



Parent and Family Engagement Plan 2020-2021

Lake Shipp 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:

At Lake Shipp Elementary students are educated through a collaborative team consisting of parents, school staff, peers, and the community to become lifelong learners. Children take risks and become productive and innovative without fear of failure; their gifts and talents are recognized and celebrated.

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: _____

6/8/2020



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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)	9-8-2020, 5-4-2021	Virtual Survey	All parents will be invited to attend the virtual SAC meeting and provide input.	Survey Results and input from parents virtually
Parent and Family Engagement Plan (PFEP)	9-8-2020, 5-4-2021	Virtual Survey	All parents will be invited to attend the virtual SAC meeting and provide input.	Survey Results and input from parents virtually
School-Home Compact	9-8-2020, 5-4-2021	Virtual Survey	All parents will be invited to attend the virtual SAC meeting and provide input.	Survey Results and input from parents virtually
Title I Budget	9-8-2020, 5-4-2021	Virtual Survey	All parents will be invited to attend the virtual SAC meeting and provide input.	Survey Results and input from parents virtually
Parent & Family Engagement Allocation	9-8-2020, 5-4-2021	Virtual Survey	All parents will be invited to attend the virtual SAC meeting and provide input.	Survey Results and input from parents virtually

**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 10, 2020 5:30pm-7pm
How are parents notified of the meeting?	Agenda, Class Dojo, Maqrquee, Invitation home
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?	Translators are available upon request. The event is offered at 5:30 PM, after normal working hours to accommodate working parents.
How will you get feedback from parents about the meeting?	A meeting evaluation will be distributed afterwards to parents requesting suggestions to improve the meeting and to check their understanding of Title 1.
How do parents who are not able to attend receive information from the meeting?	Parents who are unable to attend can view the Title 1 Power Point presentation on-line via the LSE 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	We work with the HEARTH program. Our social worker and guidance counselor identify the homeless and students in need of extra help from the school. Parents are given information about the HEARTH program and what it offers to help their child.
Migrant	Materials are sent home in Spanish and Creole. We work with the Migrant Department and do home visits if necessary. Translators are available to help in any way possible. By doing this bi-lingual parents have a better idea of how to help their child at home.
Preschool Programs	We house a VPK program, and depending on the activity, parents are involved. Our pre-k teacher works diligently to prepare the students by socializing them and teaching them important skills such as sharing, walking in a line, manners and following directions.
Title III-ESOL	We have 2 ESOL paras. We also use the ESOL department to help with translation.
SAC	SAC members are selected based on the demographics of our school. All parents are invited to the SAC meetings via the newsletter and calendar. All community members and parents are invited to give input. If parents have suggestions due to their child's academic struggles at home, they are encouraged to address the SAC meeting where solutions will be discussed and parent meetings/workshop will be brainstormed regarding academic needs to better help them at home.
PTO/PTA	PTA meeting dates are in the newsletter and available on-line. All parents are given a membership form at the open house/annual Title I meeting to become a member. Parents are encouraged to work with teachers to find programs and activities that teach parents how to help their child at home and to host events that will lift morale at school and home.
Community Agencies/Business Partners	LSE is involved in two United Way programs, the PEP after school tutoring program, which bus 0615 drops the students off this program helps students with homework who do not have anyone at home that can help them. Reading Pals, which works with kindergarten students, is a program that identifies students who do not get a lot of attention at home and gives them one-on-one attention at school, to make up for the lack of at home attention.

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.	We use the student agendas, Class Dojo, newsletters, flyers and the marquee to communicate between home and school
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.	Information about the curriculum is shared with parents at Open House, during Title One parent nights, and in face to face conferences with parents and teachers. Achievement levels, progress monitoring, and assessment data is sent home with the students and also available at parent/teacher conferences.
Describe how your school provides information to parents in their native language. What languages do you provide?	Everything that is sent home is in English and Spanish. If a parent or guardian needs another language it is provided.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	All meetings and parent nights on our campus are handicap accessible and other accommodations are made for parents/guardians with other needs.
Describe the opportunities parents have to participate in their child's education.	Parents may participate in their child's education by attending the parent nights held on campus, at one of the parents on premises days (Donuts with Dads and Muffins with Moms), parent/teacher conferences, and /or they may attend and/or join the Student Advisory Council and PTA, and may volunteer on campus.

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>
Effective parent conferencing	Let teachers know the proper way to communicate to build strong relationships with parents.	Workshop with power point Sailing toward effective parent conferencing created by the Title I Department and handout of different options for conferencing forms.	Teachers	9/21/20
Importance of Family Engagement	Strategies for building parent capacity and involvement	PD	Teachers	2/16/21

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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	Literacy Parent Night Science Activity Night Math Center Night	On these nights we share curriculum information with parents, we provide make and take activities, parents and students rotate through hands on activities, and we provide time for parents to sign up for the Parent Portal.	10/15/20 at 5 1/21/21 at 5 4/1/21 at 5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	FSA Family Night	Parents will see example test questions from the FSA and see an example of the writing prompt in order for parents to understand what is expected to pass the test. Third grade portfolios will also be explained for those students.	2/11/21 at 5 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	At all parent nights the computer labs will be open and parents will be encouraged to sign up for Parent Portal and to view the academic sights used with their students.	Parents will have access to students grades at all times and they can talk with their child about their progress and reach out to the teachers with questions and ask for assistance when needed.	10/15/20, 1/21/21, 2/11/21, 4/1/21	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Round Up WE3 Expo	To prepare students and parents for a successful 1st year in school. All 5th grade students will learn about the different electives and academies that are offered.	TBD	<input type="checkbox"/>	<input checked="" 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	Annual Parent Conferences	Parents and teachers will discuss their child's progress and talk about ways to encourage the child to continue making progress. Testing information will be shared at this time and the school compact will be discussed.	TBD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	An evaluation form is given to each parent at the end of the workshop or parent night to provide feedback to the school.
How will the needs of parents be assessed to plan future events?	Through the evaluations parents are given an opportunity to list other topics they would like to see covered and information shared about.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Many parents do not see the importance of attending parent nights and transportation may also be a barrier. If language is a barrier there is always someone available to translate.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Information from these meetings are sent home in the newsletters and many times information is posted on the website for parents to view in the event they are unable to attend. When individual meetings are scheduled they are offered when the parent is available to attend. All other school meetings are offered in the morning and at night whenever possible.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information from these meetings are sent home in the newsletters and many times information is posted on the website for parents to view in the event they are unable to attend.

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