



# 2017-2018 Title I Parent and Family Engagement Plan

Lake Alfred Elementary



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

**The staff at Lake Alfred Elementary Believe that each and every student has the potential to learn and achieve excellence. It is our job at LAE to provide high quality education, timely interventions, and a safe learning environment. Lake Alfred Elementary strives to build strong relationships between parents and families. Our doors are always open for parents and families to have a positive impact on their child's learning. We are ONE Team! One Dream!**

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:    Matt Burkett    Date:    10/28/17   

<b>Involvement of Parents</b>	
<p>If the school wide program plan under <b>Section 1116 (b) (1)</b> 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 <b>Section 1116(b) (4)</b>.</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>	
<b>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</b>	We encourage and welcome the involvement of parents and families in the development, implementation and evaluation of the Title One program. We provide many ways in which parents/families can provide input. Lake Alfred Elementary uses methods such as meetings, fliers, newsletters, our marquee, feedback forms, school website, and email to collaborate with parents/families in the creation and evaluation plans
<b>How do you use the information from reviewing the plan to design strategies for more effective engagement?</b>	This plan is reviewed several times throughout the year, to evaluate progress and make any necessary changes to the data. This provides valuable information to help determine where we need to improve to better assist our parents/families understand curriculum, state assessments and provide strategies, resources and materials at home.
<b>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?</b>	Our school SAC (School Advisory Council) is comprised of various teachers, parents, and community members, volunteering their time to review the Title One, School-Parent Compact, and the Parent Family Engagement Plan giving feedback on the items they review by feedback forms, agendas, and meetings.
<b>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</b>	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.

## 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.

<p><b>Date and time you will hold your meeting?</b></p>	<p>This year we will hold our annual parent meeting in conjunctions with Open House and Family Reading Night on Tuesday October 24, 2017 at 4:30pm – 6:30pm</p>
<p><b>Notification and Invitation:</b></p> <ul style="list-style-type: none"> <li>o How will you inform and invite parents/families in a timely way about the Annual Meeting.</li> </ul>	<p>Parents will be notified of the Annual Meeting by monthly newsletter, fliers, social media, and the school marquee.</p>
<p><b>Information:</b>  <b>Please describe how your meeting will cover information about:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.</p> <p>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.</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><b>Barriers:</b></p> <ul style="list-style-type: none"> <li>o What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</li> </ul>	<p>Translators and translated handouts will be available to all parents at the event. We will also have refreshment available to parents and families</p>
<p><b>Evaluations:</b></p> <ul style="list-style-type: none"> <li>o How will you get feedback from parents about the meeting?</li> </ul>	<p>Family feedback forms will be available at the event. The feedback forms will be reviewed, when feasible parents suggestions are incorporated into the plan.</p>
<p><b>Parents who do not attend?</b></p> <ul style="list-style-type: none"> <li>o How will you get the information home to parents who do not attend the meeting?</li> </ul>	<p>Parents who are unable to attend will be able view the presentation on the school website. Handouts will be available in the office and sent home upon parent request.</p>
<p><b>How will this plan assist in providing high quality instruction for all learners?</b></p>	<p>Students and their families will be given a variety of opportunities throughout the school year to apply their knowledge of Florida State Standards in engaging academic evenings. Each events provides parents with resources and tool needed to work with their child at home in an effort to increase student success. Translators will be provided at every events.</p>
<p><b>How will the school share comments received from parents/families?</b></p>	<p>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.</p>
<p><b>How will this plan be made available to the community?</b></p>	<p>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.</p>

## 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)**

<p><b>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</b></p>	<p>Parents will be notified by school marquee, handouts, newsletters, and social media, all events will be hold after to school.</p>
<p><b>Describe what childcare, home visits and/or transportation services are provided by your school.</b></p>	<p>Teachers are encouraged to keep open communication between school and families. This is accomplished by flex scheduling of parent conference. This includes using new social media technology to interact with families. Our school will address any barrier that hinders the parent/family engagement on a need basis or if requested and when feasible accommodates those requests.</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.

