



Parent and Family Engagement Plan 2020-2021 Lewis Anna Woodbury 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:

Lewis Anna Woodbury 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 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: _____

L. Wise

Date: _____

6/25/20



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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)	May 2019	Sent home, asked to annotate and return to school with notes.	written feedback	Documentation of proposed changes with annotations of changes made by respondent.
Parent and Family Engagement Plan (PFEP)	May 2019	Sent home, asked to annotate and return to school with notes.	written feedback	Documentation of proposed changes with annotations of changes made by respondent.
School-Home Compact	September 10, 2019	Flyers, school marquis, and FaceBook	Discussions and feedback amongst all attendees.	Meeting agenda, sign-in sheets, minutes with specific input and suggestions for updates and changes.
Title I Budget	September 10, 2019	Flyers, school marquis, and FaceBook	Discussions and feedback amongst all attendees.	Meeting agenda, sign-in sheets, minutes with specific input and suggestions for updates and changes.
Parent & Family Engagement Allocation	September 10, 2019	Flyers, school marquis, and FaceBook	Discussions and feedback amongst all attendees.	Meeting agenda, sign-in sheets, minutes with specific input and suggestions for updates and changes.

**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, 2019 at 5 PM
How are parents notified of the meeting?	School Marquee, Notes in Agendas, Signs at car rider pickup, Invitations send home with students
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 power point will also be available in Spanish and linked on our school website. The Annual Parent Meeting PPP will be posted on the school website for parents that are unable to attend. The meeting will not start till 5:00 pm to ensure that all parents who are working will be able to attend. PTO will provide dinner and refreshments.
How will you get feedback from parents about the meeting?	A survey will be provided at the end of the meeting to gather feedback.
How do parents who are not able to attend receive information from the meeting?	A copy of the PFEP and Compact will be sent home with students of parents who are not able to attend, as well as other information from meetings and curriculum nights.

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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	We provide school supplies, uniforms and food packs for children in need. We also work with the Hearth Program to help increase awareness of homeless needs.
Migrant	Provide parents with monthly information and announcements. Students are provided extra help in the classroom and given the option to attend after school tutoring in the Spring.
Preschool Programs	Headstart on campus
Title III-ESOL	ESOL paras will assist K-5th grade students in the classroom. Information to the parents is provided to them in their home language.
SAC	Sac Nomination forms to be sent home to all parents in the August newsletter. Meeting Announcements letters, e-mails and phone calls.
PTO/PTA	All parents are invited to attend the meetings and become members. Meeting Announcements are sent home in the monthly newsletters and posted on the school marquee.
Community Agencies/Business Partners	MOSAIC, Local Churches and Businesses

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 PFE Plan and Compact Flyers/ Notifications/ Invitations Monthly Calendars School Website School Marquee School Newsletter Parent Workshops
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.	PIP and SAC Letters are sent home with every student that has been taught for four or more State Assessments/ Curriculum Information Agendas 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.	Parent Portal, Teacher/Parent Conferences, STAR Parent Letters
Describe how your school provides information to parents in their native language. What languages do you provide?	Spanish; translated copies of written communication are made available and sent home.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Meetings, workshops and events are held in handicap accessible locations.
Describe the opportunities parents have to participate in their child's education.	Volunteer/ Join PTO School Advisory Council (SAC) Attend Parent/ Family Workshops and School events

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: <u>workshop, book study, presenter, etc.</u>	Who is the audience ?	Tentative Date/Time
Effective Parent Conferences	To help our teachers prepare and have effective family/teacher conferences.	Workshop	Staff	Fall 2020
Sharing the FSA in a Family Friendly Way	Helps families and the school to work together to prepare for state and district assessments.	Workshop	Parents/Staff	Spring 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							
<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> <u>How will this support learning at home?</u>
Curriculum Areas	Literacy Trick or Treat Seuss Math Night	Inform and engage parents by providing them with strategies to assist students with academics at home.	October 2020 February 2021				Inform and engage parents on ways that they can assist their child/ren at home.
State Assessments & Achievement Levels	3-5 Grade FSA Night	Parents will be better informed about dates and test expectations. Thus helping their students being prepared as possible.	February 2021 @ 5:30 PM; yes				Inform parents about test dates and how best to prepare child for assessments, as well as, what areas students are assessed in and how assessment affect students
Technology, Parent Portal	Orientation Math Night ELA Night	Give parents access to timely academic scores for their student	August 8, 2020 October 2020 February 2021				Provide parents with directions and passwords to access student academic information
Transition (Kdg, MS, HS)	Kindergarten Round UP	Prepare students for Kindergarten by previewing the school, supply families with learning activities, and give parents a head start on paperwork	TBD by District				Provide materials for parents to work with students to prep for Kindergarten
College & Career	NA	NA	NA				NA
Graduation Requirements & Scholarships	NA	NA	NA				NA
Conferences	Curriculum nights between 3:30-5:00	Provide an opportunity for parents to meet with teachers to discuss their child's progress and ways that they can assist at home.					Inform parents and provide strategies

How will workshops/events be evaluated?	Evaluation comments and surveys.
How will the needs of parents be assessed to plan future events?	District Parent Survey SAC Evaluations of previous workshops and parent nights
What are the barriers for parents to attend workshops/events and how do you overcome these?	Scheduling meetings and events in the evenings so that parents who work can attend.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We schedule events on Tuesdays or Thursdays to accommodate religious needs. We also have dates listed in front of student agendas so that parents can plan ahead.
How do parents who are not able to attend building capacity events receive information from the meetings?	Copies of materials provided are sent home with students of parents who do not attend. Videos, links and pictures posted on school website and FaceBook account.

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