



## Parent and Family Engagement Plan 2020-2021

### Philip O'Brien Elementary

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:

Philip O'Brien Elementary believes student performance increases when parents and families are involved in their children's education. Our goal is to make strong connections between home and school by providing the necessary resources and support to our families.

#### 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:  Date: 06/10/2020



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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)	September, 2020	SAC Meeting	SAC Meeting	Meeting Minutes
Parent and Family Engagement Plan (PFEP)	May, 2020	Online Distance Learning Platforms	Virtual Survey	Parent survey responses
School-Home Compact	May, 2020	Online Distance Learning Platforms	Virtual Survey	Parent survey responses
Title I Budget	September, 2020	SAC Meeting	SAC Meeting	Meeting Minutes
Parent & Family Engagement Allocation	September, 2020	SAC Meeting	SAC Meeting	Meeting Minutes

*\*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	End of August/Beginning of September, 2020
How are parents notified of the meeting?	Flyers sent home, reminder labels in the agenda, marquee, Philip O'Brien Elementary Facebook page
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?	A Spanish translator was provided during the meeting. Families are welcome to bring their children to the meeting, but childcare is not needed.
How will you get feedback from parents about the meeting?	Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The parents will then return the evaluation in exchange for a free kid's meal coupon.
How do parents who are not able to attend receive information from the meeting?	Families unable to attend this meeting may request a meeting at their convenience. They may also request a copy of the information from the classroom teacher.





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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.

<b>Title IV-Homeless</b>	The HeARTH program will contact our guidance counselor in the event we have homeless families in our school. The guidance counselor will then contact the teacher with this information. The teacher may also be given this information by the student. Weekend meals, hygiene products and school supplies are provided for our homeless families.
<b>Migrant</b>	Some materials are provided in their native language and/or a translator is provided to assist parents in workshops, conferences, and other meetings.
<b>Preschool Programs</b>	Preschool parents receive invitations to all school programs and events. Ms. Labonte works closely with school staff to make sure her students are prepared for kindergarten.
<b>Title III-ESOL</b>	Our ESOL para, Ms. Rosa, translates conversations between parents and the school.
<b>SAC</b>	Parents are notified through the Title I Newsletter and the Title I Annual Meeting that applications are available for SAC positions. Parents are elected by parents. All parents are notified about meeting dates in the Title I newsletter. Parents who want to speak, but are not members may submit a written request to the principal and the chairperson seven days prior to the meeting. Parents attending the SAC meetings will receive information/materials to help them learn how to help their child(ren) at home.
<b>PTO/PTA</b>	All parents are invited to join and participate in events provided by our PTO. Notices with meeting information are sent home via the student backpack and advertised on the PTO Facebook page, marquee, flyers, and with stickers in the agenda.
<b>Community Agencies/Business Partners</b>	The Big Brother/Big Sister program provides mentoring for our students at Philip O'Brien Elementary. First United Methodist and Parker Street Ministries provide after school care and tutoring.

4. Utilize strategies to ensure meaningful communication and accessibility.

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.</b>	Monthly newsletters, agendas, weekly communication folders, social media
<b>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.</b>	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.
<b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	Parents are given this information at the Title I Annual Meeting, on the Philip O'Brien Elementary website, and in the Parent Engagement Notebook located in the front office. Teachers will also provide this information during conferences and during grade level curriculum events.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	A Spanish translator is provided at school events. A translator for other languages may be provided as the need arises, per student enrollment. Most communication is provided in Spanish and/or Haitian Creole.
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Our school is wheelchair accessible.
<b>Describe the opportunities parents have to participate in their child's education.</b>	Parents are invited to participate in family engagement events throughout the year. Parents who are approved by the school board are encouraged to volunteer in the classroom, media center, PTO, or SAC.

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.

<b>Topic/Title</b>	<b>How does this help staff build school/parent relationships?</b>	<b>Format for Implementation: workshop, book study, presenter, etc.</b>	<b>Who is the audience?</b>	<b>Tentative Date/Time</b>
Conferencing Tips	This helps build school/parent relationships by sharing ways to effectively communicate with parents and build relationships.	Presenter	School Staff	September 9, 2020 3:30 PM
Parent Volunteers On Campus	This helps build school/parent relationships by sharing ways parents can assist as volunteers on campus.	Presenter	School Staff	August 13, 2020 3:30 PM



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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	Curriculum Nights	Provide information to parents on standards by grade level and subject areas on how they can help their child at home.	Fall 2020	✓	✓	✓	✓
State Assessments & Achievement Levels	FSA Informational Night	Provide test taking strategies to parents and information on the assessments their child will be expected to take.	Fall 2020, Winter 2021	✓	✓	✓	✓
Technology, Parent Portal		Provide parents with information on how to navigate the Parent Portal to check their child's grades.	Fall 2020				✓
Transition (Kdg, MS, HS)	Kindergarten Readiness Conferences Middle School Readiness Assemblies	Pre-k parents will attend a meeting with their child to go over readiness skills for kindergarten. Incoming students will have the opportunity to visit a kindergarten classroom during Kindergarten Round Up. Counselors from the middle schools will visit 5th graders to introduce scheduling. Fifth grade students will travel to their schools for a visit.	Spring 2021	✓			✓
College & Career							
Graduation Requirements & Scholarships							
Conferences	Report Card Conference Nights	Parents will have the opportunity to meet with their child's teacher for specific feedback on the child's progress.	October 2020, January 2021, April 2021		✓		✓

How will workshops/events be evaluated?	Data analysis, survey results
How will the needs of parents be assessed to plan future events?	Parent surveys, District Parent survey, Parent meetings to review school plans and compact, Evaluations from previous meetings/workshops
What are the barriers for parents to attend workshops/events and how do you overcome these?	Barriers include childcare, mealtime, and translation needs. Many evening events will include childcare and a light meal. A Spanish translator will be available at the events.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Different events will be offered in the evening, after school, or in the morning.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information from the events will be available in the front office or can be sent home with the students by the teacher.

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