



## Parent and Family Engagement Plan 2020-2021

Kathleen Middle

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 mission of Kathleen Middle School, a community of diverse learners, is to ensure rigorous and relevant learning experiences that result in high achievement for our students.

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

*Gregory*

Date: \_\_\_\_\_

*6/22/2020*



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Kathleen Middle

### **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)	September 9, 2020	They are invited to SAC	They were able to provide feedback on any changes.	Copies of SIP with parent notes
Parent and Family Engagement Plan (PFEP)	September 9, 2020	They are invited to SAC	They were able to provide feedback on any changes.	Copies of PFEP with parent notes
School-Home Compact	September 9, 2020	They are invited to SAC	They were able to provide feedback on any changes.	Copies of Compact with parent notes
Title I Budget	September 9, 2020	They are invited to SAC	They were able to provide feedback on any changes.	Copies of Agenda with parent notes
Parent & Family Engagement Allocation	September 9, 2020	They are invited to SAC	They were able to provide feedback on any changes.	Copies of Agenda, PFEP, Compact and SIP with parent notes.

*\*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 9, 2019 5:30-7:00 P.M.
How are parents notified of the meeting?	Parents will be informed via the school newsletter, mass email 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?	The meeting will have a Spanish and Haitian Creole translator on campus available to assist as needed.
How will you get feedback from parents about the meeting?	Parents will be able to complete an evaluation form and mark up the agenda to provide feedback on the meeting.
How do parents who are not able to attend receive information from the meeting?	The information will be available on the school website.





## Parent and Family Engagement Plan 2020-2021

Kathleen Middle

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. If a student is identified as homeless, we reach out the HEARTH to get students resources.
Migrant	Parents are provided information in their native language. Upon enrolling, KMS makes the transition as seamless as possible, making sure each student has the resources needed.
Preschool Programs	N/A
Title III-ESOL	We have two ESOL paras. Parents are provided information in their native language. We provide tutoring two days a week for ESOL students.
SAC	Members are voted in. Parents are invited to attend the meetings, which are advertised through emails, the school newsletter and Facebook posts.
PTO/PTA	Any parent can join and are invited to attend the meetings. Parents are still allowed to speak even if they are not members.
Community Agencies/Business Partners	Nick and Moe's provides incentives for our students to perform/ behave well. Mount Tabor provides school supplies to teachers twice a year.

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.	Parents receive communication through school messenger, flyers, KMS website, newsletter, SAC Meetings, progress reports, the Compact, report cards, Facebook, and monthly parent nights.
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.	All parents will be invited to attend the Annual Title I Parent Meeting at which time Title I information will be discussed. Information will be placed on the KMS website and bi-monthly newsletters will contain up-to-date information. Parents will receive letters and newsletters giving updates and information on each. Parents will also have the opportunity to speak with administrators and staff at parent nights to discuss their child's progress.
Describe how your school provides information to parents in their native language. What languages do you provide?	Translators are on campus for every night to assist as needed. All communication is provided in Spanish and English.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Campus is wheelchair accessible.
Describe the opportunities parents have to participate in their child's education.	Parents are provided information regarding how to become a volunteer as well as a mentor during the Annual Title I Meeting. Parents are also able to learn more about their child's education during parent nights and are given resources to assist at home.

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	Staff will be able to communicate more effectively during conferences with parents	PLCs	All instructional staff	October 2020



## Parent and Family Engagement Plan 2020-2021

Kathleen Middle

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>
Curriculum Areas	Parent Night	Parents will be exposed to specific content area standards and learn how to support their child at home	September 9, 2020, yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	CTE/Elective Night	Parents will be exposed to specific content area standards and learn how to support their child at home	October 27, 2020, yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Parent Night	Parents will be exposed to specific content area standards and learn how to support their child at home	January 21, 2021, yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Transition Night	Parents of incoming 6th graders will be able to tour the campus and get familiar with the 6th grade teachers to help make the transition smoother.	April 13, 2021, yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	CTE Night	Parents will be given literature to promote literacy in the college and career areas. AVID will also work with parents and students for college preparation	October 27, 2020 Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Graduation Requirements & Scholarships	Summer Success Night	Parents will receive resources in order to help their students over the summer.	April 22, 2021, yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences	Parent Night	Parents will be exposed to specific content area standards and learn how to support their child at home	March 10, 2021, yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Data collections, survey results, comments on survey, student achievement data
How will the needs of parents be assessed to plan future events?	SAC, Parent surveys, district parent surveys, evaluations at previous workshops
What are the barriers for parents to attend workshops/events and how do you overcome these?	Some barriers are work schedules, lack of transportation language and lack of home Internet service. We will provide flexible time for meetings, food, a translator and have the parent portal open for those who do not have Internet.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	All parent night meetings are centered around specific curriculum and standards. There are multiple parent nights scheduled throughout the year. For those unable to attend, information is available on Facebook and the KMS website. Parents are also able to request parent/teacher conferences.
How do parents who are not able to attend building capacity events receive information from the meetings?	The information will be available on the school website.

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