



## Parent and Family Engagement Plan 2020-2021 Kathleen Elementary School

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:

Kathleen Elementary School will strive to build relationships to create real family engagement for every child, provide opportunities for parents to volunteer, and provide resources for parents to help their child meet their full potential through academic nights and parent workshops. Our mission is to partner with our school's community to ensure that all children build academic foundation, develop the desire to learn, and grow in self-confidence and compassion through a challenging curriculum which nurtures each student's abilities. Our teachers and staff will identify the needs of every students to provide them with support to meet their full potential.

### 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.

## Parent and Family Engagement Plan 2020-2021

### Kathleen Elementary School

☐ 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: *Nashia Lewis* Date: 6/2/2020

#### 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)	Sept 10th	Flyer in the agenda, SAC meeting	All parents/families are given a hard copy to look over and revise or add any suggestions or comments	SAC Meeting Agenda
Parent and Family Engagement Plan (PFEP)	May 2020 Virtual Survey Sept 10th	Flyer in the agenda, SAC meeting, Virtual Survey	All parents/families are given a hard copy to look over and revise or add any suggestions or comments	Virtual Survey and SAC Meeting Agenda
School-Home Compact	Sept 10th May 2020 Virtual Survey	Flyer in the agenda, SAC meeting Virtual Survey	All parents/families are given a hard copy to look over and revise or add any suggestions or comments	Virtual Survey and SAC Meeting Agenda
Title I Budget	Sept 10th	Flyer in the agenda, SAC meeting	All parents/families are given a hard copy to look over and revise or add any suggestions or comments	SAC Meeting Agenda
Parent & Family Engagement Allocation	Sept 10th	Flyer in the agenda, SAC meeting	All parents/families are given a hard copy to look over and revise or add any suggestions or comments	SAC Meeting Agenda

*\*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.*



## Parent and Family Engagement Plan 2020-2021

### Kathleen Elementary School

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

<b>Tentative date &amp; time(s) of meeting</b>	September 10th, 2020 4:00-7:00 p.m.
<b>How are parents notified of the meeting?</b>	All parents are notified of the Annual Parent meeting via flyer in the backpack, a label in the agenda, and a post on our Kathleen Elementary Facebook page beginning 2 weeks prior to the event.
<b>What information is provided at the meeting?</b>	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.
<b>How are parents informed of their rights?</b>	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.
<b>What barriers will you address to encourage parents/families to attend?</b>	Transportation is not offered to all parents, however, if we know of a family in need of transportation to attend we work to find a solution. Materials given out will be translated in English, Spanish, and HC as well as providing a translator at the meeting. Parents are welcomed to bring their child(ren) to the meeting so childcare is not needed.
<b>How will you get feedback from parents about the meeting?</b>	Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum, or testing that they would like to learn more.
<b>How do parents who are not able to attend receive information from the meeting?</b>	If parents are unable to attend the night/day of the event, they can look on the school's website to find out the latest Title I information from the Parent Involvement event. For those parents who don't have internet access, they may contact the front office for resources.

#### 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.

<b>Title IV-Homeless</b>	We work with HEARTH and they provide uniforms and transportation for students and families in need. FUEL Church also provides Kid-Packs to ensure students in need are provided healthy food choices over the weekend.
<b>Migrant</b>	We have any information provided, translated into a families' native language. We also have an ESOL para who works with our ESOL students and their families.
<b>Preschool Programs</b>	Preschool unit is available to parents with children between the ages of 3 and 4.
<b>Title III-ESOL</b>	We have any information provided, translated into a families' native language. We also have an ESOL para who works with our ESOL students and their families.
<b>SAC</b>	SAC members sign-up at orientation. All parents are invited to all meetings through labels in the agenda, flyers, and on our school Facebook page and website.
<b>PTO/PTA</b>	PTO/PTA members sign-up at orientation or at our Annual Parent meeting. Officers are nominated then elected based on votes.
<b>Community Agencies/Business Partners</b>	FUEL Church have donated their time and purchased plants for our Campus Beautification days. Publix donated school supplies for our students.



