



2018-2019 Title I Parent and Family Engagement Plan



Citrus Ridge: A Civics Academy

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

District and School-based Title One Parent Involvement Programs in Polk County will strive to **build relationships** to create real family engagement for every child, every family, and every teacher – every day.

The staff, students, families, and community partners of Citrus Ridge: A Civics Academy are committed to building authentic relationships for all stakeholders in order to develop productive citizens for an ever-changing global society through Community, Inclusion, Variety, Innovation, Collaboration, and Success.

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: _____ Date: _____

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).</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>	
<p>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</p>	<p>This plan is a shared responsibility, and families are given the opportunity to assist in developing and revising this plan. This plan is reviewed/revised twice a year, utilizing parent input.</p>
<p>How do you use the information from reviewing the plan to design strategies for more effective engagement?</p>	<p>This plan is reviewed twice during the school year to monitor progress and revise plans, as needed. Student data is reviewed on a regular basis, and provides information to assist in determining a need for support in how to help families understand standards, curriculum, and state assessments, as well as provide strategies and resources to support learning in the home environment.</p>
<p>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?</p>	<p>Citrus Ridge: A Civics Academy will involve parents, through newsletters and scheduled meetings, in planning, reviewing, and improving Title One programs, which includes decisions regarding parent involvement funds and how they will be utilized to improve student achievement. A meeting will be scheduled for September 6, 2018 at 5:30 PM to provide parents with the opportunity to provide input and suggestions on the Parent and Family Engagement Plan and the School Learning Compact.</p>
<p>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</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>
<p>How will this plan assist in providing high quality instruction for all learners?</p>	<p>This plan helps assist in providing high quality instruction for all learners by offering parent workshops on the Florida Standards, Literacy, State/District Assessments, Math/Science and Civics to support learning at the school and home environment.</p>
<p>How will the school share comments received from parents/families?</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>How will this plan be made available to the community?</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)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	In addition to regularly scheduled SAC meetings, Parent Nights and Academic Workshops will be held throughout the school year at various times to accommodate family schedules. If requested, parents/families that are unable to attend Title One Parent Meetings at the scheduled time, can set up an appointment with the Title One Coordinator to discuss the information that was presented in the meeting.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	If needed, childcare will be provided by the Student Council/Civic Leadership students – while supervised by teacher volunteers. Further, if a parent/guardian is unable to attend a parent meeting, they may request a phone conference; the Title One Coordinator will coordinate the phone conference and meet with the parent/guardian to deliver the information presented in the missed meeting.

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><u>Date and time you will hold your meeting?</u></p>	<p>The Annual Parent Meeting will be held on 9/6/2018</p>
<p><u>Notification and Invitation:</u></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>Parents/Families will be notified about the Annual Meeting by:</p> <ul style="list-style-type: none"> • A flier will be sent home with students • Facebook • School Website
<p><u>Information:</u></p> <p><i>Please describe how your meeting will cover information about:</i></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><u>Barriers:</u></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>The barriers that will be addressed to encourage parents/families to attend include: translation services, information in other languages, and time/date of meeting.</p>
<p><u>Evaluations:</u></p> <ul style="list-style-type: none"> o How will you get feedback from parents about the meeting? 	<p>An evaluation and feedback form will be given to all parents/families that attend the Annual Meeting.</p>
<p><u>Parents who do not attend?</u></p> <ul style="list-style-type: none"> o How will you get the information home to parents who do not attend the meeting? 	<p>A flier will be created and sent home to with all students that inform parents of the information discussed/presented in the Annual Title One meeting.</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	Math and Science Night: This family night will bring awareness of the Math and Science standards. Hands-on activities will be utilized to involve parents and students in standards-based math and science activities.	Refreshments, Curriculum Materials			X		X
State Tests & Achievement Levels	Assessment Information Night: This parent workshop will allow parents to gain information regarding upcoming state assessments. Resources will be provided to parents to utilize in helping prepare their child for testing.	Refreshments, Curriculum Materials			X	X	X
Transition (Kdg, MS, HS)							
Literacy 1116 (e)	Literacy Night: This family night will bring awareness of the Literacy standards. Hands-on activities will be utilized to involve parents and students in standards-based literacy activities.	Refreshments, Curriculum Materials			X		X
Technology, Parent Portal	Technology Night: This parent workshop will provide a time for parents to view the technology programs students have access to at school and at home, that will help in increasing student achievement. Parents will also be able to sign-up for Parent Portal to monitor their student's grades and progress in school.	Refreshments, Curriculum Materials, Computers			X		X
College and Career							
Graduation Requirements/Scholarships							
CIVICS Education	Civics Night (with FJCC): As a Civics Academy, this parent/family night	Refreshments, Curriculum Materials			X		X

