



2017-2018 Title I Parent and Family Engagement Plan



Ridge Community High School

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

The Mission and Vision for Parent and Family Engagement at Ridge Community High School and the District of Polk County is to build **RELATIONSHIPS** to create **REAL** family engagement for **EVERY** child, **EVERY** family, **EVERY** teacher, **EVERY** day. We welcome all parents and families to be a part of their students learning. Parent and Family Engagement is crucial to the success of our 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: Mr. Stephen Ely _____

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><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></p>	<p>Parent Involvement is the foundation for student success. We invite all parents and families to participate in developing and revising this plan. The plan is reviewed and revised as often as necessary.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>Student data is reviewed regularly through Administration and also Professional Learning Communities (PLC's). The data helps us determine where we need additional supports, strategies, and resources not only in our classrooms but where we need additional support to help our families in understanding important curriculum and state assessments.</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 given a list of Discussion Questions to help assist in writing this plan. Parents and families are specifically asked what types of activities they would like RCHS to offer to Build Capacity. Parents are also asked how Title I Parent and Family Engagement monies should be used.</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>RCHS provides high quality instruction to every student, each and every day. This plan assists parents in supporting their students learning at home because activities and workshops are offered to provide parents and families with information, materials, and resources to assist their student be successful.</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>

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>Ridge Community High School's Annual Parent Meeting will take place on September 21, 2017 at 5:30pm in our school auditorium. All parents and families are encouraged to attend the meetings.</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>Parents will be informed about the Annual Parent Meeting in several ways. RCHS will utilize its roadside school marquee as well as school website to advertise the event. If parents have opted-in to receive important school messages, an automated message will invite them to the event.</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>All materials disseminated will be translated in English and Spanish. If parents are unable to attend the meeting due to transportation reasons, a copy of both of the Title I PowerPoint presentations will be uploaded the RCHS website under the Title I tab. Childcare is not provided, however, parents are welcome to bring their child (ren) to the meeting.</p>
<p>Evaluations:</p> <ul style="list-style-type: none"> ○ How will you get feedback from parents about the meeting? 	<p>An evaluation will be given to all parents at the conclusion of the meeting.</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>A copy of the Title I PowerPoints will be on the RCHS website under the Title I tab. Additionally, a copy of the PowerPoints will also be placed in the Parent/Family Information notebook located in the main office.</p>

Flexible Parent Meetings:

The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<p>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</p>	<p>Dates and times of events provided by RCHS are always placed on the homepage of our school website. Parent workshops are offered on different days and at different times in order to promote optimal attendance.</p>
<p>Describe what childcare, home visits and/or transportation services are provided by your school.</p>	<p>At this time, RCHS does not offer childcare or transportation to any events/workshops.</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?	Transportation	Refreshments	Childcare	Translation
Family Literacy Night 1116 (e)	Provide parents/families with tools and resources to promote literacy to increase reading comprehension.	To Be Determined	Fall 2017				X
Curriculum/Florida Standards Night	Provide parents/families with up-to-date curriculum standards and state assessment testing information.	To Be Determined	Winter 2017				X
Technology & Parent Portal Night	Provide parents/families with information needed to use the Parent Portal. Additionally, show parents/families reference materials and resources that can be found on the RCHS website that can be accessed at home.	To Be Determined	Fall 2017				X
College and Career/Scholarships	Provide parents/families with important information on colleges, careers, scholarships, community service, and FAFSA.	To Be Determined	Spring 2018				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?	During the writing and revising of this plan, parents were specifically asked what types of events/workshops they would like to see RCHS offer.						
How do you evaluate effectiveness?	The number of parents in attendance. Additionally, parents will be given an evaluation at the end of every Title I event to evaluate the effectiveness of the event.						
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.	RCHS has laptops available for students to check out. Priority is given to students who need to pass a State Assessment. Check out is coordinated through Guidance.						

Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	Extra-Curricular activities are open for the community to attend. Interested community members are invited to partner with these organizations. Some examples include, athletic events, The Great American Teach In, Veteran’s Day Ceremony, SGA Welcome Back BBQ ,Winter Festival, Fine Arts Productions.

