



Parent and Family Engagement Plan 2020-2021

Chain of Lakes 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:

Our vision is to foster relationships among students, their support system, and school personnel. We will accomplish this endeavor by hosting meaningful family engagement opportunities. Also, we will equip families with the resources and knowledge they need to help us effectively educate their child. Together, our goal is to build strong parent-school relationships that enable students to master the Florida State 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: _____

Suzi Nelson

Date: 7/2/20



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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)	Sept. 15 & 17, 2020	Flier, FaceBook, Class Dojo, School Messenger, School Website	Previous Year School Improvement Plan, Rubric for Evaluation, Discussion, Edits, Recap of New Plan, Voting Approval	Flier, Agenda, Sign-In Sheet, Notes
Parent and Family Engagement Plan (PFEP)	Aug. 6, 2020	Flier, FaceBook, Class Dojo, School Messenger, School Website	Previous Year PFEP, Rubric for Evaluation, Discussion, Edits, Recap of New Plan, Voting Approval	Flier, Agenda, Sign-In Sheet, Notes
School-Home Compact	Aug. 6, 2020	Flier, FaceBook, Class Dojo, School Messenger, School Website	Previous Year School-Home Compact, Rubric for Evaluation, Discussion, Edits, Recap of New Plan, Voting Approval	Flier, Agenda, Sign-In Sheet, Notes
Title I Budget	Sept. 15 & 17, 2020	Flier, FaceBook, Class Dojo, School Messenger, School Website	Previous Year Title I Budget, Rubric for Evaluation, Discussion, Edits, Recap of New Plan, Voting Approval	Flier, Agenda, Sign-In Sheet, Notes
Parent & Family Engagement Allocation	Sept. 15 & 17, 2020	Flier, FaceBook, Class Dojo, School Messenger, School Website	Previous Year Parent & Family Engagement Allocation, Rubric for Evaluation, Discussion, Edits, Recap of New Plan, Voting Approval	Flier, Agenda, Sign-In Sheet, Notes

**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	Sept. 15 & 17, 2020 from 5:00 PM to 7:00 PM
How are parents notified of the meeting?	Flier, FaceBook, Class Dojo, School Messenger, School Website
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 a translation for communication and handouts; host meeting at convenient times for working families.
How will you get feedback from parents about the meeting?	Family feedback forms will be made available after each event. The feedback will be considered and applied to future events.
How do parents who are not able to attend receive information from the meeting?	Parents who are unable to attend will be able to view the presentation on the school website. Handouts will be made available in the office and available to be sent home to parents requesting them via invitation.



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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	This program is designed to assist homeless and in-transition families and children by eliminating barriers for school enrollment, attendance, stability, and overall academic success. We work to ensure children experiencing homelessness have the same opportunities for educational success as housed students in Polk County.
Migrant	Polk County's Migrant services support students and families academic needs and access to quality health, social, and support services. This program also partners with outside organizations to help close student educational gaps in core subjects. The migrant program also ensures parents/guardians are involved in activities that promote education.
Preschool Programs	Polk County Public School preschool programs support families during the first intricate parts of a child's life. Our school has two full-day classes and a half day class, dedicated to providing love for learning and developmental social needs.
Title III-ESOL	Polk County uses Title III to engage parents and families in educational activities during the school year. Title III also provides supplemental resources for our ELL families, such as translation services and paraprofessionals to support students in the classroom.
SAC	Our school's SAC is a pertinent part of our decision-making process for our school organization. Our SAC collaborates with us to prioritize school improvements, decide the best avenue to take with programs to impact student achievement, evaluation of all school plans and assistance in ensuring school expenditures are in alignment with the school improvement plan and school vision.
PTO/PTA	Our school PTO collaborate with our school organization to host events, fundraiser, and other activities to support our school in, providing our students with engaging and supportive learning environments. Our SAC's vision is for our students not to lack any resources that will advance a student academically.
Community Agencies/Business Partners	Business partners work in conjunction with SAC and PTO to align resources to meet the academic and social needs of our students. Our school organization also collaborates with local businesses to provide students with life skills in the real world.

