



Parent and Family Engagement Plan 2020-2021

Dixieland 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: Dixieland's vision is to promotes school readiness, social-emotional growth, positive attitudes toward school and academic success through family engagement.

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: _____

E. Smith

Date: _____

6/15/2020



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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)	9/11/2020	Via flier, Class Tag invites, and Facebook invites	The SIP will be reviewed and parents will be able to ask questions and discuss thoughts/concerns	Parent Evaluation
Parent and Family Engagement Plan (PFEP)	9/11/2020 (original meeting was scheduled for 5/15/20 but was canceled due to Co-Vid 19 Closures)	Via flier, Class Tag invites, and Facebook invites	Parents will be provided with a draft of the PFEP and asked to provide feedback	Feedback forms
School-Home Compact	9/11/2020 (original meeting was scheduled for 5/15/20 but was canceled due to Co-Vid 19 Closures)	Via flier, Class Tag invites, and Facebook invites	Parents will be provided with a draft of the Compact and asked to provide feedback	Feedback forms
Title I Budget	9/11/2020	Via flier, Class Tag invites, and Facebook invites	Title I Budget will be reviewed and parents will be able to ask questions and discuss thoughts/concerns	Parent Evaluation
Parent & Family Engagement Allocation	9/11/2020	Via flier, Class Tag invites, and Facebook invites	Parent & Family Allocation will be reviewed and parents will be able to ask questions and discuss thoughts/concerns	Parent Evaluation

**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	9/2/2020
How are parents notified of the meeting?	Fliers, stickers in agenda, Class Tag, Facebook, and Instagram invitations
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 will offer a time that accommodates family work schedules, we will also provide a virtual option so parents can view the information at any time.
How will you get feedback from parents about the meeting?	We will provide families with an evaluation for the event.
How do parents who are not able to attend receive information from the meeting?	We will send home a packet of information to any family that cannot attend. We will also have a Virtual Meeting posted on our various sites so parents can access the information at any time.



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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	
Migrant	
Preschool Programs	
Title III-ESOL	
SAC	Dixieland has an active SAC committee.
PTO/PTA	
Community Agencies/Business Partners	Dixieland has Horace Mann, Boys and Girls Club, and the Camphor Heights Neighborhood Committee as Business Partners.

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.	Dixieland utilizes Class Tag, Social Media, our Website, School Messengers, School Marquee and monthly newsletters for ongoing communication 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.	Parents are provided this information through face-to-face conferences, Open House, Parent Nights, as well as information posted on our various Social Media outlets.
Describe how your school provides information to parents in their native language. What languages do you provide?	Our school provides translated versions of all information sent home. All of our electronic communications have the option of translating into Spanish or Haitian Creole. The language provided for paper-based resources is Spanish.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	We provide any accommodation needed by the parent so they can participate including moving to locations that are accessible to parents with disabilities and providing electronic and paper copies of any information given.
Describe the opportunities parents have to participate in their child's education.	Parents can participate through homework, Parent Nights, volunteering, special events, and fundraisers.

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
How to conduct an effective parent conference.	This will enable staff to communicate positively and effectively with parents in order to promote each students education.	Presenter	Teachers	8/5/2020



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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							
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum Areas	Family Literacy Night	Providing parents with easy to implement routines will ensure students receive necessary literacy practice	3/11/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	FSA Parent Information	Educating parents on the requirements and information for testing will provide them with an understanding of how to support their student at home.	This will be recorded in September and posted for parents to access. This will be introduced during Open House on 9/2/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Orientation	Parents will be able to monitor student progress on weekly assignments.	8/6/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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	Conference Night	This information will provide parents with necessary information to support their student so they can be successful.	10/28/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How will workshops/events be evaluated?	Workshops and events will be evaluated through parents completing Evaluation Forms for these events.
How will the needs of parents be assessed to plan future events?	Information from the Evaluation Forms as well as feedback provided by SAC will be used to assess future needs.
What are the barriers for parents to attend workshops/events and how do you overcome these?	The main barrier for parents to attend workshops/events is scheduling.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We are planning to provide several of our events Virtually so parents can access them on their own schedule. We also attempt to provide notice of events several weeks in advance to allow parents plenty of opportunity to plan to attend.
How do parents who are not able to attend building capacity events receive information from the meetings?	We provide handouts to parents who do not attend as well as an option to view the information virtually.

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