



Parent and Family Engagement Plan 2020-2021

Combee Academy of Design and Engineering

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:

CODE Academy's Parent Involvement program provides a way for families to participate in the educational process, improve our school, and engage with their children. Through this program, both family and school will achieve great things.

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: 6-22-2020



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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)	September 2020	SAC meetings are open to all families and the community. SAC meetings are held every first Thursday of the month and advertised on Facebook and listed on the school calendar.	Parents are invited to review the plans and share their ideas.	SAC agenda/minutes
Parent and Family Engagement Plan (PFEP)	June 2020 Spring 2021	SAC meetings are open to all families and the community. SAC meetings are held every first Thursday of the month and advertised on Facebook and listed on the school calendar.	Parents are invited to review the plans and share their ideas.	Survey (Facebook, Emails), SAC agenda/minutes
School-Home Compact	June 2020 Spring 2021	SAC meetings are open to all families and the community. SAC meetings are held every first Thursday of the month and advertised on Facebook and listed on the school calendar.	Parents are invited to review the plans and share their ideas.	Survey (Facebook, Emails), SAC agenda/minutes
Title I Budget	March 5, 2020	SAC meetings are open to all families and the community. SAC meetings are held every first Thursday of the month and advertised on Facebook and listed on the school calendar.	Parents are invited to review the plans and share their ideas.	SAC agenda/minutes
Parent & Family Engagement Allocation	March 5, 2020	SAC meetings are open to all families and the community. SAC meetings are held every first Thursday of the month and advertised on Facebook and listed on the school calendar.	Parents are invited to review the plans and share their ideas.	SAC agenda/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 10, 2020; 5:00 and 6:00
How are parents notified of the meeting?	Parents will be sent flyers notifying them of the meeting, notes will be written in the agenda, reminder labels will be sent, and announcements will be on the school's website, Facebook page, and marquee
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?	CODE Academy will hold the Annual Parent meeting after school so families may have the opportunity to attend. Translators will be on campus to provide needed translations.
How will you get feedback from parents about the meeting?	Evaluations of the Annual Meeting will be given to parents to complete at the conclusion of the meeting
How do parents who are not able to attend receive information from the meeting?	Parents who are unable to attend the Annual Parent Meeting may gain access to the information on the school website (code.polk-fl.net), viewing the Parent Involvement Notebook (PIN) located in the front office, or by requesting the information



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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	Funded through Title X - Homeless, The Hearth Program provides support for identified homeless students. Title I provides support for the program, and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
Migrant	Translators are available during workshops and conferences. Materials are sent home in native languages.
Preschool Programs	CODE Academy supports Polk County Schools Preschool Programs by offering developmentally appropriate curriculum with awareness of the unique needs of individuals, families and cultural differences.
Title III-ESOL	Under the guidance of the district ESOL program, parents will receive assistance with parent-teacher conferences and translation services at family events.
SAC	SAC members are voted on by parents every two years. SAC meetings are held on the first Thursday of each month at 5:30 p.m. and all families are welcome to attend. SAC members discuss and vote on how parent involvement funds are spent each year.
PTO/PTA	PTA encourages parents to become members at all of our Family Nights. All families are welcome to attend the PTA meetings held on the first Thursday of the month at 6:00 p.m.
Community Agencies/Business Partners	Members of the community are invited to be on our School Advisory Council and Parent Teacher Association. CODE Academy invites business partners and other professionals/parents to speak to the students after the end of each unit on the topic of study.

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.	CODE Academy communicates with their families using flyers and invitations, the school website (code.polk-fl.net), Facebook page, on the school marquee, grade level websites, at parent workshops and conferences, and through the use of their child's agendas. Report cards, interim reports, and assessments are sent home for parents to review.
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 informed through visiting the school's website, Facebook page, attending the Annual Parent meeting, parent conferences, parent workshops, and reviewing progress reports sent home.
Describe how your school provides information to parents in their native language. What languages do you provide?	Workshop information is given in the native language. Translators are available at workshops and conferences.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	CODE Academy is an accessible campus and strives to meet the needs of parents. Those requiring special assistance are welcome on our campus with special accommodations provided upon request.
Describe the opportunities parents have to participate in their child's education.	Parents are encouraged to participate in parent conferences, family nights, SAC/PTA meetings, and to share their input through evaluations at each meeting.

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>
Family Friendly Schools (Parent Conferencing)	Tips for making our school more friendly and welcoming for parents and visitors to the school.	A mini PD workshop at the beginning of the school year.	All Staff	Week of August 3, 2020: Back to School Meeting
Engaging Students with Poverty in Mind by Eric Jensen	Until we make school the best part of every student's day, we will struggle with attendance, achievement, and graduation rates. This resource will enrich teaching practices so all students thrive in school and beyond.	Book Study	New instructional staff	Monthly



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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 STEM Night & Festival of Trees	ELA, Math and Science tips and strategies. Make and take ideas for home.	11-5-20 12-15-20 6:00-8:00		✓		✓
State Assessments & Achievement Levels	Open House/Academic Night	Parents will learn about grade level curriculum, Florida Standards, and what their child will be learning throughout the school year.	9-10-20 5:00 and 6:00			✓	✓
Technology, Parent Portal	Open House/Academic Night	Parents will learn about grade level curriculum, Florida Standards, and what their child will be learning throughout the school year.	9-10-20 5:00 and 6:00			✓	✓
Transition (Kdg, MS, HS)	Kindergarten Round-Up	This workshop will provide information to parents to help their child make a smooth transition to school.	April 22, 2021		✓	✓	✓
College & Career							
Graduation Requirements & Scholarships							
Conferences	Parent Conference Night	Parents will be provided with information about their child and what particular areas parents can assist their child with at home.	October 1, 2020				✓

How will workshops/events be evaluated?	Evaluations from previous workshops are used to assess the needs of our parents. Also, parents are invited to attend our School Advisory Council and Parent Teacher Association meetings each month and share ideas and give feedback. District surveys are also analyzed.
How will the needs of parents be assessed to plan future events?	Survey results, comments on surveys, number of families in attendance, and student achievement data are used to evaluate effectiveness of workshops
What are the barriers for parents to attend workshops/events and how do you overcome these?	Our events are family friendly, making sure activities engage all ages. Translators will be on campus to provide needed translations.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	CODE Academy will hold meetings after school so families may have the opportunity to attend. Some meetings will be held multiple times in the evening.
How do parents who are not able to attend building capacity events receive information from the meetings?	Parents who are unable to attend meetings may gain access to the information on the school website (code.polk-fl.net), viewing the Parent Involvement Notebook (PIN) located in the front office, or by requesting the information

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