



## Parent and Family Engagement Plan 2020-2021

### Floral 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:

The purpose of the parent involvement program at Floral Avenue Elementary School is to encourage our parents to be active in their children's education career. The Mission Statement of Floral Avenue Elementary is to provide a supportive learning environment for all children to ensure that they become productive, responsible, citizens in an ever-changing world. The District and School-Based Title I Parent Involvement Programs in Polk County will strive to build relationships to create real family engagement for every child, every family, every teacher, every day.

#### 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: \_\_\_\_\_

*Rebekah Eckman*  
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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?
<b>School Improvement Plan (SIP)</b>	Sept. 2020	Parents were given opportunities to look over the document and provide feedback via survey.	A group of parents with the SAC worked to review, plan, and improve school programs. The parents helped to determine the PFE's effectiveness and make suggestions on how to improve the plan for the following school year during the Annual Title I meeting.	Sign in sheets and parent surveys/comments
<b>Parent and Family Engagement Plan (PFE)</b>	Jan. 1/27/20, Ongoing through school's website (adjusted due to distance learning.)	Parents were given opportunities to look over the document and provide feedback via survey.	We will elicit feedback at the start of 20/21 through parent feedback forms and upload the information on the school's website to receive feedback throughout the year.	Sign in sheets and parent surveys/comments adding to school website for continuous feedback throughout the year.
<b>School-Home Compact</b>	Jan. 1/27/20, Ongoing through school's website (adjusted due to distance learning.)	Parents were given opportunities to look over the document and provide feedback via survey.	We will elicit feedback at the start of 20/21 through parent feedback forms and upload the information on the school's website to receive feedback throughout the year.	Sign in sheets and parent surveys/comments adding to school website for continuous feedback throughout the year.
<b>Title I Budget</b>	Jan. 1/27/20, Ongoing through school's website (adjusted due to distance learning.)	Parents were given opportunities to look over the document and provide feedback via survey.	We will elicit feedback at the start of 20/21 through parent feedback forms and upload the information on the school's website to receive feedback throughout the year.	Sign in sheets and parent surveys/comments adding to school website for continuous feedback throughout the year.
<b>Parent &amp; Family Engagement Allocation</b>	Jan. 1/27/20, Ongoing through school's website (adjusted due to distance learning.)	Parents were given opportunities to look over the document and provide feedback via survey.	We will elicit feedback at the start of 20/21 through parent feedback forms and upload the information on the school's website to receive feedback throughout the year.	Sign in sheets and parent surveys/comments adding to school website for continuous feedback throughout the year.

*\*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.**

<b>Tentative date &amp; time(s) of meeting</b>	Sept. 2020
<b>How are parents notified of the meeting?</b>	School website, flyers, Facebook page, student agenda, school marquee, school news letter
<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>	We provide multiple dates and adjust times to accommodate the families needs based on 19/20 feedback and forms feedback we've received.
<b>How will you get feedback from parents about the meeting?</b>	Feedback form and provide feedback forms on the school's website for the 20/21 school year.
<b>How do parents who are not able to attend receive information from the meeting?</b>	We will upload the information to the school websites and provide copies to the families that weren't able to attend based on teacher's attendance sheets.



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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>	We work with the HEARTH Program when we receive a student who is homeless. Teachers are notified by the administration when a student who receives HEARTH services enter his/her classroom. Funds are accessed for appropriate students.
<b>Migrant</b>	We work with the Migrant Department when we receive a migrant student. We provide information and materials in the student's native language. If a home visit is needed, it is provided. Funds are accessed for appropriate students.
<b>Preschool Programs</b>	We provide invitations to parents of local daycare students when we have a kindergarten transition event. Each family is given a packet of materials that they can use to help their child prepare for kindergarten, as well as a free book.
<b>Title III-ESOL</b>	We have an ESOL para who works directly with our ESOL students and their families. We provide information to these families in their native language.
<b>SAC</b>	Our SAC members are elected at our Annual Title I Meeting in the Fall. All meetings are advertised in our school newsletter with an open invitation for all parents to attend. In addition, SAC members are emailed and called prior to a meeting. All parents are welcome to speak at meetings. In our meetings, we share important information to parents about how to help their child at home.
<b>PTO/PTA</b>	We have a newly formed PTO and will work with them support to all stakeholders.
<b>Community Agencies/Business Partners</b>	We work closely with business partners to coordinate volunteer and mentor opportunities at our school.

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>	All parents will be notified via flyer, newsletter, and student agendas. In addition, information will be posted on our school website, Facebook, and marquee. Floral Avenue Elementary will hold at least one face to face conference with each student's family and individual teachers will have logs documenting the date, time, and parent signature showing that the compact was discussed.
<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>	All parents will be notified via flyer, newsletter, and student agendas. In addition, information will be posted on our school website, Facebook, and marquee. Floral Avenue Elementary will hold at least one face to face conference with each student's family and individual teachers will have logs documenting the date, time, and parent signature showing that the compact was discussed.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	Floral Avenue Elementary will provide printed materials in Spanish. Translation is provided at school events via Spanish speaking para educator.
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Teacher requests via phone call and letter sent home through agendas, sign up sheets at the Back to School Orientation Event, and personal invitation will be given via phone call.
<b>Describe the opportunities parents have to participate in their child's education.</b>	Teacher requests via phone call and letter sent home through agendas, sign up sheets at the Back to School Orientation Event, and personal invitation will be given via phone call.

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>
Teach Champion 2.0	Highlighting best practices for success in building and fostering relationships with all stakeholders inside and out of the classroom.	Book study	All Faculty	20/21 school year

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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.

<b>Building Capacity of Parents and Families</b>								
<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	K-2 Bingo for books Science night Writing Night	Information at the meeting will provide information on curriculum and strategies for parents to take home to help raise student achievement in an engaging way.	Nov 20, Jan 21, Mar 21 5-7 or 4-6		✓			We will provide information for parents to bring home to support their student.
State Assessments & Achievement Levels	FSA Night	Information shared with parents on the implications of test results, along with the administration dates, allows families to make informative decisions about the level of academic support their child may need.	Feb 21 5-7 or 4-6		✓			We will provide information for parents to bring home to support their student.
Technology, Parent Portal	Parent Portal/AR night	Provide parents with information on how to access their student's grades through Parent Portal; provide PIN #'s so they can have access to their child's grades, attendance, etc.	Orientation Aug 20, Open House Sept 20, Library night March 21		✓			We will provide information for parents to bring home to support their student.
Transition (Kdg, MS, HS)	Kindergarten Round up	Parents will be provided with information to help their child make a smooth transition into our school.	May 21 5-7 or 4-6		✓			We will provide information for parents to bring home to support their student.
College & Career								
Graduation Requirements & Scholarships								
Conferences	Parent Conference night	These meetings will provide information to parents about their child's academic progress, state standards to be mastered, and summative assessments that will be taken.	Oct. 20, Nov. 20, Dec. 20 5-7		✓			

How will workshops/events be evaluated?	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.
How will the needs of parents be assessed to plan future events?	Parents will have an opportunity to complete a parent survey in order to access the needs of the parents.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Transportation is not offered to all parents, however, if we know of a family in need of transportation in order to attend, we work to find a solution. Translation of materials given out will be translated in English and Spanish. We will also provide a translator at the meeting. Light refreshments will be provided after the meeting. Parents are welcome to bring their child to the meeting, so childcare is not a barrier.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Parents are provided a calendar of events at the start of school. All dates and times of events are posted on our school website. Parent workshops are offered on different days and times and sometimes twice in order to increase attendance.
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 this meeting, information will be available on our school website and sent home.

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