



Parent and Family Engagement Plan 2020-2021

Lena Vista 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:

Lena Vista Elementary believes that parent and family engagement should be an ongoing process that increases active participation, communication and collaboration between families and schools. We believe that families, schools and communities all working together will create meaningful relationships that will lead to an increase in student achievement and productive citizens within the community.

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: _____

6-11-20



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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)	TBD			
Parent and Family Engagement Plan (PFEP)	5/20/2020	Virtually	Provided link to PFEP survey for comments & feedback	The survey results with parent comments.
School-Home Compact	5/20/2020	Virtually	Provided link to Compact and survey for comments & feedback	The survey results with parent comments.
Title I Budget	TBD			
Parent & Family Engagement Allocation	TBD			

**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	September 3rd, 2020 6-7 pm
How are parents notified of the meeting?	Flyers, Dojo, Marquee and Facebook
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?	Meeting will be held during evening hours to provide parents with jobs a flexible time to attend. It will also be recorded and available by request.
How will you get feedback from parents about the meeting?	Surveys will be provided
How do parents who are not able to attend receive information from the meeting?	The recording will be available by request in the front office. Resources provided during the original meeting will be sent home in the student agendas and posted on the school website.



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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	The Hearth program, funded through Title X, provides support for identified homeless students. Title I provides support for this program, and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
Migrant	Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates, assigned to schools with high percentages of migrant students monitor the progress of these high need students and provide or coordinate supplemental academic support. Migrant Home-School Liaisons identify and recruit migrant students and their families for the MEP. They provide support to both students and parents in locating services necessary to ensure the academic success of these students whose education has been interrupted by numerous moves.
Preschool Programs	Our Title I Pre-k program promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. Also, Pre-K is invited to all school events. All preschool families are included in school activities.
Title III-ESOL	Provides supplemental resources for English Language Learners (ELL) and their teachers in Title I schools, as well as professional learning opportunities for school staff.
SAC	All families are invited to attend the SAC meetings, parent representatives and community representative are elected each year. The meeting along with events are posted on the website and sent in the newsletter so parents know what is going on, any parents can attend the meeting, but only members are allowed to vote. The meetings keep everyone informed of the progress of the school.
PTO/PTA	Each member of the leadership team is represented on the PTO. One member of our staff is on the board of PTO and our administration attends all PTO meetings.
Community Agencies/Business Partners	First United Methodist, Lena Vista United Methodist Church, One More Child, Kids Pack, Legacy Church, Auburndale Dunkin Donuts, Peebles BBQ, Walmart and Lowes.

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.	School messenger, Dojo, student agenda, newsletters, school website, Facebook, parent workshops
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.	Annual Title 1 parent meeting, school website, school messenger, newsletters, parent/teacher conferences and information meetings.
Describe how your school provides information to parents in their native language. What languages do you provide?	We have our information translated in Spanish and Creole
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Materials given to parents will be available in English, Spanish and Creole. We also strive to provide a translator at the meetings.
Describe the opportunities parents have to participate in their child's education.	Attending parent nights, joining PTO, joining SAC, volunteering.

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>
Winter Extravaganza	By providing standards based fun and creative activities the student and families can participate in together.	Curriculum Stations	Parents & Students	December 10th, 2021 5-7 pm
Spring Family Night	By providing standards based fun and creative activities the student and families can participate in together.	Curriculum Stations	Parents & Students	April 22nd, 2021 5-7 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	Open House and Parent/family Reading Nights	Parental awareness of student academic progress throughout the year, Rigor of academic standards and classroom exceptions.	Sept. 3, 2020; Dec. 10th, 2020; April 22nd, 2021; All 5-7 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	2nd - 5th grade Student/Parent Test Taking Night	Parental awareness of state testing data and increase in achievement levels from grade to grade.	February 25th, 2021 5-6 pm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Orientation	Freckle, Smarty Ants, Parent Portal login	August 6th, 2020 10am-1pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Round-Up	Introduce students and parents to Kindergarten standards/curriculum, bridge the gap between home and school	TBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Parent/Teacher Conferences	Parent awareness of students academic progress	Ongoing throughout the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Every parent who attends the event will be asked to complete a short survey about the event.
How will the needs of parents be assessed to plan future events?	For parent who were unable to attend the meeting, information from the meeting will be available on our school website and materials can be sent home in the students agenda.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Materials given to parents will be available in English, Spanish and Creole. We also strive to provide a translator at meetings.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We provide information and parent links on the school web site and by sending home information in the student agendas.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information will be sent home in agendas and posted on the Lena Vista Elementary website

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