



2017-2018 Title I Parent and Family Engagement Plan

Gause Academy



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

Gause Academy of Leadership And Applied Technology will strive to provide a nurturing environment in which each student is motivated, inspired and instructed to achieve his or her full potential of becoming a positive, proud, confident and productive individual of society.

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: Mr. Jones Date: September 18, 2017

Involvement of Parents

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><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></p>	<p>We encourage All parents and families are invited to attend meetings held throughout the school year to provide us with your valuable input or assistant with revising this plan. This plan is reviewed/revised several times throughout the year and we encourage and appreciate your comments as part of the review process.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>Our school will use the information received by our parents/families as a means to check progress and make any changes necessary. We will also review our student data collected from various areas such as state assessments, progress monitoring and other classroom related testing results or curriculum related information in order to provide strategies, materials and resources to help support and assistant your child with 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 and families are invited to participate in meetings held specifically to discuss our Title 1 programs. The parents and families are surveyed and are encouraged to indicate what type of trainings and/or workshops they would like for our school to provide to assist in helping their child succeed academic achievement. The information collected from the surveying results will be used to plan parents and staff engagement activities and 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.</p>

<i>How will this plan assist in providing high quality instruction for all learners?</i>	This plan will assist in providing high quality instruction for all learners by means of providing parents/families with information, materials and resources that are necessary in supporting their child's learning at home. We will offer workshops and trainings centered around the Florida Standards, Literacy, ACT/SAT test preparations and test taking strategies focused on high quality instruction that your child is provided with at our school.
<i>How will the school share comments received from parents/families?</i>	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.
<i>How will this plan be made available to the community?</i>	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.

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>For those parents who will not be able to attend the schedule Family Engagement meetings and trainings/workshops we are providing a flexible schedule during the day. We will try to have one daytime session, one evening session and reaching out to the community centers to host opportunities for all parents/families to attend. When applicable, we will provide the information, videos, etc. from the trainings on our school website.</p>
<p><i>Describe what childcare, home visits and/or transportation services are provided by your school.</i></p>	<p>Any activities, workshops, events presented at school we will provide try our best to provide childcare and or children’s activities to enable families to attend meetings/trainings. Our teachers will also conduct conferences at convenient times for the families. Transportation will be worked out if we are notified in ample enough time. We address barriers as they arise and will work cooperatively together to find a workable solution to help all families to be engaged/active in our school.</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)**

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>Date and time you will hold your meeting?</p>	<p>September 28th @ 6:30 pm</p>
<p>Notification and Invitation:</p> <ul style="list-style-type: none"> ○ How will you inform and invite parents/families in a timely way about the Annual Meeting. 	<p>All parents and families will be informed of this meeting via a flyer sent home with each student, our school website, and email.</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>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>Barriers:</p> <ul style="list-style-type: none"> ○ What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation 	<p>The information provided at this meeting will be available in English, and Spanish. A member of our staff will also be available during the meeting to provide as a translator.</p> <p>Transportation will not be provided, however, if we know of a family in need of transportation in order to get to the meeting we will work to find a solution</p> <p>Families are encouraged to bring their children, so childcare will not be needed it will be provided at the school.</p>
<p>Evaluations:</p> <ul style="list-style-type: none"> ○ How will you get feedback from parents about the meeting? 	<p>All parents will be asked to provide us with feedback on the meeting by way of completing a short evaluation form given to you after the general meeting section or while in the individual teacher classrooms. All forms will be return to cafeteria or given to a teacher to be returned to the Title 1 Coordinator at the end of the night. The evaluation form will also be available on our website for parents that could not attend the meeting but have input.</p>
<p>Parents who do not attend?</p> <ul style="list-style-type: none"> ○ How will you get the information home to parents who do not attend the meeting? 	<p>For parents who will not be able to attend this meeting, the Title 1 power point along with the evaluation form will be available on our school website.</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	<u>Impact on Student Achievement</u>	<u>Materials</u>	<u>Tentative Date/Time</u> Is it flexible?	<u>Transportation</u>	<u>Refreshments</u>	<u>Childcare</u>	<u>Translation</u>
Curriculum /Florida Standards	Provide information for parents about standards and curriculum and how to help students at home	Information on where to finding and using the Florida Standards and curriculum	September 2017, October 2017 & February 2018 (tentative)		X		X
State Tests & Achievement Levels	Provide test taking strategies for parents to cover with their child at home and provide information to parents about the state assessments their child will be expected to take this year	Information on test taking tips/strategies Websites that provide testing practice and drills Sample test questions	October 2017 (tentative)		X		X
Transition (Kdg, MS, HS)	These workshops will provide information for both the student and the parents to make a smooth transition from middle to high school or college easier	Informational packets on engaging students in reading and writing at home	November 2017 & January 2018 (tentative)		X		X
Literacy 1116 (e)	Provide parents with strategies to help them read with their child at home	Informational packets on engaging students in reading and writing at home	November 2017 & January 2018 (tentative)		X		X
Technology, Parent Portal	Educate parents about the use of parent portal and how to navigate through the system to stay a brisk of their child's grades	Hands on workshop	Held during Annual Meeting- September 2017 & October 2017 – FSA Night		X		X
College and Career	Inform parents and students on what they need to do to be ready for college or career.	Student reports Information/guides on how to be college and career ready	October 2017-Financial Aid Night		X		X
Graduation Requirements/Scholarships	Inform parents of parents on the graduation requirements and provide information on how to apply for scholarships and financial aid	Informational packets Brochures from colleges on financial aid, etc.	October 2017 – Financial Aid Night Class- meetings		X		X