## Parent and Family Engagement Plan 2020-2021

### Kathleen Elementary School

#### 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.	Annual Conference meetings, PIN notebook, social media, school website, students' agenda, and Class Dojo.
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.	Parents receive information through conference nights, academic nights and reports sent home. Links to practice assessments are also provided on our school website.
Describe how your school provides information to parents in their native language. What languages do you provide?	We have any information provided, translated into a families' native language. We also have an ESOL para who works with our ESOL students and their families.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	The school is wheelchair accessible. Since accommodations varies on an individual basis, we would ask what accommodation they needed prior to the event in order to provide the proper accommodation.
Describe the opportunities parents have to participate in their child's education.	Conference Nights, Annual Parent meeting and Academic Nights allows parents to receive information, training and participate in hands on activities with their child.

#### 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.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Capacity Building School Improvement Plan	Sharing the schools mission and vision to work with the community to support student needs.	Presenter-Mrs. Lewis	Staff	August 3 <sup>rd</sup> , 2020 8:00 – 9:00
Professional Learning and PBIS	Building teacher awareness on the importance of strong relationships with families will increase teacher contact with parents.  Using Class Dojo for Positive Behavior Interventions and Support (PBIS) replacing red tickets for points.	Leadership team will review best practices with parent communication using applications such as Class Dojo.	Staff	August 3 <sup>rd</sup> , 2020 8:00 – 9:00
Champs	Develop a consistent framework of expectations for both parents and students	Presenter-Mrs. Lewis	Staff and families	August 6 <sup>th</sup> , 2019 7:30-3:15
Quarterly Review of parent letters from Renaissance, iStation, Freckle, Khan Academy etc.	Builds teacher capacity by reviewing data with administration. Teachers will learn or review ways to pull reports and parent letters using various online programs; parents will be provided quarterly iStation/STAR progress reports.	Grade level planning facilitated by principal, assistant principal, and academic coaches.	Staff	Quarterly, throughout the school year during grade level planning sessions



## Parent and Family Engagement Plan 2020-2021

### Kathleen Elementary School

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

<u>Topic</u>	<u>Title</u>	<u>How will this impact Student Achievement?</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Transportation</u>	<u>Refreshments</u>	<u>Childcare</u>	<u>Translation</u>	<u>How will this support learning at home?</u>
Curriculum Areas	Math Academic Night	Parents will learn how to access Math programs at home such as Prodigy and Reflex, which results in academic performance gains.			x		x	Students will have parents support in using these programs at home.
State Assessments & Achievement Levels	Reading Academic Night SSA	Relate iStation scores to FSA testing and show parents how to access iStation at home. Provide test-taking strategies to parents and also information on the assessments their child will be expected to take. Grade 3-5 take the FSA.			x		x	Parents will have an idea of what areas to work on with their child(ren) at home to help prepare them.
Technology, Parent Portal	Class Dojo and Parent Portal	Parents will learn how to use and access Class Dojo on their phone and/or computer.  Provide parents with information on how to navigate the Parent Portal and check their child's grades.					x	Parents and teachers can stay in contact about student progress.  Parents will be able to keep up with their child(ren) curriculum and grades.
Transition (Kdg, MS, HS)	Boo Hoo Breakfast	These workshops will provide information to parents to help their child make a smooth transition with change in school.	August 10 <sup>th</sup> Boo Hoo Breakfast		x	x	x	Parents get aid in helping their Kindergartener transition.
College & Career								
Graduation Requirements & Scholarships								
Conferences	Annual Conference Nights	Helping parents/families know what the needs of their child(ren) are. Parents will be able to view their child's STAR and iStation reports to see their proficiency level.	Oct 22 <sup>nd</sup> Feb 18 <sup>th</sup>			x	x	Parents get a better/clearer understanding on how to help with their child(ren) educational or behavioral needs.

How will workshops/events be evaluated?

Through surveys provided to the parents/guardians for each event.

## Parent and Family Engagement Plan 2020-2021

### Kathleen Elementary School

<b>How will the needs of parents be assessed to plan future events?</b>	Through feedback form events and SAC meetings.
<b>What are the barriers for parents to attend workshops/events and how do you overcome these?</b>	We work with HEARTH to provide transportation to families in need. We offer dinner to all families. We also offer flexible times if parents are unable to attend due to a work schedule.
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Parents are able to select from given times during Conference Nights or via phone conference.
<b>How do parents who are not able to attend building capacity events receive information from the meetings?</b>	If parents are unable to attend the night/day of the event, they may come the following day during lunchtime. Teachers also send letters or flyers home with students the following day for parents who do not have transportation.

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