



Parent and Family Engagement Plan 2020-2021

Jesse Keen Elementary

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 office will assist our homeless and in-transition families and children by eliminating barriers so that they have the same opportunities for educational success as housed students. The school counselor informs teachers & school staff of identified students & families. The school makes sure that the Parent Involvement coordinator and school counselor assist them by offering resources available and assisting in possible ways to get resources.
Migrant	The school provides information to parents/families in their native language. Our school works closely with the Migrant department to support our students/families for greater success and achievements. The school conducts home visits as needed.
Preschool Programs	The school works closely with our Preschool teachers on our campus. Parents/families of preschool students receive all school information and communications. Our Preschool students are in the top percent of Polk County. Our preschool teachers do an excellent job preparing the kids for kindergarten with basic foundational beginning learner skills.
Title III-ESOL	At Jesse Keen Elementary, we have an ESOL teacher and two ESOL paraprofessionals to work with our ELL population. We provide information to parents in their native language. The school works with the ESOL department constantly to ensure that the ELL students are receiving their services and materials as necessary. The school also provides tutoring for ELL students. Teachers are also ELL certified and work with students in small group instruction implementing strategies for greater success and achievements.
SAC	The school invites all parents/families to join the SAC committee. The group chooses the members and chairs. We notify the parents/families, business partners, community members by the use of flyer's, marquees, school newsletter and website, Facebook and remind app. All parents are to be recognized and speak at meetings whether or not they are a member. At the meetings we offer information/materials to parents to help them learn how to help their child/children at home.
PTO/PTA	The school invites all parents/families, community members and business partners to attend PTO meetings. At Orientation and open house there are flyer's with the calendar of the year ahead and how to join. Then bi-monthly there are reminder flyer's, marquee notifications and parent newsletters. All attendees are recognized so they can speak and also at meetings we offer information/materials to parents to help them learn how to help their child/children at home.
Community Agencies/Business Partners	The school invites members of your community and business partners to participate in all events at the school. The school invites them to Orientation and Parent Resource Nights. The school also invites community agencies and business partners to be on or a part of the SAC, CAT and PTO groups and meetings. The school keeps community agencies and business partners informed of school events.

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.	The school ensures that there is ongoing communication between the school and home by sending monthly newsletters, remind app sends important messages such as weather issues -early release -upcoming closures or events, the teachers communicate with parents daily through the agenda, the school sends flyer's with important dates and information on curriculum, assessment dates school closures and or events. If a parent has a child with learning disabilities, the school provides that parent with the student's accommodations, the school is also providing parent informational and training meetings on how they can help and participate in their child's education. Also, the school communicates curriculum and achievement levels at the annual parent night as well as parent conferences and during the interim reports.
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.	The school provides information regarding the curriculum, achievement levels, progress monitoring and assessments during the annual parent night, parent conferences, informational Parent nights, and State/district reports.
Describe how your school provides information to parents in their native language. What languages do you provide?	The school provides information to parents in both languages, English and Spanish. (flyer's, newsletters, letters), social media posts and Remind app)
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	The school has ramps and other devices in order to accommodate parents with disabilities. If the school is aware of an accommodation that a parent might need, the school will try to provide it.
Describe the opportunities parents have to participate in their child's education.	Parents are welcome to participate in their child's education by asking them to become volunteers for the school, join the SAC committee, join PTO, participate in parent-teacher conference, where the compact is discussed and signed, come to parent informational/academic nights, participating in their child's IEP meetings, and participating in school's training for parents on how to help the kids at home with their work.

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
Effective Parent Conferencing	Effective parent conferencing will help the school teachers to communicate effectively with parents, communicate and explain the School-Home Compact, and the student's progress.	Title 1 Coordinator	Instructional Teachers K-5	8/7/2020
MTSS	MTSS will help teachers build an understanding of the process in order to support parents and students properly.	School Guidance Counselor	Instructional Teachers K-5	8/7/2020



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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:

Jesse Keen Elementary School will strive to build relationships to create real family engagement for every child, every family, every teacher, every day. Our doors are always open and we welcome all parents and families to be a part of their child's/children's learning

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: _____

A handwritten signature in blue ink, appearing to be "J. A. H. J.", written over a horizontal line. A small blue number "1" is written below the signature.