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> 				
<i>how to build ties between parents/families and the school</i>				
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>
Professional Learning Collaboration (PLC’s)	<u>Groups meet weekly to collaboratively plan effective lessons for students by grade level and to review student data. PLC’s focus on positive communication with parents.</u>	Weekly meeting	All instructional staff	Ongoing August 2017-May 2018
Poverty Simulation	<u>Simulates how to work with students and families who face poverty on a regular basis.</u>	Workshop presented by Dee Dee Wright	All RCHS staff	Spring 2018

- *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.*

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?	Parents can call the RCHS main office (863-419-3315) at any time to request professional qualifications regarding a student's classroom teachers and paraprofessionals.
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?	All curriculum and state assessment data is available on the RCHS website (www.ridgecommunityhigh.com) and the Polk County School Board website (www.polk-fl.net) .
Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?	Students will be given their state assessment reports to take home. Parents can set up meetings with their student's guidance counselor to go over individual results.
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	The Hearth Program, funded through Title X, provides support for identified homeless students. We have a Hearth representative on our campus.
○ Migrant	Migrant students enrolled at RCHS will be assisted by the District Migrant Education Program (MEP). Students will be prioritized by the MEP supplemental services based on needs and migrant status. Migrant Home-School Liaisons identify and recruit migrant students and their families for MEP. They provide support to both students and parents in locating services necessary to ensure the academic success of these students whose education has been interrupted by frequent moves.
○ Preschool	N/A
○ ESOL	Title III provides supplemental resources for English Language Learners (ELL) and their teachers in Title I schools, as well as professional learning opportunities for staff.
○ SAC School Advisory	Ridge Community High School's School Advisory Council (SAC) meets the last Monday of the month, while school is in session, at 6pm in our Media Center. The SAC meets to discuss School Improvement and Parent Involvement needs at our school. Parents are notified of meetings via our roadside marquee and school website. Official SAC members are sent email reminders of meetings.
○ PTO/PTA	N/A
○ Community Agencies	See below under Business Partners/Community Agencies.
○ Booster Clubs	RCHS has a booster club. Membership levels are determined by monies donated. Staff at RCHS reach out to local businesses and provide opportunities for them to support and fund school events.
○ Business Partners & Community Agencies	RCHS engages local business partners such as the Haines City Chamber of Commerce, Davenport Chamber of Commerce, Polk State College, Southeastern University, and private businesses to support the schools' academic and athletic programs. This is achieved by reaching out to local businesses and providing opportunities for them to support and fund school events. RCHS also builds partnerships with local municipalities (Haines City and Davenport) and communities to provide funding and resources for extracurricular clubs and organizations. These partnerships also provide our students with opportunities for community service and internships.

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/families are encouraged to be a part of their student’s education. Ridge Community is always looking for parents to volunteer. Volunteer information is available on the Polk County School Board website at www.polk-fl.net.</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"> • <i>school and parent programs</i> • <i>meetings</i> • <i>school reports</i> • <i>and other activities</i> 	<p>RCHS’s main source of communication is via our school website and roadside marquee. Flyers are also sent home via student backpacks. Announcements are also given over our intercom system. If parents have opted-in to receive school messages, they will receive phone calls about important activities/events offered by RCHS.</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>Many barriers prohibit parent involvement at RCHS. Transportation, lack of time, lack of childcare also hinder participation by our parents. RCHS tries to put all information on our website for parents to be informed. RCHS does provide accommodations to those who may need them. Accommodation requests must be made at least 72 hours in advance of an event. To arrange for an accommodation, contact our LEA representative for RCHS at 863-419-3315.</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>Most materials disseminated by RCHS are translated in English, Spanish and Haitian Creole. Translators are also available upon request for activities/events provided by RCHS. Requests must be made to our LEA representative at last 72 hours in advance of an event.</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"> • <i>Title I Parent/Family Resource Centers</i> • <i>Books Bridge Buses</i> • <i>Parent University</i> • <i>Other</i> 	<p>RCHS puts all Title I information on our school website under the Title I tab. Additionally, RCHS also has a Parent/Family Information Notebook located in our main office.</p>

*Parents may receive a hard copy of this plan(s) if requested.

