



2017-2018 Title I Parent and Family Engagement Plan



Auburndale Central Elementary

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

Auburndale Central Elementary will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. Our doors are always open and we welcome all parents and families to be a part of their child's/children's learning.

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: *Octavia* Date: 10/6/17

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). 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>	
<p><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></p>	<p>All parents/families are invited to participate in developing and revising this plan. The plan is reviewed/revise three times a year using parent input and suggestions.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>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.</p>
<p><i>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?</i></p>	<p>Parents are surveyed when developing/revising this plan and asked what types of trainings and/or workshops they would like the school to provide. The school finds ways to assist in helping their child's academic achievement. Results from surveying parents are used to plan parent and staff trainings.</p>
<p><i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i></p>	<p>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 system.</p>
<p><i>How will this plan assist in providing high quality instruction for all learners?</i></p>	<p>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 Standards, Literacy, and test taking tips to support the high quality instruction provided during the school day.</p>
<p><i>How will the school share comments received from parents/families?</i></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><i>How will this plan be made available to the community?</i></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><i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i></p>	<p>Parent are provided a calendar of events at the start of school. All dates and times of events are posted on our school website.</p> <p>Parent workshops are offered on different days and times and sometimes twice in order to increase attendance. Ex; mornings, evenings, and some Saturday events</p> <p>When applicable, our school video tapes the information provided in a workshop and provides parents a link on our school website.</p>
<p><i>Describe what childcare, home visits and/or transportation services are provided by your school.</i></p>	<p>For some parent workshops, our school offers limited childcare or children's activities while parents attend a workshop.</p> <p>Transportation for families is provided on a needs basis.</p> <p>Some teachers make home visits to conference with parents who cannot attend a school conference.</p> <p>Our schools address barriers that hinder parent/family engagement on a needs basis or if requested and when feasible accommodates those requests.</p>

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)**

<p>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 in 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>	
<p>Date and time you will hold your meeting?</p>	<p>September 21, 2017 at 5pm.</p>
<p>Notification and Invitation:</p> <ul style="list-style-type: none"> o How will you inform and invite parents/families in a timely way about the Annual Meeting. 	<p>The agenda for our Annual Parent meeting will include a whole group presentation with a PowerPoint on how the 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 and/or para. In addition, information about this plan, budget, and our school compact discussed.</p> <p>After the general meeting in the cafeteria, parents are encouraged to visit their child's classroom to hear specific information about the curriculum and state assessments their child will take.</p>
<p>Information:</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 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>Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter 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>Barriers:</p> <ul style="list-style-type: none"> o What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation 	<p>Transportation not offered to all parents; however, if we know of a family in need of transportation in order to attend we work to find a solution. Translation of materials given out translated in English, Spanish and HC as well as we will provide a translator at the meeting. Light refreshments provided after the meeting. Parents are welcome to bring their child (ren) to the meeting so childcare not needed.</p>
<p>Evaluations:</p> <ul style="list-style-type: none"> o How will you get feedback from parents about the meeting? 	<p>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 Standards, Literacy, and test taking tips to support the high quality instruction provided during the school day.</p>
<p>Parents who do not attend?</p> <ul style="list-style-type: none"> o How will you get the information home to parents who do not attend the meeting? 	<p>For parents who are not able to attend this meeting, a copy of the power point will be available in the PIN Notebook at the front office.</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. Grades 3-5 take the FSA state assessment.	Information on where to locate Florida Standards by Grade Level.	<u>October 12 Math @ 5pm</u> Grades 3,4,& 5 <u>October 12 Reading @ 5pm</u> Grades 3,4, & 5 <u>October 12 Science @ 5pm</u> Grade 5				X X X
State Tests & Achievement Levels	Provide test taking strategies to parent and also information on the assessments their child will be expected to take.	Parents will be given sample test questions and test taking tips to help their child. Websites that provide testing practice and addition information on the standards will be shared with parents.	Test Taking Workshop February 15 and February 22 @ 6pm		X X X		X X X
Transition (Kdg, MS, HS)	These workshops will provide information to parents to help their child make a smooth transition with change in school.	Provide parents of incoming Kindergarten information on how to prepare their child for school. Parents of 5 th grade students will be given information to help them prepare their child for Middle School.	Kdg Round Up May 17 @ 3:00 Getting Ready for Middle School May 16 @ 3:00				X x
Literacy 1116 (e)	Provide parents with strategies to help them read with their child at home.	Free book for students who attend Reading tips and strategies for reading	Literacy workshops held in Media Center January 19 @5pm				X
Technology, Parent Portal	Provide parents information on how to navigate the Parent Portal to check their child's grades. Workshop on internet safety, cyber bullying and information on other educational websites.	Hands on workshop.	Parent Portal workshops will be held in the computer lab. November 13 @ 6pm				X
College and Career							
Graduation Requirements/Scholarships							

Do you survey parents to ask what type of events or workshops you have at your school?	<ul style="list-style-type: none"> • SAC, PTO/PTA, Parent Advisory meetings • Parent surveys, District parent survey • Evaluations at previous workshops • Parent meetings to review compact/old SIP/PFEP
How do you evaluate effectiveness?	<ul style="list-style-type: none"> • data collection • survey results • comments on surveys • student achievement data
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.	<p>The school provides materials and trainings to assist parents through a varied of ways.</p> <ul style="list-style-type: none"> • Newsletters with tips • Tips on your website • Curriculum guides • Homework guide for parents • Strategies for parents to use at home • Books/reading materials • Projects • Video clips • 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 partners with community and business partners through our SAC committee. All stakeholders are welcome to participate in school events and meetings.

