



Parent and Family Engagement Plan 2020-2021

Padgett 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:

Padgett 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: _____ Date: _____



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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)	TBD in the 20-21 School Year	TBD in the 20-21 School Year	TBD in the 20-21 School Year	TBD in the 20-21 School Year
Parent and Family Engagement Plan (PFEP)	2/25/2020 and ongoing	All parents were invited to attend the family even in which input was requested. All parents were encouraged to complete the online survey located on the school website homepage.	All parents were invited to attend the family even in which input was requested. All parents were encouraged to complete the online survey located on the school website homepage.	flyers, sign-in sheets, agendas, survey documentation
School-Home Compact	2/25/2020 and ongoing	All parents were invited to attend the family even in which input was requested. All parents were encouraged to complete the online survey located on the school website homepage.	All parents were invited to attend the family even in which input was requested. All parents were encouraged to complete the online survey located on the school website homepage.	flyers, sign-in sheets, agendas, survey documentation
Title I Budget	9/01/2020 During Annual Meeting via in-person and online via website, YouTube, and Facebook live.	All families will be invited and encouraged to provide input via survey on the school's website, as well as through in-person survey during the annual meeting. All parents will be encouraged to provide input via 9/01/2020 Annual Meeting via in-person	All parents will be encouraged to provide input via 9/01/2020 Annual Meeting via in-person and online via website, YouTube, and Facebook live.	flyers, sign-in sheets, agendas, survey documentation
Parent & Family Engagement Allocation	9/01/2020 During Annual Meeting via in-person and online via website, YouTube, and Facebook live.	All families will be invited and encouraged to provide input via survey on the school's website, as well as through in-person survey during the annual meeting. All parents will be encouraged to provide input via 9/01/2020 Annual Meeting via in-person	All parents will be encouraged to provide input via 9/01/2020 Annual Meeting via in-person and online via website, YouTube, and Facebook live.	flyers, sign-in sheets, agendas, survey documentation

**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	9/01/2020 via in-person and online via website, YouTube, and Facebook live. 6:00-7:00
How are parents notified of the meeting?	flyers, newsletters, marquee, Dojo messenger, Remind messenger, social media
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?	*Spanish language translation, as needed *snacks *In-person and social media presentations
How will you get feedback from parents about the meeting?	Evaluation surveys
How do parents who are not able to attend receive information from the meeting?	*Information will be sent home via newsletter with QR code access for information, as well as hardcopies sent home and located in the front office

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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	The Hearth Program, funded through Title X, provides support for identified homeless students. Title I provides support for this program and many activities implemented by the Hearth program are carried in cooperation with the Migrant Education Program, funded through Title I, Part C. Homeless students are referred to the Hearth Program.
Migrant	The school will refer necessary students to the Polk Migrant Education Program (MEP). The MEP will provide eligible migrant students and their family access to quality educational, health, and other social service opportunities through partnerships with local schools and community agencies.
Preschool Programs	Padgett works closely with the pre-k class on campus, as well as community preschools, especially for transition to kindergarten.
Title III-ESOL	Home language surveys are completed with the school registration. The information gleaned from the survey is then followed by specific protocol for screening into the ESOL program. The school works closely with the county ESOL department to make certain needs are met for students within the program.
SAC	Parents and community partners are encouraged to volunteer to serve on SAC. SAC represents the demographic make-up of the school community. Meetings are held monthly in which data, budget, school progress and needs are discussed.
PTO/PTA	Parents are encouraged to participate in PTA throughout the year. The PTA works closely with the school to help facilitate events, meetings, projects, and fundraising.
Community Agencies/Business Partners	The school works closely with community agencies to help support the needs of the parents and families. When a family presents with a need, the school staff works to locate the necessary resources to help serve the parent/family.