<p><b>Title Topic</b></p>	<p><b><u>Impact on Student Achievement</u></b></p>	<p><b><u>Materials</u></b></p>	<p><b><u>Tentative Date/Time</u></b> Is it flexible?</p>	<p><u>Transportation</u></p>	<p><u>Refreshments</u></p>	<p><u>Childcare</u></p>	<p><u>Translation</u></p>
<p><b>Curriculum /Florida Standards Family Nights</b></p>	<p>Provide information to parents on standards be grade level and how the can help their child.</p>	<p>Information on where to find Florida Standards by Grade.</p>	<p>Oct 24 Reading 4-5:30 Jan 23 Math 4;5:30 Feb 27 Sceinceb4-5:30</p>		<p>x</p>		<p>x</p>

<b>State Tests &amp; Achievement Levels Title One Night, Family Nights</b>	Provides test strategies to parent/students. Informs parents on the assessments their child will be taking	Parents will be given sample test questions and test taking tips to help their child. Websites that provide testing practice and additional info on standards will be available to parents.	Oct 24 Reading 4-5:30 Jan 23 Math 4;5:30 Feb 27 Sceince4-5:30			x	x
<b>Transition (Kdg, MS, HS) Kindergarten Round Up C</b>	Both events allow parents and students to see the educational programs of their upcoming school	Both events provide information to prepare the student/child for school.	KG round up is Spring 2019 Middle School showcase Dec 1 2018 and spring 2019			x	x
<b>Literacy 1116 (e) Family Reading Nights</b>	Provides parents with tips on how to read with their child.	Reading materials and web resources	Workshops are on Oct 24, Jan 23, Feb 27 March 23,			x	x
<b>Technology, Parent Portal Orientation</b>	Provide parents important information on checking child's grades.	Demonstration upon request at any workshop. Handouts are available in the front office and PIN	Oct 24 Reading 4-5:30 Jan 23 Math 4;5:30 Feb27 Sceince4-5:30			x	x
<b>College and Career Middle School Showcase Great American Teach in</b>	Students understand the practical uses for Florida State Standards to real world applications	A variety of material will be handout to students.	Spring 2019				x
<b>Graduation Requirements/Scholarships N/A</b>							
<b>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?</b>	Parents' needs are assessed through SAC, PTO, Parents surveys, District parent survey, evaluations of previous workshops, parent meetings.						
<b>How do you evaluate effectiveness?</b>	We encourage parents to complete surveys. We also use student achievement data.						
<b>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.</b>	Parents are invited to participate in and take home materials supporting the Florida State Standards at each academic event. Our newsletter and school website also have valuable student information.						
<b>Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?</b>	<b>Lake Alfred Elementary SAC (School Advisory Council) and PTO(Parent Teacher Organization) are comprised of community members severing as a liaison between school and the community, These partnerships provide invaluable support to our students by donations of supplies, displaying students achievement, etc.</b>						

- *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)].

<b>Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...</b>				
<ul style="list-style-type: none"> <li>○ <i>how to reach out to, communicate with, and work with parents/families as equal partners,</i></li> <li>○ <i>the value and utility of contributions of parents/families</i></li> <li>○ <i>how to implement and coordinate parent/family programs</i></li> </ul> <p><i>how to build ties between parents/families and the school</i></p>				
<b><u>Please describe below how you do this.</u></b>				
<b><u>Topic -Title</u></b>	<b><u>Purpose?</u></b> How does this help staff build school/parent relationships?	<b><u>Implementation format:</u></b> (Workshop, book study, etc.) <b><u>Presenter?</u></b>	<b><u>Who is the audience?</u></b>	<b><u>Tentative Date/Time</u></b>
<b>Bloodborne Pathogens Moodle Training</b>	Maintaining the safety of our school environment, students, and staff	Moodle	ALL staff	Completed by Nov 13, 2017
<b>Critical Issues Training</b>	Provide teacher and Administrators the tools understand challenges students are facing in today's world.	Power Point presented by Ms. Smith, Lake Alfred Guidance Counselor.	Teachers and Administrators	Dec 5, 2017
<b>Educating Everybody's Child</b>	Assist staff in understanding all students and backgrounds.	Book Study	All teachers and admin	Sept 2017 – Feb 2018

