students often struggle with social emotional cues. Sanford Harmony is a program we will use with our students and share strategies with parents through parent-teacher communications to increase parent engagement.	Workshop with presenter from Sanford Harmony; follow-up with PLC groups.	VRA classroom staff	Monday, September 11, 2019 1:30 PM



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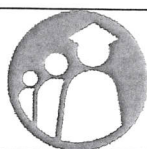
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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (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
Curriculum Areas	Annual Meeting; Curriculum and State Testing; Literacy Night	Increase awareness for parents of the curriculum VRA uses with our students as well as increase literacy strategies	9/16/19 2/24/20 4/23/20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Curriculum and State Testing	Increase awareness for parents of curriculum and how VRA uses it with our students.	2/24/20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Annual Meeting and Parent Nights	Will increase parent's comfort level with accessing student information.	9/16/19 10/31/19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Agency Night	Parents will be able to better understand the different needs of their child as they approach different transitional times.	1/23/20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	Agency Night and Transition Meetings	VRA will be onsite to assist families along with Transition Coordinator to assist families.	1/23/20 and ongoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Graduation Requirements & Scholarships	Curriculum and State Testing and Graduation	Families will have a better understanding of the required courses, assessments, and waivers that will be needed.	2/24/20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences	Parent-Teacher Conferences	Parents will have a chance to sit down with teachers to review student progress and goals.	week of 9/30/19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Surveys will be given to parents/families to request feedback.
How will the needs of parents be assessed to plan future events?	Survey results will be reviewed and adjustments will be made as needed for upcoming events to better serve parent needs.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Barriers for parents attending events are childcare, transportation and time. VRA will offer child care for evening events, some events will be held during school hours close to start/end of the day to assist with transportation needs. Food/beverages will also be offered.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We will have a calendar for parents at the start of the year that lists all the dates of upcoming activities and events; should we need to reschedule due to weather or other events we will find dates that fit best with parents.
How do parents who are not able to attend building capacity events receive information from the meetings?	A copy will be sent home with students via communication folders, made available in the front office as well as through social media / web-page.

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



2019-2020 Compact for Learning

This compact outlines how the parents/family, the entire school staff, and the students will share the responsibility for improved student academic achievement. By linking learning, the school and parents will build and develop a partnership that will help our students achieve the state's high standards for the school year.

	Staff Responsibilities	Parent/Family Responsibilities	Student Responsibilities
Curriculum High Academics	Instruction from highly-qualified staff in both Florida Standards and modified curriculum access points. Provide relevant professional development opportunities for teachers throughout the school year.	Impress upon your child the importance of all learning including: all academic and social emotional areas. Attend parent-teacher conferences and talk with your child about what they learned in school.	Invest in your education by involving yourself in daily activities; giving your best effort each day. Ask questions of your teachers when you are not sure or when you need any assistance.
Monitoring Student Progress	Progress monitor students and report progress through report cards, interim reports, progress reports as well as daily/weekly communication with families.	Participate in your child's activities such as classroom activities, school events, PTO, IEP meetings, parent education series, monitoring communication folder and attending Parent-Teacher Conferences.	Prepare at home by completing your homework, making sure that your work is placed in your folder for school and reading every night. Talk to your families about what you are learning each week in class.
Partnership Be Involved	Encourage parents and students to be involved by sharing and providing engaging opportunities throughout the school year.	Engage your child learning by being on time daily. Attending school / classroom events as well as providing feedback to the school.	Daily attendance, respecting classmates and engaging in learning activities will increase learning opportunities. Students are expected to ask questions as well as participate in discussions group activities.
Communication Stay Informed	Be involved in student's daily learning activities, use a daily communicator in the agenda/folder and keep the lines of communication open with families.	Check your child's backpack, agenda and folder for assignments and feedback from teacher daily. Review homework with students.	Come to school prepared to learn with your agenda and homework complete. Ask questions when you are not clear. Encourage family to come to school events.
Learning Environment	Differentiated Instruction is provided through curriculum, STEM, therapies, behavior management, augmentative and alternative communication systems.	Increased involvement in your child's education by volunteering at school events, joining PTO, and by helping with classroom projects. Families are encouraged to volunteer at least 3 hours each year. Talk with your teacher for volunteer opportunities.	Respect the learning environment and items in the classroom and around the school campus. Come to school ready to learn and be engaged in and out of the classroom.
This compact was discussed on _____ <small>Optional for Secondary</small>	_____ Teacher Signature	_____ Parent/Guardian Signature	_____ Student Signature

Please visit our school's website for additional information, including curriculum and instruction, assessment dates, staff contact information, Title 1 resources, and other important dates.

If you do not have access to our website please visit the front office for printed information or call the front office.

Web Address: www.victoryridge.org

Phone Number: 863-679-3338