



Parent and Family Engagement Plan 2020-2021

McLaughlin 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:

McLaughlin's Family Involvement Program believes parent engagement is an ongoing process that will increase active participation, communication and collaboration between parents and our school.

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: Sharon Chipman Date: 06/22/2020

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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)	May 5, 2020	Mailed invitations, Social Media, School marquee	All parents were invited to provide input on the 2019-2020 plan. An invitation was sent via backpack, school advisory council and on our school website. Parents who could not attend the meeting were invited to submit comments and/or suggestions on the current plan.	Parents will submit comments and/or suggestions on the current plan. Copies of the meeting invitation, agenda, and sign in sheets will be kept on file as documentation. The plan will be reviewed at our January 2020 School Advisory Council meeting and again in May as we plan for the next school year.
Parent and Family Engagement Plan (PFEP)	May 5, 2020	Newsletters and Flyers	Parents will submit comments and/or suggestions on the current plan. Copies of the meeting invitation, agenda, and sign in sheets will be kept on file as documentation. The plan will be reviewed at our January 2020 School Advisory Council meeting and again in May as we plan for the next school year.	Parents will submit comments and/or suggestions on the current plan. Copies of the meeting invitation, agenda, and sign in sheets will be kept on file as documentation. The plan will be reviewed at our January 2020 School Advisory Council meeting and again in May as we plan for the next school year.
School-Home Compact	May 5, 2020	Student Agenda, Newsletters and Flyers	All parents were invited to provide input on the 2019-2020 plan. An invitation was sent via backpack, school advisory council and on our school website. Parents who could not attend the meeting were invited to submit comments and/or suggestions on the current plan.	Parents will submit comments and/or suggestions on the current plan. Copies of the meeting invitation, agenda, and sign in sheets will be kept on file as documentation. The plan will be reviewed at our January 2020 School Advisory Council meeting and again in May as we plan for the next school year.
Title I Budget	August 8, 2020	Families will be notified and invited by flyer sent with student, school marquee, and school website.	Parents will be informed of the budget at the Annual Meeting.	Copies of the meeting invitation, agenda, minutes, and sign in sheets will be kept on file as documentation.
Parent & Family Engagement Allocation	August 8, 2020	Families will be notified and invited by flyer sent with student, school marquee, and school website.	Parents will be informed of the amount allocated for PFE and able to make suggestions at the Annual Meeting	Copies of the meeting invitation, agenda, minutes, and sign in sheets will be kept on file as 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	10/20/2020 5:00pm-5:30pm
How are parents notified of the meeting?	Newsletter, Flyer, RemindMe and Website
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?	Materials will be translated in Spanish and HC and provided upon request as well as translator will be at the meeting to assist. Childcare will not be a barrier because parents are welcome to bring their children to the meeting.
How will you get feedback from parents about the meeting?	Parents will be asked to complete a short evaluation of the meeting.
How do parents who are not able to attend receive information from the meeting?	A copy of the PowerPoint will be available on the school website for parents who are unable to make the meeting.

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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	Provide resources through our School Counselors.
Migrant	Provide information and materials in their native language and provide translator.
Preschool Programs	N/A
Title III-ESOL	ESOL teacher and para-educator provided. Information and materials will also be provided in their native language. Translators are available to assist as well.
SAC	Members are selected through the Principals recommendations and parents and community members who show interest. Information is provided at the meeting about Budget, Title I, School data, SIP, State Assessments, and School operations.
PTO/PTA	N/A
Community Agencies/Business Partners	Business partnerships and community leaders are invited to participate at activities and events at our school including SAC and DAC.

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.	To ensure meaningful, ongoing communication between home and school parents will receive communication through School messenger, flyers, school website, newsletters, school marquee, parent workshops, SAC/DAC meetings, phone calls, and parent conferences.
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.	Information about our curriculum, forms of assessment and used to measure student progress and the achievement levels students are expected to obtain are initially communicated during our annual Open House event. The information is also provided during our parent and family workshops throughout the school year.
Describe how your school provides information to parents in their native language. What languages do you provide?	Translation is provided at all school events and conferences. All communication is available in Spanish and Haitian/Creole, if requested.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Parents with disabilities will be assisted by staff members to ensure they are able to attend all events at the school. If additional accommodations are required, the school will reach out to the District to ensure accommodations are met.
Describe the opportunities parents have to participate in their child's education.	Parents are invited to become approved volunteer to: coach, attend field trips, organize events, provide mentorship, hallway monitors, SAC and DAC.

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>
Effective Family to School Communication	Effective communication helps families feel a connection to the school environment and includes them in their student learning.	PLC	All Staff	10/09/2020
Understanding Cultural Differences	Helps staff understand differences in the students and helps build stronger relationships, improving school's climate.	PLC	All Staff	02/05/2021

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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>
Curriculum Areas	Spooky Read and Scary Science Night	Provide Information to parents on curriculum and standards so parents can ensure students are prepared.	10/30/2020	✓	✓	✓	✓
State Assessments & Achievement Levels	Positive Strategies and Pizza	Provide test taking strategies to parents and information on the assessments their child will be expected to take.	11/20/2020 2/26/2021	✓	✓	✓	✓
Technology, Parent Portal	Tech N Chili Night	Provide parents information on how to navigate Parent Portal to check their child's grade.	12/3/2020	✓	✓	✓	✓
Transition (Kdg, MS, HS)	Transition Night	This workshop will provide information to families to help their child make a smooth transition to our school.	4/16/2021	✓	✓	✓	✓
College & Career	College and Career Night	This workshop will explore college and career opportunities for students.	3/19/2021	✓	✓	✓	✓
Graduation Requirements & Scholarships	Rock N Roll Day	Parents will be provided information graduation and promotion requirements.	02/15/2021		✓	✓	✓
Conferences	As needed		Ongoing				

How will workshops/events be evaluated?	Survey results and comment on survey
How will the needs of parents be assessed to plan future events?	We access the needs to the parents through surveys, parent meetings, SAC, and previous workshops.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Barriers to attend the events are child care, transportation, and time conflicts. We will address by providing light refreshments, transportation and child care.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Flyers will go home with students and parents interested in attending may signup for an alternate date at a more convenient time to receive the information.
How do parents who are not able to attend building capacity events receive information from the meetings?	Parents unable to attend are welcome to receive copies of the information in the front office.

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