



Parent and Family Engagement Plan 2020-2021

Citrus Ridge

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

Parents, families, and the entire Citrus Ridge: A Civics Academy staff will all share responsibility for improved student academic achievement. By linking learning to all school activities, the school and parents will build and develop a partnership that will help our students meet and exceed set standards.

What is Required:

Assurances: We will:

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature: Nikeshia Leatherwood Date: 6/21/2020



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EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.

	Date of meeting to gather parent input.	How were parents invited to give input?	Describe the method in which parents were involved.	What evidence do you have to document parent/family participation?
School Improvement Plan (SIP)	N/A	N/A	N/A	Due to COVID, opportunity for input will be provided at the beginning of 2020-2021
Parent and Family Engagement Plan (PFEP)	6/11/2020	online survey	Parents were invited to complete a 5-question online survey.	survey responses
School-Home Compact	N/A	N/A	N/A	Due to COVID, opportunity for input will be provided at the beginning of 2020-2021
Title I Budget	N/A	N/A	N/A	Due to COVID, opportunity for input will be provided at the beginning of 2020-2021
Parent & Family Engagement Allocation	N/A	N/A	N/A	Due to COVID, opportunity for input will be provided at the beginning of 2020-2021

**Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

** Evidence of the input gathered and how it was/will be used should be available on Title I Crate.*

2. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

Tentative date & time(s) of meeting	Tuesday, September 29, 2020 at 5 pm
How are parents notified of the meeting?	school social media sites, Remind, school website, flyers
What information is provided at the meeting?	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. 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.
How are parents informed of their rights?	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 engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	provide light refreshments, flexible meeting times, translated documents, engaging and appropriate for families
How will you get feedback from parents about the meeting?	evaluations
How do parents who are not able to attend receive information from the meeting?	school website, sent home, available in main office, livestream



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3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title IV-Homeless	PCPS Hearth Program
Migrant	PCPS District Migrant Program
Preschool Programs	school and district pre-school departments
Title III-ESOL	school and district ESOL staff
SAC	Parents are invited to attend the SAC meetings. Meetings are advertised through the website, Facebook, and the school marquee.
PTO/PTA	Parents and teachers are invited to form partnerships to increase parental and family engagement.
Community Agencies/Business Partners	Texas Roadhouse, Chueys's, Shannon Orthodontics and other community agencies and business partners donate materials and funds to help implement parent and family engagement programs.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	Communication with parents will be via flyers, student agendas, LiveSchool, Remind, Class Dojo, school website, social media pages, and the school marquee.
Describe how 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.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	CRCA will promote the PEN notebook and the school website and social media pages. The school also mails scores over the summer to parents and families. Student-led conferences and other PFE events will familiarize parents with curriculum, achievement levels, progress monitoring, and assessments.
Describe how your school provides information to parents in their native language. What languages do you provide?	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Materials and information will be provided in multiple formats (written, electronically, and orally). Locations are accessible for parents and families with members who have physical handicaps.
Describe the opportunities parents have to participate in their child's education.	Parents at CRCA have the opportunity to volunteer and mentor students. Once parents have been registered as approved volunteers, the volunteer coordinator will contact them with a time to attend a volunteer orientation. After that orientation, parents and families may assist with house events, family engagement nights, mentoring opportunities, etc.

5. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

Topic/Title	How does this help staff build school/parent relationships?	Format for Implementation: workshop, book study, presenter, etc.	Who is the audience?	Tentative Date/Time
Seminar on Student Portfolios/Notebooks	helps staff frequently communicate student progress to parents and families	workshop	all teachers	September during Staff Development
Seminar on Student-Led Conferences	helps staff authentically communicate student progress to parents and families	workshop	all teachers	August during pre-planning



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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

Building Capacity of Parents and Families							
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum Areas	Academic Night/Assessment Information Meeting	Increase awareness of curriculum standards; to give parents information regarding upcoming state assessments	Thurs. February 25, 2021 @ 5-7 pm		✓		✓
State Assessments & Achievement Levels	Academic Night/Assessment Information Meeting	Increase awareness of curriculum standards; to give parents information regarding upcoming state assessments	Thurs. February 25, 2021 @ 5-7 pm		✓		✓
Technology, Parent Portal	Tech & Tapas	This workshop will provide a time for parents to view and use the technology programs to which students have access at school and at home. Parents will also be able to sign up for Parent Portal to monitor students' progress.	Thurs. October 29 @ 5-7 pm				
Transition (Kdg, MS, HS)	Meet in the Middle Kindergarten Round-Up	Incoming 6th graders learn about middle school and select electives; Incoming kindergarteners and parents will receive information and resources to prepare for kindergarten	Thurs. April 1st @ 5-7 pm and Tues. April 27th time TBD		✓		✓
College & Career							
Graduation Requirements & Scholarships							
Conferences	Student-Led Conference Night	for parents to receive an overview of student progress toward standards through a student-led review of the student's portfolio	Tues. December 8th @ 5-7 pm		✓		✓

How will workshops/events be evaluated?	parent/family evaluations
How will the needs of parents be assessed to plan future events?	evaluations, conferences, surveys
What are the barriers for parents to attend workshops/events and how do you overcome these?	Barriers: work schedules, transportation, lack of internet service, economic disadvantages, limited English proficiency; ways to overcome: flexible scheduling, give sufficient notice, free events and workshops, translators available
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Events and workshops are offered during times when there are other events on campus so that families can be present at multiple events on the same day; days are varied
How do parents who are not able to attend building capacity events receive information from the meetings?	Parents and families who are unable to attend meetings and workshops can view the livestream of the event, pick up information from the front office, review it on the school website, or receive electronic messages.

**These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*