



Parent and Family Engagement Plan 2020-2021

Laurel 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:

Laurel Elementary School will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. We believe that with the participation of every family and every teacher working every day that every child can and will learn.

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: Rodrick Gray Date: 6/11/2020



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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? |
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| School Improvement Plan (SIP) | Fall 2020 | All families will be notified via a flyer, stickers in student's agenda, social media, and/or posted on the school marquee. | Parents who attend will be given the opportunity to voice their opinion, provide suggestions and/or ideas. | Parents who attend will be given the opportunity to voice their opinion, provide suggestions and/or ideas. |
| Parent and Family Engagement Plan (PFEP) | Fall 2020 | All families will be notified via a flyer, stickers in student's agenda, social media, and/or posted on the school marquee. | All families will be notified via a flyer, stickers in student's agenda, social media, and/or posted on the school marquee. | Parents who attend will be given the opportunity to voice their opinion, provide suggestions and/or ideas. |
| School-Home Compact | Fall 2020 | All families will be notified via a flyer, stickers in student's agenda, social media, and/or posted on the school marquee. | All families will be notified via a flyer, stickers in student's agenda, social media, and/or posted on the school marquee. | Parents who attend will be given the opportunity to voice their opinion, provide suggestions and/or ideas. |
| Title I Budget | Fall 2020 | All families will be notified via a flyer, stickers in student's agenda, social media, and/or posted on the school marquee. | All families will be notified via a flyer, stickers in student's agenda, social media, and/or posted on the school marquee. | Parents who attend will be given the opportunity to voice their opinion, provide suggestions and/or ideas. |
| Parent & Family Engagement Allocation | Fall 2020 | All families will be notified via a flyer, stickers in student's agenda, social media, and/or posted on the school marquee. | All families will be notified via a flyer, stickers in student's agenda, social media, and/or posted on the school marquee. | Parents who attend will be given the opportunity to voice their opinion, provide suggestions and/or ideas. |

**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.

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| Tentative date & time(s) of meeting | September 10 & 17, 2020 from 5:30pm - 7:00 pm |
| How are parents notified of the meeting? | Parents who attend will be given the opportunity to voice their opinion, provide suggestions and/or ideas. |
| 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? | We have a large group of parents who work late; therefore, we will provide flexible scheduling and will offer virtual attendance via facebook live. Information is provided through multiple forms (marquee, flyer, website, stickers in agenda prior to the day of activities). Translation of materials given out will be translated in Spanish as well as we will provide a translator at the meeting. Parents are welcome to bring their child (ren) to the meeting so 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; they may request additional information about Title I, the curriculum or testing that they would like to learn more. |
| How do parents who are not able to attend receive information from the meeting? | For parents who are not able to attend this meeting, a PowerPoint Presentation with the information in English and Spanish will be available on our school website and Social Media accounts. |



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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.

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| Title IV-Homeless | The HEARTH program is contacted as indicated to assist families in need of housing and other living necessities. Teachers are advised of this status only upon inquiry to protect the family's privacy. Recommendations for additional resources are provided with the United Way referral. |
| Migrant | There is no migrant population at Laurel Elementary |
| Preschool Programs | Laurel has five Pre-K units. The parents of these children are invited to join SAC, volunteer, and attend all school workshops and meetings. In addition, the teacher meets frequently with families to discuss progress and to suggest ways to support learning at home. Families are invited to attend Kindergarten Round Up in the Spring 2021. |
| Title III-ESOL | All informative materials are sent home in both Spanish and English. ESOL curriculum materials are offered to parents to use at home. Families of ESOL students are invited to join SAC, volunteer, and attend all school workshops and meetings. |
| SAC | Budgeting for Parent Engagement Activities is presented to, and approved by the Laurel SAC. Laurel SAC members are encouraged to volunteer in the school as well as attend all school events. |
| PTO/PTA | Laurel does not have a PTO/PTA |
| Community Agencies/Business Partners | Outside agencies who provide services for our students are invited to participate in school events. The SoFEES Solivita community group provides food and clothing to Laurel families in need of every day essential items. |