- 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)]**.

<p>Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...</p> <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> <p><i>how to build ties between parents/families and the school</i></p>				
<p>Please describe below how you do this.</p>				
<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>
Establishing a Framework for Family Engagement	<u>Parent involvement</u>	<u>Assistant Principal</u>	<u>Instructional Staff</u>	<u>Throughout the 2017-2018 school year</u>
Effective Parent Conferences/conference agenda	<u>Parent involvement</u>	<u>Assistant Principal and Classroom Teachers</u>	<u>Classroom teachers</u>	<u>October 16, 2017</u>
Book Study	<u>New teachers improve instructional practices</u>	<u>Book study</u>	<u>New teachers</u>	<u>Ongoing throughout the year</u>

Communication

<p>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):</p>	<p>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.</p>
<p>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?</p>	<p>Right to know letters are sent out with the provided information.</p>
<p>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?</p>	<p>Individualize student information is sent home throughout the year after each testing window.</p>
<p>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?</p>	<p>When student reports are available students will take reports home to parents.</p>
<p>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>

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	<ul style="list-style-type: none"> ● The school works with the HEARTH program. ● Teacher asked to complete a survey based on the children living arrangements. ● Parents of homeless children can participate in parent/teacher workshops and trainings provided by the school.
○ Migrant	<ul style="list-style-type: none"> ○ The school provides information/materials in the student's native language. ○ The school's ESOL para works with the Migrant department. ○ Home visits provided on individual cases. ○ Workshops have translators available in their native language.
○ Preschool	<ul style="list-style-type: none"> ● The school works with the Preschool teachers on your campus. ● Parents receive invitations to school programs/events held at the school. ● The school helps to prepare them for Kindergarten throughout the year as well as Kindergarten roundup.
○ ESOL	<ul style="list-style-type: none"> ○ The school has an ESOL para. ○ Information provided to parents in their native language. ○ The school works with the ESOL department to get materials/services for parents.
○ SAC School Advisory	<ul style="list-style-type: none"> ● Members selected by voting. ● All parents are invited to attend meetings. ● Parents are notified of meetings several different ways including: marquee, email, school website, and notes going home. ● Parents are able to speak at meetings even if they are not a member. ● At the meetings, information/materials are offered to parents to help them learn how to help their child/children at home.
○ PTO/PTA	<ul style="list-style-type: none"> ○ Members selected through voting. ○ All parents are invited to attend meetings. ○ Parents are notified of meetings several different ways including: marquee, email, school website, and notes going home. ○ Parents are able to speak at meetings even if they are not a member. ○ At the meetings information/materials are offered to parents to help them learn how to help their child/children at home.
○ Community Agencies	<ul style="list-style-type: none"> ● Through our marquee and websites, members of our community are able to participate in events at our school. ● Through the marquee and website, members communicated about our events. ● The school collaborates with them to support learning outside of school.
○ Booster Clubs	<ul style="list-style-type: none"> ○ Not currently
○ Business Partners	<ul style="list-style-type: none"> ● Business partners are community members. ● No mentoring program currently.

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>	<ul style="list-style-type: none"> • Parents are informed of ways they can be involved at school events through flyers in the agenda, website, and school marquee. • Parents who work or cannot be in the school get the option to view a video online or received information from classroom teacher.
<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 	<ul style="list-style-type: none"> • The plan and the compact • school messenger • flyers, notifications/invitations • calendars • website • school marquee • school and/or grade level newsletters • parent workshops • PTO/PTA meetings or SAC meetings • Progress reports • Report cards, interim reports, state assessment/curriculum information
<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>Some possible barriers are; transportation, language, childcare, work schedules, homeless, split families, disabilities</p> <p>Depending on your demographics...specifically explain how you are sensitive to and what you do to overcome these barriers</p> <ul style="list-style-type: none"> • For the economically disadvantage the school provides materials, offer any food/refreshments, and when possible provides childcare. • disabled designated areas available • For the limited English the school provides translators, materials in other languages, and workshops in their language. • Limited literacy the school offers classes for parents, materials that are free of jargon and acronyms. • Racial/ethnic minority background the school is sensitive to their culture, has a balance of staff, and includes multicultural programs/events.
<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>	<ul style="list-style-type: none"> • Workshops are held in Spanish and/or HC • Translation is provided at all school events via • All communication is provided in.....(call outs, newsletters, website, marquee, flyers, etc)

their child.

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

Send home

- Information in your school/grade level newsletter
- Send home flyers
- Send home monthly calendars for the PIRC (specifically mention which PIRC serves your school)
- Books bridge schedule

Stickers in agenda