Date: _____

A handwritten date "6/17/20" in blue ink, written over a horizontal line.



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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)	2/11/2020 2/9/2021	Parents were invited through the school website, school newsletter, Facebook, remind app, flyer's, & marquees.	Parents provided their input and they are noted in the SAC committee minutes.	Sign in sheets for the SAC meeting. SAC minutes
Parent and Family Engagement Plan (PFEP)	2/11/2020 2/9/2021	Parents were invited through the school website, school newsletter, Facebook, remind app, flyer's, & marquees.	Parents provided written input on copies of the Parent and Family Engagement Plan and they are noted in the SAC committee minutes.	Sign in sheets, parents' written input on PFEP copies.
School-Home Compact	2/11/2020 2/9/2021	Parents were invited through the school website, school newsletter, Facebook, remind app, flyer's, & marquees.	Parent provided written input on copies of the School-Home Compact and they are noted in the SAC committee minutes.	Sign in sheets, parents' written input on compact copies.
Title I Budget	2/11/2020 2/9/2021	Parents were invited through the school website, school newsletter, Facebook, remind app, flyer's, & marquees.	Parents provided their input and they are noted in the SAC committee minutes.	Sign in sheets for the SAC meeting. SAC minutes
Parent & Family Engagement Allocation	2/11/2020 2/9/2021	Parents were invited through the school website, school newsletter, Facebook, remind app, flyer's, & marquees.	Parents provided their input and they are noted in the SAC committee minutes.	Sign in sheets for the SAC meeting. SAC minutes •

**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 3, 2020 @ 5:00pm
How are parents notified of the meeting?	Parents will be invited through the school website, school newsletter, Facebook, remind app, flyer's, and the marquees
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?	Transportation is not offered to parents/families, however, if we know of a family in need of transportation in order to attend we work to find a solution. Also language is a barrier but translated materials will be given out will be in English and Spanish as well as we will provide a translator at the meeting during presentations.
How will you get feedback from parents about the meeting?	Every parent/family member who attends the meeting will be asked to complete a short evaluation of the meeting. Parents/families may request additional information about Title I, the curriculum, or testing that they would like to learn more about.
How do parents who are not able to attend receive information from the meeting?	The school will send the information home with students for parents/families that are not able to attend. The school Parent Involvement portable will be open daily to provide the information and resources.



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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	Florida Standards-Curriculum	Parents are welcome to participate in their child's education by asking them to become volunteers for the school, join the SAC committee, join PTO, participate in parent-teacher conference, where the compact is discussed and signed, come to parent informational/academic nights, participating in their child's IEP meetings, and participating in school's	9/3/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	FSA Informational Parent Night	FSA Informational Parent Night will impact student achievement by student's and parent focus in school work, improvement in school attendance, reading, and practice (homework).	3/11/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Resources	The resources are to help build student foundational skills and comprehension in order for students to perform well in testing.	9/3/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Round- Up Middle School Showcase	Help parent and student with student kindergarten readiness. Help students & Parents with Middle school academy options	4/8/2021 11/5/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	Great American Teach In & College and Career Day	During the Great American Teach In & College and Career Day, students will learn the relevance of the standards for the different colleges and professions.	11/12/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships	Scholarships	For students to perform well academically in school.	9/3/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences	Parent/Teacher conferences Attendance Conferences	Parent Teacher Conferences will impact student achievement by ensuring that parents are informed of the student's progress academically and how they can help their child at home. Parents will also understand the importance of their child's attendance at school	9/3/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Every parent who attends the workshops/events will be asked to complete a short evaluation of the training.
How will the needs of parents be assessed to plan future events?	The Title I Coordinator and Administration will review parent needs and address their needs in future training/events.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Work, childcare, and transportation might be barriers for parents that's why the school has a Parent Involvement Portable for additional hours and childcare. If a parent does not have transportation, we can make arrangement ahead of time. Children are welcome to all events and staff is on hand to assist families.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Flexible dates and times for meetings, events, and/or workshops are available in the Parent Involvement Portable. The school has a Parent Involvement Portable in order to provide additional times, support, and resources for parents. For example: Parent Informational training is going to be offered in the morning in the portable and the cafeteria in the afternoon/evening hours.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information will be sent home to parents that do not attend in both languages.

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