



2017-2018 Title I Parent and Family Engagement Plan

Hartridge Academy



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

The Mission of Hartridge Academy is to provide a high quality education for all students.

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: [Debra Richards](#)

Date: [August 7, 2017](#)

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>	
<i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i>	All parents/families are invited to participate in developing and revising this plan. The plan is reviewed/revised several times a year using parent input.
<i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i>	This plan is reviewed several 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.
<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>	Parents are surveyed when developing/revising this plan and asked what types of trainings and/or workshops they would like the school to provide to assist in helping their child's academic achievement. Results from surveying parents is used to plan parent and staff trainings.
<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>	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.
<i>How will this plan assist in providing high quality instruction for all learners?</i>	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.
<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.

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>Our Annual Parent Meeting will be held on Monday, August 7th. The meeting will take place at the Auburndale Civic Center at 10:00 AM All parents are invited and encouraged to attend the meeting.</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 will be notified of the Annual Parent Meeting via a personal phone call. The information for this meeting will be posted on our school website and in the front office.</p>
<p>Information: 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>Transportation is not offered to all parents, however, if we know of a family in need of transportation in order to attn. we will work to find a solution. A Hartridge staff member will be available to help with translation. Light refreshments will be provided after the meeting. Parents are welcome to bring their child (ren) to the meeting so childcare is not needed.</p>
<p>Evaluations:</p> <ul style="list-style-type: none"> ○ How will you get feedback from parents about the meeting? 	<p>Parents will be able to fill out a short evaluation of the meeting and a Hartridge staff member will be able to answer any additional information about Title I, the curriculum, or testing.</p>
<p>Flexible Parent Meetings:</p> <p>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>	
<p>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</p>	<p>Parents will be provided the dates and times via the student's agenda. The parent workshops will be offered on different days and times and sometimes twice in order to increase attendance.</p>
<p>Describe what childcare, home visits and/or transportation services are provided by your school.</p>	<p>Children's activities will be provided while parents attend the workshop.</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 are not able to attend this meeting, information will be available in the school office.</p>
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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	Parents and students will know what standards are covered	FLDOE.org State Standards per grade level	August 7, 2017 10:00 Title I meeting Also by appointment August 7 – 9, 2017				
State Tests & Achievement Levels	Parents and students will know what standards are covered	FLDOE.org FSA information Hartridge scores	August 7, 2017 10:00 Title I meeting Also by appointment August 7 – 9, 2017				
Transition (Kdg, MS, HS)	Students new to our school will know about district and Hartridge kindergarten requirements	Parent Contract, PCSB website, uniform guide Free breakfast and lunch information SAC & SIP Volunteer options,	August 7, 2017 10:00 Title I meeting Also by appointment August 7 – 9, 2017				
Literacy 1116 (e)	Parents and students will be aware of resources within the school and community to support ELA	Public Library Family Nights calendars,	August 7, 2017 10:00 Title I meeting Also by appointment August 7 – 9, 2017				
Technology, Parent Portal	Parents will be aware of student's progress and have easy access to it	PCSB website, student daily agenda	August 7, 2017 10:00 Title I meeting Also by appointment August 7 – 9, 2017				
College and Career	Parents can continue their education which supports student progress	Florida Prepaid brochure PCSB website – Career Focus schools PCSB Expo (middle and high school options)	August 7, 2017 10:00 Title I meeting Also by appointment August 7 – 9, 2017				
Graduation Requirements/Scholarships	Families can plan ahead and become aware of opportunities	Florida Prepaid brochure PCSB website	August 7, 2017 10:00 Title I meeting Also by appointment August 7 – 9, 2017				
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?		Surveys and input solicitations Yes, at large group meetings and per student in the agenda					

How do you evaluate effectiveness?	High rate of returning students even though parents have many choices of schools
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.	Free online access to curriculum and homework.
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	Principal is member of Winter Haven Education Committee Partner with Lk Ashton Community of Seniors as volunteers and donors

- 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>				
Please describe below how you do this.				
<u>Topic -Title</u>	<u>Purpose</u>	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
SDE summer conference	Master teachers learn new strategies and best practices	Master teachers hold a training early August to train staff on what was learned and resources available for parents and staff	All staff	July 2017
NCSC National Charter School Conference	School leader attends to learn about federal and state initiatives and legislative topics that impact students' families	Master teachers hold a training early August to share what was experienced and best practices from school nationwide regarding parent involvement, resources for families, etc.	All staff	June 2017

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>Parents are advised upon enrollment if the assigned teacher is out of field. Also, a notification letter is provided to parents twice a year.</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>Parents are given the website from fldoe.org which gives information on individual teachers' certification status.</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>The school distributes information provided on the fldoe.org website</p>
<p>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</p>	<p>The school distributes the parent/student report received from the state</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>The school holds at least one face to face conference with each student's parent/family yet schedules monthly conferences. An agenda is provided 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 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	Handouts at Title I annual meeting and orientation before school starts
○ Migrant	Handouts at Title I annual meeting and orientation before school starts
○ Preschool	Handouts at Title I annual meeting and orientation before school starts
○ ESOL	Handouts at Title I annual meeting and orientation before school starts
○ SAC School Advisory	Handouts at Title I annual meeting and orientation before school starts
○ PTO/PTA	None at this time
○ Community Agencies	Handouts at Title I annual meeting and orientation before school starts
○ Booster Clubs	None at this time
○ Business Partners	Handouts at Title I annual meeting and orientation before school starts

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>One on one time is scheduled weekly, biweekly, or monthly for students and their families after school which allows every family access to staff without interruption to instructional time. Parents are encouraged to observe their child’s unique learning style during scheduled one on one time and watch their child’s teacher model effective individualized instruction that can be applied at home by the parent.</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>An agenda is provided for daily communication regarding each student. A report card or written progress report is issued every 45-50 days according to the dates on the district school calendar. Dates for annual Title I meeting and SAC provided by phone call or email if occurring before school starts.</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 Reserved community center for entire day and evening to work with parents work schedule. Spanish interpreter at event.</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>Yes, Spanish and Haitian Creole. A Hartridge staff member is available for Spanish translation at all school events.</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 • Parent University • Other 	<p>Information will be sent home in the student’s’ agenda or folder. Monthly/Weekly grade level newsletters will also include information of upcoming events regarding their child’s education.</p>