4. Utilize strategies to ensure meaningful communication and accessibility.

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| Describe the methods that will be used to ensure meaningful, ongoing communication between home and school. | Laurel communicates with families throughout the school year in a variety of methods including flyers, marquee messages, social media accounts, and the school website. Students have agendas, which are purchased with Title One funds, to facilitate a home-school connection. Most communications are in English and Spanish, which is reflective of our population. |
| 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. | Workshops, individual meetings, the school website, social media accounts, parent conferences, and flyers are used to inform families about curriculum, assessments, progress monitoring and achievement levels. |
| Describe how your school provides information to parents in their native language. What languages do you provide? | Translation of materials given out will be translated in Spanish and Haitian-Creole as well as we will provide a Spanish translation at the meeting. |
| How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events? | The school has handicapped parking at the front and is designed for full wheelchair accessibility. |
| Describe the opportunities parents have to participate in their child's education. | Parents and families will have the opportunity to participate in their child's education through parent/teacher conferences, academic/ curriculum nights and/or SAC meetings. |

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 |
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| Effective Parent Conferencing | Effective communication between teachers and families increases the likelihood of academic success. | Staff Meeting | All classroom teachers | Fall 2020 |
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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 | | | | | | | |
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| Topic | Title | How will this impact Student Achievement? | Tentative Date/Time Are they flexible? | Transportation | Refreshments | Childcare | Translation |
| Curriculum Areas | Curriculum Nights, Reading, Math and Science Nights | Well informed and trained parents who know how to help their students at home can help increase student achievement. | All meetings are scheduled at 5:30 pm: September 10; September 17; October 15; November 12; February 18. Information will be sent home with students whose families could | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| State Assessments & Achievement Levels | Curriculum Nights | Well informed and trained parents who know how to help their students at home can help increase student achievement. | Meetings are scheduled at 5:30pm. September 10 and September 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Technology, Parent Portal | Curriculum Nights/Orientation Day | Well informed and trained parents who know how to help their students at home can help increase student achievement. | Meetings are scheduled at 5:30pm. September 10 (Kindergarten - 2nd grade) and September 17 (3rd grade - 5th grade). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Transition (Kdg, MS, HS) | Kindergarten Round Up | Well informed and trained parents who know how to help their students at home can help increase student achievement. | Spring 2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| College & Career | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Graduation Requirements & Scholarships | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conferences | Parent/Teacher Conferences | Well informed and trained parents who know how to help their students at home can help increase student achievement. | Throughout the academic year 2020-2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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| How will workshops/events be evaluated? | Every parent who attends the conferences/meetings will be asked to complete a short evaluation of the meeting. |
| How will the needs of parents be assessed to plan future events? | *School Advisory Council *Parent surveys, District parent survey *Evaluations at previous workshops *Parent meetings to review compact/ PFEP |
| What are the barriers for parents to attend workshops/events and how do you overcome these? | Language and work schedules are the primary barriers for Laurel families. There are available translators for events and meetings. Parents who cannot attend events are encourage to call the school office 863- 427-1437 to make an appointment, at a convenient time, to receive the information delivered during any workshop or meeting. Recorded meetings will also be posted on Facebook for parents to view. |
| How are flexible dates and times for meetings, events and/or workshops offered? (Give examples) | Conferences are available throughout the school year, teachers are encouraged to schedule one face to face conference to discuss school-wide and student progress. To allow flexibility and ensure all parents are accommodated, conferences may be scheduled before or after school or during teacher planning time as needed. A variety of day and evening parent and family engagement events will be provided throughout the school year. |
| How do parents who are not able to attend building capacity events receive information from the meetings? | For parents who are not able to attend, documentation provided to parents on the meetings with the information in English and Spanish will be available on our school website. |

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