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.	To maintain meaningful, ongoing communication between students homes and school, our school will use the agenda, school website, fliers, FaceBook, Class Dojo and School Messenger to communicate school initiatives, specific concerns and praises with families.
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.	Teachers have flexibility in scheduling parent conferences to discuss students academic and social progress. Parents are encouraged to participate in school activities/meetings to increase their knowledge of the curriculum, achievement levels, progress monitoring, and assessments. Families receive progress monitoring data with every report card. Parents gain information on the school website, Class Dojo, FaceBook, fliers, and School Messenger.
Describe how your school provides information to parents in their native language. What languages do you provide?	Fliers, voice messages (School Messenger), communication applications all are adaptive to other languages. We provide translation in Spanish and Haitian Creole.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	The structure of the school is designed for accessibility by all. The school has open parking spots near the school entryway, doorways and gates allow flexibility for entry. Events are organized for safe transitions and movement. We also have teachers who can provide American Sign Language to families with hearing impairments, to partake in the learning opportunities the school offers.
Describe the opportunities parents have to participate in their child's education.	We encourage our parents/guardians to volunteer, join our PTO, and attend school events. Through these various avenues, families learn with their children and are better able to assist the areas in which their child struggles. Through families involving themselves with the school, it also provides them with a network of other families to help support them and their child. For families unable to be a part of activities at the school, consistent communication is an avenue for them to participate in their child's learning.

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>
Parent Engagement	Provides staff with tools needed to have a successful partnership with families to promote academic and social success.	Presenter	Instructional Staff	August-Ongoing
Socio-Emotional Learning	This training is for staff members to gain knowledge and strategies to assist students facing a variety of socio-economic challenges.	Presenter: School Social Worker, Guidance Team	Instructional Staff	September



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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	Winter Academic Night	Families will be engaged in standards-based learning activities, and provided take-home standards, take-home activities for extra practice.	12/10/2020		✓		✓
State Assessments & Achievement Levels	FSA Night and FaceBook Live	Families will receive information about the Florida State Assessment question formats, session lengths and dates.	9/29/2020		✓		✓
Technology, Parent Portal	Open House	Families will be provided the opportunity during Open House to register for Parent Portal and learn of online academic resources available to their child at home.	9/15/2020 9/17/2020		✓		✓
Transition (Kdg, MS, HS)	Middle School Showcase	Families can meet and interact with all the local middle schools in the community to aid in the decision process in secondary school selection for the child.	11/17/2020		✓		✓
College & Career	Great American Teach-In and Careers on Wheel	Students receive the opportunity to hear members of the community share their educational experiences and how it relates to their career.	11/4/2020				
Graduation Requirements & Scholarships	N/A						
Conferences							

How will workshops/events be evaluated?	Every workshop/event is evaluated through the completion of a survey.
How will the needs of parents be assessed to plan future events?	Needs of parents will be assessed to plan future events by making reflection notes for events and setting notifications to implement changes.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Barriers for parents/guardians to attend workshops/events is work schedules, transportation, and communication. Workshops/events are scheduled for evenings and materials are provided through the school website or sent home with the child. We make sure to have personnel on staff for workshops/events that can communicate with families in Spanish, Haitian-Creole, and American Sign Language. Parents/guardians can also come at a convenient time for school personnel to review the materials with them.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	An example of flexible dates and times for meetings, events, or workshops offered is Open House. All the materials provided for that event will be sent home with students of parents that could not attend. This event is mid to late evening to allowing working families a window to stop by and join.
How do parents who are not able to attend building capacity events receive information from the meetings?	Parents/guardians unable to attend may access the information through our school website, or the students will bring it home. Our school doors are always open for parents to come and discuss the materials from the workshop/event.

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