	will focus on the various aspects of Civics Education that takes place in our school. Through our partnership with the Florida Joint Center for Citizenship, parents will gain a better understanding of the how civics is utilized to improve student awareness and increase student achievement.						
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?	The needs of parents are assessed through parent/teacher conferences and through the requests of parents to teachers and administrative staff, as well as the SAC, Parent Surveys, and Evaluations from previous workshops.						
How do you evaluate effectiveness?	All participants will be asked to complete a feedback and evaluation form. Student achievement data is also utilized to evaluate the effectiveness of the workshops.						
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.	In order to provide materials and training to assist parents/families to support learning at home, newsletters with learning tips, curriculum guides and/or strategies for parents to use at home will be provided on quarterly basis.						
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	Business partners will be utilized to donate materials and funds to help carry out parent and family engagement programs such as parent workshops and programs to build parent capacity and support student achievement initiatives.						

- *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"> ○ <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> 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>
The Essentials for Standards Driven Classrooms by Marzano	This PD will enable staff to create standards based lessons; parents will have a better understanding of what is expected – academically – for their students, which will allow parents to have more engagement in their child's education.	PLCs; academic coaches and administration	All instructional staff	Weekly; on going all year
Effective Parent Communication	Staff will be given strategies for effectively communicating with parents during conferences regarding the progress of their child(ren).	PLCs; academic coaches and administration	All staff	Ongoing through all year

Communication

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)];	
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?	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.
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?	4-week letters will be sent home with each student that has a teacher not highly qualified.
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?	Parents are invited to attend the Annual Title One Meeting, where Title One information will be discussed. Information will also be uploaded to the Citrus Ridge: A Civics Academy website. A quarterly newsletter will be sent home with students that contains up-to-date information, as well as strategies for supporting learning at home.

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	The Polk County School District HEARTH program assists students and parents with resources as needed.
○ Migrant	The Polk County School District Migrant program assists students and parents with resources as needed.
○ Preschool	The Pre-School department works to assist parents in teaching their students early learning and pre-readiness skills.
○ ESOL	The ESOL teacher and/or bilingual staff will assist with informing parents of parent meetings and workshops. A translator will be provided and/or materials sent home will be translated.
○ SAC School Advisory	Parents are invited to attend the SAC meetings. Meetings are advertised through the website, Facebook, and the school marquee.
○ PTO/PTA	The PTA/PTO supports the school through partnering with parents and teachers together to increase parental and family involvement.
○ Community Agencies	N/A
○ Booster Clubs	N/A
○ Business Partners	Business partners will be utilized to donate materials and funds to help carry out parent and family engagement programs such as parent workshops and programs to build parent capacity such as family nights.
Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?	Parents are provided an opportunity to pick up their child's individualized state assessment scores in the front office.
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?	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.

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>Parents at Citrus Ridge: A Civics Academy have the opportunity to volunteer and mentor students. Parents must fill out an application and be finger printed/background checked through the Polk County School Board before volunteering. Once a parent is an approved volunteer/mentor, they will be contacted by the volunteer coordinator with a time to attend a volunteer orientation, which will provide them with information regarding volunteering/mentoring at Citrus Ridge: A Civics Academy. This information will be sent home in newsletters, will be posted on the school website, and will be available 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>Communication will be provided to parents via:</p> <ul style="list-style-type: none"> • Fliers sent home with students • Student Agendas • Class Dojo, Blooms, Remind Apps utilized by teachers • School Website • School Facebook Page • School Marquee
<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>Barriers that hinder participation by parents in parental involvement activities and the steps the school will take to overcome these barriers include:</p> <p><u>Work Schedule:</u> Meetings, Events, and Workshops will be scheduled on various days/times. <u>Transportation:</u> Parent Workshops and Parent/Family Nights will be scheduled during other school events, when possible. Notification of events and workshops will be provided well in advance, allowing families sufficient time to make arrangements with friends/families for transportation. <u>A lack of home internet service:</u> Parents will be provided information on where to access internet services in the community, as well information regarding the Parent Resource Center. childcare: <u>Economically Disadvantaged:</u> There will be no cost for events and workshops. <u>Limited English-Proficiency:</u> Translators will be available at all Parent/Family Night workshops and events; information regarding Parent/Family Night workshops and events will be translated to Spanish.</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>Citrus Ridge: A Civics Academy provides resources, notifications, and information to parents in Spanish. Materials can be translated into Haitian Creole upon request. Spanish translators are provided at parent events and workshops.</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>Citrus Ridge: A Civics Academy will promote the Title One Parent/Family Resource Centers, Books Bridge Buses, and Parent University by posting a flier with information in the Main Office, in the PIN Notebook, as well as on the school website and Facebook page.</p>

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