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?	SAC meetings Parent surveys District parent surveys Evaluation of workshops Parent conferences/meetings					
How do you evaluate effectiveness?	Data collection Surveys 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.	Tips on our website Curriculum guides Strategies for parents to use at home Books/Reading materials Video clips when applicable Information in other languages					
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	Community Churches Business partners					

- 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)].

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...				
<ul style="list-style-type: none"> ○ how to reach out to, communicate with, and work with parents/families as equal partners, ○ the value and utility of contributions of parents/families ○ how to implement and coordinate parent/family programs 				
how to build ties between parents/families and the school				
Please describe below how you do this.				
<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>

BOY-Beginning of Year training on the data	Helps the staff on how to determine learnings gains needed for each student.	Mr. Jones- Presenting the school data and learning goals	All teachers and support staff	August 2017 Back School Meeting
The Essential for Standards-Driven Classroom-5 Conditions for Learning	In order for effective learning of content to take place students must establish these 5 conditions must be in place	Mr. Worth- Champs- Establishing rules and procedures Recognizing adherence and lack of adherence to rules and procedures	All teachers and support staff	August 2017 – May 2018
	How to use engagement strategies when students are not engaged? Establishing and maintaining effective relationships. Communicating high expectations for all students	Mr. Jones- The Essentials for Standards-Driven Classrooms- Robert Marzano's book	All teachers and support staff	August 2017 – May 2018

Communication

<p>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)];</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>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 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>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>Annual parent meeting Parent conferences Parent workshops Progress monitoring (STAR) Test prep Website</p>
<p>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</p>	<p>When the scores are available we print the state report and send them home directly to the families. Parent conferences are held if necessary.</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	When the scores are available we print the state report and send them home directly to the families. Parent conferences are held if necessary.
○ Migrant	N/A
○ Preschool	We do not have a preschool on our campus but we do have a Head Start Program located on our campus. Resources are provided to the program to assist in the transition of students from pre-K to kindergarten. Head Start teachers may participate in professional learning opportunities offered to school staff, and they are involved in Professional Learning Community activities with kindergarten teachers. Parents of Head Start students are invited to participate in parent workshops and activities provided by the school.
○ ESOL	We do not have a ESOL para but we do have teachers on staff who are able to assist with providing information to parents in their native language. We work with the ESOL department to get materials/services for parents when need.
○ SAC School Advisory	Members for the SAC are selected based on county by laws. Parents all invited to attend meetings at any time and are allowed to speak but they are not able to vote on items discussed on the agenda. Parents are notified of these meetings via website and email if they wish to attend.
○ PTO/PTA	N/A
○ Community Agencies	Members of the community are always welcome to take part in events at our school. We partner with outside agencies via school Social Worker.
○ Booster Clubs	N/A
○ Business Partners	We do have a mentorship program in place and we are working hard every year to improve it by adding more pieces to better identify those students who are in need of more positive role models in their lives. We are reaching out this year to build a list of business partners and will be reaching out with our community centers to bring the school and community connection together for the parent, child, school and community involvement.

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>	<p>We encourage parents to be part of their child’s education by providing them with opportunities to come in to school and be a mentor or a volunteer. We provide workshops and information on being involved at home. Information will be sent home to parents and posted on our website and Title 1 area in the main office.</p>
<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 	<p>The PFEP and Compact Flyers, notifications/invitations Website Progress reports Report cards/Interim reports SAC meetings Parent workshops</p>
<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>Work schedules- Flexible workshops are offered more than one time and at different times during the day/evening and places. Transportation- if known ahead of time we will try to accommodate Limited English- we provide information in other languages and a translator is provided at our events</p>
<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>	<p>Workshops are held in Spanish when needed Translation is provided at all events via native speaker or a staff member All communication is provided in both English and Spanish</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses 	<p>Include information on our website Parent/Family Information Notebook (PIN)located in our main office Send home flyers</p>

<ul style="list-style-type: none">• <i>Parent University</i>• <i>Other</i>	
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