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.	*phone calls *emails *social media *newsletters *school marquee *YouTube
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 notified through parent conferences, parent engagement events, newsletters, social media, YouTube, and phone calls
Describe how your school provides information to parents in their native language. What languages do you provide?	*Translation is provided through the district ESOL department in Spanish and Haitian Creole *Translation is offered on campus, as needed, in Spanish
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Open communication is encouraged with all parents and families. As needed, adjustments are made to accommodate parents/families with disabilities.
Describe the opportunities parents have to participate in their child's education.	Home to school communication is encouraged throughout the school year through conferences, events, volunteering, mentoring, and agendas. Volunteer/mentor orientations are provided to support the parents in those roles.

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 Communication and Engagement	To give the tools and resources necessary to conduct productive parent conferences throughout the school year.	Workshop then on-going, job-embedded professional development throughout the school year	All staff	August 2020-May 2021
Teaching Children from Poverty and Trauma (Addressing the Needs of the Family)	To give the staff the necessary tools in building and sustaining family relationships with families dealing with poverty and/or trauma.	Workshop (based on NEA Research Document) then on-going, job-embedded professional development throughout the school year.	All staff	August 2020-May 2021



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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	Annual Meeting, Real Men Read, Padgett Tastings, Portfolio Night, Festival of Nations, A 'Grand' Morning to Read, Readers' Night, Ladies Love Literacy	Information on where to locate Florida Standards by Grade level and specific ways in which families can help at home. At each parent and family event, standards will be discussed to emphasize standards driven instruction. During the Portfolio Night, data will be shared.	9/1/20, 9/25/20, 10/20/20, 1/26/21, 2/23/21, 3/19/21, 4/20/21, 5/7/21 FaceBook Live, as well as YouTube will be utilized to reach ALL families in light of Covid-19.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Grade Level Tastings and Portfolio Night	Provide information regarding testing benchmarks and ways families can help. Specifics on state tests and specific ways in which families can help at home.	10/20/20 and 1/26/21 FaceBook Live, as well as YouTube will be utilized to reach ALL families in light of Covid-19.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Orientation Annual Meeting	Provide parents information on how to navigate the Parent Portal to check their child's grades. Workshop on Internet safety and information on other educational websites	9/1/20 FaceBook Live, as well as YouTube will be utilized to reach ALL families in light of Covid-19.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Round-up Middle School Visits	Provide parents of incoming Kindergarten information on how to prepare their child for school. Parents of 5th grade students will be given information to help them prepare their child for Middle School.	April 2021 - May 2021 FaceBook Live, as well as YouTube will be utilized to reach ALL families in light of Covid-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	Careers on Wheels Great American Teach-in	Students will gain an awareness of the requirements for a variety of career opportunities	11/6/20 11/13/20 FaceBook Live, as well as YouTube will be utilized to reach ALL families in light of Covid-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Graduation Requirements & Scholarships				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Portfolio Night and ongoing throughout the school year	Provide information regarding Florida standards, testing benchmarks and ways families can help.	Ongoing beginning August 2020-May 2021 and 1/26/21 FaceBook Live, as well as YouTube will be utilized to reach ALL families in light of Covid-19.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	* SAC, PTO/PTA, Parent Advisory meetings * Parent surveys, District parent survey * Evaluations at previous workshops *Parent meetings to review compact/PFEP
How will the needs of parents be assessed to plan future events?	Data collection - survey results - comments on surveys - student achievement data
What are the barriers for parents to attend workshops/events and how do you overcome these?	Spanish translation is provided as needed, workshops/meetings are held during a variety of times such as morning and evening, Social Media will be utilized, and refreshments are provided at most of the events
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Workshops/meetings are held during a variety of times such as morning and evening and Social Media will be utilized (FaceBook Live-YouTube)
How do parents who are not able to attend building capacity events receive information from the meetings?	Newsletters with tips - Tips on school website - Curriculum guides - Homework guide for parents - Strategies for parents to use at home - Books/reading materials - Projects - Video clips via YouTube -Social Media Live

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