## Communication

<b>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)];</b>	
<b>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?</b>	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.
<b>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?</b>	Teachers/Staff qualifications are available at the front office upon parent request.
<b>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?</b>	Teachers will discuss these topic throughout the year with parents/families in agendas and at parent teacher conferences. We also encourage parents to attend school meetings and activities throughout the year. Parents can also provide input at the events to increase student safety and achievement.
<b>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</b>	All students' scores are available at front office upon request. All scores not pick are up are distributed to the students with in the first interim report at the beginning of the school year.
<b>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?</b>	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:

○ <b>Homeless</b>	The Hearth program helps assist homeless and in-transition families by eliminating barriers to school enrollment, attendance, stability and academic success. We work to ensure that children experiencing homelessness have the same opportunities for educational success as housed students in Polk County. The guidance office and teacher work closely with parents/families to assist the student in every way.
○ <b>Migrant</b>	Translators are provide at every event, parent conference and meeting. We provide information and materials in students and parent/families native language.
○ <b>Preschool</b>	All students receive school related events/programs. We work closely with our preschool teacher throughout the year to ensure a smooth transition to Kdg. We also host a fun-filled Kdg round up every spring. This enables all parents/families to receive standards for the upcoming year.
○ <b>ESOL</b>	We have two ESOL para on campus to service our Spanish and H/C speaking students. We work with the ESOL department to provide materials to these students in their native languages.
○ <b>SAC School Advisory</b>	Our SAC members are volunteers from the community, parents, and teachers. However all parents/families are welcome to come and are invite to attend through the yearly calendar, marquee, website, agendas, handouts. All parents are welcome to voice questions or concerns at the meetings.
○ <b>PTO/PTA</b>	All parents are invited to serve on the PTO; our current PTO is consist of current student parent/families. All parents are notified of these meetings through our yearly school calendar, marquee, agenda, handouts, social media, and email. All parents/families are open to speak at the meetings regardless of membership. PTO offers materials on current events happening in the school, this gives parents/ families opportunities to help their student at home.
○ <b>Community Agencies</b>	LAE sends out regular invites to our community partners to participate in school events and meetings. Our community partners such as daycare centers, Boys and Girls Club and Churches are members of SAC and PTO.
○ <b>Booster Clubs</b>	
○ <b>Business Partners</b>	

## 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><b>What opportunities do parents have to participate in their child (rens) education?</b>  <b>Volunteer?</b> Section 1116 (d) (c)  <b>Mentor?</b></p>	<p>Parents are encouraged to volunteer, join the PTO and SAC, attend school activates and events. Parents/Families may come to visit their child during school lunch times. Parents/Families are encourage to schedule with teachers' times to help their child during class.</p>
<p><b>What forms of communication do you provide parents, in an understandable and uniform format related to;</b></p> <ul style="list-style-type: none"> <li>• school and parent programs</li> <li>• meetings</li> <li>• school reports</li> <li>• and other activities</li> </ul>	<p>LAE uses fliers, website, social media, newsletter, and student agendas to communicate with parents/families.</p>
<p><b>What barriers hinder participation by parents in parental involvement activities?</b>  <b>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)</b></p>	<p>Parents may contact the school by phone, email, school website, social media, and student's agendas. In addition, parents/families may come to the front office between the hours of 7:30am - 4:30pm.</p>
<p><b>How does your school provide information to parent's in their native language?</b>  <b>What languages do you provide?</b> Section 1116 (e) (5)  <b>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</b></p>	<p>Translators are available at all times to assist in translating/writing concerns or questions. Parents/Families of students receiving special education services, will receive update on students individual education plan and/or students' progression multi-tiered support services</p>

***How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.***

- ***Title I Parent/Family Resource Centers***
- ***Books Bridge Buses***
- ***Parent University***
- ***Other***

LAE will continue to send information to parents/families about educational programs through our school website at <http://lae.polk-fl.net/> . This information will also be available in the front office at LAE. LAE will continue to send updated information home with students. LAE Parent/Family resource center is located at Garner Elementary Parent/Families may contact Mindy Santiago at the Garner campus 863-965-5488 for more information.