



## Parent and Family Engagement Plan 2020-2021 Roosevelt Academy

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:

As Roosevelt Academy continues to evolve, we invite families to join us in planning for their child's future. Participating in family involvement workshops, IEP's, parent conferences, and school events are excellent ways to communicate and collaborate as stakeholders.

### 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: Debra Kandel Date: 6/23/2020



## Parent and Family Engagement Plan 2020-2021

Roosevelt Academy

### **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?
<b>School Improvement Plan (SIP)</b>	Aug. 2020 SAC Mtg	School website, parent survey sent home with report cards	feedback from surveys/fall meetings	Meeting minutes/parent survey data
<b>Parent and Family Engagement Plan (PFEP)</b>	Survey sent home in May and placed on Website	School website, parent survey sent home with report cards	Parents instructed to contact Title I for virtual involvement via survey/phone on the school website	Meeting minutes/parent survey data
<b>School-Home Compact</b>	Survey sent home in May and placed on Website	School website, parent survey sent home with report cards	Parents were asked to contact Title I contact for virtual participation via survey/phone on school website	Meeting minutes/parent survey data
<b>Title I Budget</b>	Presented at SAC meeting Fall 2020	SAC meeting Fall 2020	To be covered in the Fall parent meeting and SAC Mtg	Minutes from meeting - Title I budget to be reviewed and approved Fall 2020
<b>Parent &amp; Family Engagement Allocation</b>	Presented at Fall of 2020 SAC Mtg	SAC meeting Fall 2020	To be covered in the Fall parent meeting and SAC Mtg	Minutes from meeting - allocation for Family Engagement to be reviewed and approved Fall 2020

*\*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.**

<b>Tentative date &amp; time(s) of meeting</b>	August 2020 / Information placed on website for those unable to attend
<b>How are parents notified of the meeting?</b>	Roosevelt Marquee and website
<b>What information is provided at the meeting?</b>	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.
<b>How are parents informed of their rights?</b>	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.
<b>What barriers will you address to encourage parents/families to attend?</b>	The meeting will be held in August at Open House and available on the school website for those unable to attend. Translation services will be available during live meetings.
<b>How will you get feedback from parents about the meeting?</b>	A survey will be provided at the meeting for parents to provide feedback and suggestions.
<b>How do parents who are not able to attend receive information from the meeting?</b>	A parent involvement notebook is located in the front office with all Title I information. The school website has links to school and district Title I documents.





## Parent and Family Engagement Plan 2020-2021

### Roosevelt Academy

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.

<b>Title IV-Homeless</b>	Hearth Program and school social worker involvement as needed.
<b>Migrant</b>	Migrant students assigned to Roosevelt will receive District Migrant services
<b>Preschool Programs</b>	NA
<b>Title III-ESOL</b>	Interpreters are available upon request for IEP/Parent meetings and events.
<b>SAC</b>	SAC meetings held four times a year to discuss SIP, Title I budget, and all pertinent information.
<b>PTO/PTA</b>	NA at this time
<b>Community Agencies/Business Partners</b>	The school has an extensive list of higher education and business partners to enhance educational programs.

4. Utilize strategies to ensure meaningful communication and accessibility.

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.</b>	All teachers make initial contact with homeroom parents prior to our first Fall parent event. Communication with parents can be accomplished via e-mail, website, Facebook, virtual meetings (IEP process) ,phone contact and face to face conferences when requested.
<b>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.</b>	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.
<b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	Curriculum, achievement ,progress monitoring and assessments are covered in the Fall at the Annual Meeting and Open House. This information is shared at other events during the school year.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	The translation as provided as needed at Open House and Annual Meeting. Title I items are available in the native language when requested.
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Needs such as translation services, wheelchair accessibility, or Hearing Impaired functions are made available upon request.
<b>Describe the opportunities parents have to participate in their child's education.</b>	Parents are encouraged to attend school events, meetings, IEP's, and other activities during the school year.

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.

<b>Topic/Title</b>	<b>How does this help staff build school/parent relationships?</b>	<b>Format for Implementation: workshop, book study, presenter, etc.</b>	<b>Who is the audience?</b>	<b>Tentative Date/Time</b>
Effective Parent Conferencing	Building Positive Relationships	Presented by guidance during PLC'S	Instructional Staff	Fall 2020
Ruby Payne Book study	Understanding Effects of Poverty	PLC's - small group	Instructional Staff	Fall 2020



**Parent and Family Engagement Plan 2020-2021**  
Roosevelt Academy

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>							
<b>Topic</b>	<b>Title</b>	<b>How will this impact Student Achievement?</b>	<b>Tentative Date/Time</b> Are they flexible?	<b>Transportation</b>	<b>Refreshments</b>	<b>Childcare</b>	<b>Translation</b>
<b>Curriculum Areas</b>	Parent Night, Open House. Grade level meetings, Transition Nights	Clear expectations provided to all stakeholders	Fall Parent Night 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>State Assessments &amp; Achievement Levels</b>	Parent Night, Open House. Grade level meetings, Transition Nights	Clear expectations provided to all stakeholders	August / October 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Technology, Parent Portal</b>	Covered at Annual Meeting and Open House	Technology is integral for student success. Portal is an excellent resource to check assignments, grades and other important student information.	August 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Transition (Kdg, MS, HS)</b>	Middle school and High School Transition events held in Spring 2021	Transition night provides key details on school program, expectations and opens parent / school communication	Spring 2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>College &amp; Career</b>	Meeting Held in Spring 2021	College and Career information is necessary for planning post-secondary opportunities	TBD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Graduation Requirements &amp; Scholarships</b>	Covered College and Career Night / Transition evenings	Clear expectations provided to all stakeholders. Scholarship opportunities are needed for post-secondary planning.	TBD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Conferences</b>	On-going during school year. IEP's	Open communication delivered in a positive method is key for student success	On-going during school year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>How will workshops/events be evaluated?</b>	Parent Feedback
<b>How will the needs of parents be assessed to plan future events?</b>	Needs survey provided in Fall
<b>What are the barriers for parents to attend workshops/events and how do you overcome these?</b>	Parents need to know that the information will be meaningful and will support their child's learning
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Parent events are offered mainly in the evening due to feedback received. Annual meeting information and some events are held at flexible times and when possible materials are placed on the school website.
<b>How do parents who are not able to attend building capacity events receive information from the meetings?</b>	Information can be sent home when requested by the parent.

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