



2018-2019 Title I Parent and Family Engagement Plan

CODE Academy



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

CODE Academy's Parent Involvement program provides a way for families to participate in the educational process, improve our school, and engage with their children. Through this program, both family and school will achieve great things.

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: August 13, 2018

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><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></p>	<p>Parents are encouraged to give their input for the improvement of our Title I programs. Parents can give their ideas several different ways; they can complete parent surveys given during Family Nights, attend parent involvement meetings where our Compact and Plan are reviewed, planned, and improved, volunteer to be part of our SAC committee where the use of Parent Involvement funds are discussed and voted on.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>Feedback from evaluations and ideas given during discussions are used to review the plan and create more effective engagement.</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 encouraged to attend family nights and provide feedback, attend our SAC meetings where parent involvement funds are discussed and voted on, and share ideas and suggestions with staff during parent conferences and/or other school events.</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>
<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 families with information, materials, and resources to support their child's learning at home by offering parent workshops that 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)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	Our Annual Parent Meeting will be offered at two different times on the same date, Parent Workshops/Family Nights will be offered several times throughout the school year in the evenings, and Parent Teacher Conferences will be offered at various morning and evening times. School Advisory Council (SAC) and Parent Teacher Association (PTA) meeting will be offered at a time decided upon by the voting members—attendance is open to all interested parties.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	Our events are family friendly, making sure activities engage all ages. Depending on the need, home visits are made.

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.	
<u>Date and time you will hold your meeting?</u>	September 20, 2018; 5:00 and 6:00
<u>Notification and Invitation:</u> o How will you inform and invite parents/families in a timely way about the Annual Meeting.	Parents will be sent flyers notifying them of the meeting, notes will be written in the agenda, reminder labels will be sent, and announcements will be on the school's website, Facebook page, and marquee.
<u>Information:</u> <u>Please describe how your meeting will cover information about:</u> <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>
<u>Barriers:</u> o What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation	CODE Academy will hold the Annual Parent meeting after school so families may have the opportunity to attend. Translators will be on campus to provide needed translations.
<u>Evaluations:</u> o How will you get feedback from parents about the meeting?	Evaluations of the Annual Meeting will be given to parents to complete at the conclusion of the meeting.
<u>Parents who do not attend?</u> o How will you get the information home to parents who do not attend the meeting?	Parents who are unable to attend the Annual Parent Meeting may gain access to the information on the school website (code.polk-fl.net), viewing the Parent Involvement Notebook (PIN) located in the front office, or by requesting the information.

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.
- 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.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Parent Conference Nights	Provide information to parents on standards by grade level and how they can help their child at home. (Grades 3-5 FSA state assessments)	Curriculum /Florida Standards, achievement levels, and child's academic progress will be discussed. Parents will be given information on how they can assist their child at home.	September 27, 2018 January 18, 2019				x
Literacy/Math/Science	Provide parents with strategies to help them work with their child at home on Reading, Math and Science.	Math and Science tips and strategies. Make and take ideas for home.	Academic Nights (K-2 Oct. 16; 3-5 Oct. 18) Festival of Trees (12-18-18)		X		x
Transition (Kdg)	This workshop will provide information to parents to help their child make a smooth transition to school.	Provide parents of incoming kindergartener information on how to prepare their child for school.	Kindergarten Round Up		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?	Evaluations from previous workshops are used to assess the needs of our parents. Also, parents are invited to attend our School Advisory Council and Parent Teacher Association meetings each month and share ideas and give feedback. District surveys are also analyzed.						
How do you evaluate effectiveness?	Survey results, comments on surveys, number of families in attendance, and student achievement data are used to evaluate effectiveness of 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.	At each parent workshop, CODE Academy provides strategies and materials for parents to use at home to assist their child. Books and reading materials go home each night.						
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	CODE Academy partners with an area church to provide gifts to students and calls on the pastor to "play" Santa at our Festival of Trees event. We also partner with First Friday Kids Club, Inc., who provide food backpacks to students on the weekends. FedEx works with a group of our students on computer coding and programing and Harrison School of the Arts teaches a dance class to a group of 1 st and 5 th graders on a weekly basis. Throughout the year, as a culminating activity to STEM units, professionals from the community are invited to share their expertise and knowledge in different their different fields of study.						

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 ...

- *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>
Family Friendly Schools (Parent Conferencing)	Tips for making our school more friendly and welcoming for parents and visitors to the school.	A mini PD workshop at the beginning of the school year.	All Staff	August 3, 2018 Back to School Meeting
Eric Jenson	Strategies to work with students/families of poverty	Book Study (continuation)	All instructional staff	Monthly
Mindset: The New Psychology of Success	With a growth mindset teachers/students understand that their talents and abilities can be developed through effort, good teaching and persistence.	Book Study	All instructional staff	Monthly

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?	Annually, at the beginning of each school year, a Right to Know letter is sent home to parents. A list of teacher qualifications is also sent.
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 informed through visiting the school's website, Facebook page, attending the Annual Parent meeting, parent conferences, parent workshops, and reviewing progress reports sent home.
Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?	Teachers will provide parents with state and district reports, interim and report cards, and will discuss the reports at parent conferences.
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.

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	Funded through Title X - Homeless, The Hearth Program provides support for identified homeless students. Title I provides support for the program, and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
○ Migrant	Translators are available during workshops and conferences. Materials are sent home in native languages.
○ Preschool	CODE Academy supports Polk County Schools Preschool Programs by offering developmentally appropriate curriculum with awareness of the unique needs of individuals, families and cultural differences.
○ ESOL	Under the guidance of the district ESOL program, parents will receive assistance with parent-teacher conferences and translation services at family events.
○ SAC School Advisory	SAC members are voted on by parents every two years. SAC meetings are held on the first Thursday of each month at 5:30 p.m. and all families are welcome to attend. SAC members discuss and vote on how parent involvement funds are spent each year.
○ PTO/PTA	PTA encourages parents to become members at all of our Family Nights. All families are welcome to attend the PTA meetings held on the first Thursday of each month at 6:00 p.m.
○ Community Agencies	Members of the community are invited to be on our School Advisory Council and Parent Teacher Association.
○ Booster Clubs	NA
○ Business Partners	CODE Academy invites business partners and other professionals/parents to speak to the students after the end of each unit on the topic of study.

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 (re)s education? Volunteer? Section 1116 (d) (c) Mentor?</p>	<p>Parents are encouraged to become volunteers and assist at school in the classroom, library, and/or cafeteria. All families are invited to participate on the School Advisory Council and Parent Teacher Association.</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>CODE Academy communicates with their families using flyers and invitations, the school website (code.polk-fl.net), Facebook page, on the school marquee, grade level websites, at parent workshops and conferences, and through the use of their child's agendas. Report cards, interim reports, and assessments are sent home for parents to review.</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, language, and childcare can be barriers for our families. In order to overcome these barriers, all of our events will be family/child friendly. We will also provide translators when needed. Parents who are unable to attend our workshops, may request information from their child's teacher. Teachers and staff will make arrangements for parents to attend conference at a time that is most convenient.</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>Workshop information is given in the native language. Translators are available at workshops and conferences.</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>All workshops, events, and Title I parent involvement information can be found on the school's website and in the Parent Involvement Notebook (PIN) located in the front office. Information can also be found on the grade level's website and the school's Facebook page. Monthly calendars for the Title I Parent/Family Resource Center are sent home. All families are encouraged to visit the resource center located in the blue portable on our campus.</p>