

2020-2021 Parent and Family Engagement Plan

School Name	Hiawassee Elementary School
LEA	Orange County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA)

Assurances

The above named school agrees to the following assurances:

- ☐ Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- ☐ Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- ☐ Jointly develop/revise plan with parent and make available to the local community;
- ☐ Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- ☐ Use the findings of parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- ☐ Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
- ☐ 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(s) who is out of field;
- ☐ Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

Mission Statement

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?	Hiawassee Elementary School's mission is to lead our students to success with the support and involvement of families and the community. The Title 1 Committee will work jointly with the newly elected School Advisory Council (SAC) to review, develop, and adopt the (2019-2020) Parent and
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How the parent and family engagement plan will assist in providing high quality instruction for all learners?	Family Engagement Plan and evaluation of school programs. The PFEP outlines the high quality instruction that will be given to all learners at Hiawassee Elementary School.
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Involvement of Parents

2. Does the plan include: How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?	The Parent and Family Engagement Liaison (PEL) will coordinate sessions and activities that will help to teach parents how to help their child(ren) at home. The PEL will reach out to the parent(s) via CONNECT Orange, backpack communication flyers, webpage announcements, etc. to communicate and coordinate family activities that involve their child(ren) at school.
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Coordination and Integration with Other Federal Programs

3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities? How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?	Hiawassee will coordinate and integrate parent and family engagement programs and activities through the hiring of our Parent and Family Engagement Liaison and school staff. The Parent and Family Engagement Liaison will coordinate sessions and activities that will help to teach parent how to help their child(ren) at home. This plan outlines below the listed delineated program and coordination for each school-based area.
Program	Coordination
Pre-K Varying Exceptionalities ESE-IDEA	Hiawassee and the VPK program work together to assist with transition programs for parents and families as students are entering a public school program. Information is given to parents regarding parent involvement.

2020-2021 Parent and Family Engagement Plan

School Name	Hiawassee Elementary School
LEA	Orange County Public Schools

Title 1	Funds from Title 1 will be used to provide professional development to staff and resources to students as it relates to parents' involvement.
Title II	Funds from Title II are used to provide support and services to all students. Teachers are provided with four OCPS Professional Modules throughout the year the address Parent Involvement the school staff.
Title III	Funds from Title III are used to provide support and services to immigrant and English Language Learner parents.
Title X	McKinney Vento Program provides support to our homeless students. McKinney Vento Program (MVP) students are identified by the Student Residency Questionnaire at the beginning of each school year. Parents are informed of the services and outlines by the MVP Department. MVP students receive district support through funding for schools supplies, food, clothing, and field trips. Students in this program may qualify for school transportation.

Annual Parent Meeting

<p>4. Does the plan include: A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Parents will also be informed of the Annual Meeting through a variety of communication methods to include: Connect Orange, labels, marquee, and poster that will be advertised. The Parent and Family Engagement Liaison will present a power point and handouts regarding the Title 1 Program at the Annual Meeting.</p> <p>Parents will receive answers to the following questions:</p> <p>1)How does our school receive Title 1 funds?</p> <p>2)How our school will cover adequate yearly progress?</p> <p>3)The Rights of the parents are covered in the meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Connect Orange Messages	Principal	Ongoing	Copies of messages on file
Newsletter,website, daily planners, email communication	Principal, Parent Engagement Liaison	Ongoing	Website resources, survey feedback, copies of newsletters/emails

2020-2021 Parent and Family Engagement Plan

School Name	Hiawassee Elementary School
LEA	Orange County Public Schools

Regularly scheduled SAC/PTA/PLC meetings	Principal, Assistant Principal, Parent Representatives	Monthly	Meeting Minutes
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Flexible Parent Meetings

<p>5. Does the plan include: How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<p>During the 2020-2021 school year, parent conference will be held to discuss student progress. The scheduled time will be flexible to accommodate our parents. Title I Meet the Teacher will be held in the afternoon to accommodate working parents while also allowing other flexible options to be given for those parents that need to have a meeting in the morning or after school.</p> <p>Title I Parental Involvement meetings will be held on the same day as our monthly PTO and SAC meetings. This will give more parents the opportunity to be in attendance.</p> <p>Transportation will be provided to Title I events that involve child care services or home events that relate to parent and family engagement.</p>
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Building Capacity

<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p> <p>How the school will provide other</p>	<p>Parents, families, and the community will have the opportunity to learn about and engage in activities to support the academic growth of their children.</p> <p>Activities will involve the reading, math, writing, science, and the arts and how the family can be involved to improve their child's achievement.</p> <p>Materials will be provided at all curriculum nights from around the community to help parents with various resources to assist with learning and other needs.</p> <p>Online and virtual OCPS Academies will be offered to provide reasonable support for parent and family engagement activities for parents who may not be able to attend in-person events or classes.</p>
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2020-2021 Parent and Family Engagement Plan

School Name	Hiawassee Elementary School
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reasonable support for parent/family engagement activities [ESEA Section 1116]?				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Curriculum/Literacy Nights (Reading, Math, Writing, Science, Arts)	Instructional Staff	Parents will have opportunity to learn about and engage in activities to support the academic growth of their children.	Sept-May	Flyers, Sign-ins, hand-outs, Agendas
Online Virtual Academies	District Instructional Staff	Parents will engage in online learning and support for their children.	Sept-May	Websites, Flyers, Newsletters

Staff Development

7. Does the plan include: A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff: - with the assistance of parents/families, in the value and utility of contributions of parents/families? - in how to reach out to, communicate with, and work with parents/families as equal partners? - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?	Hiawassee strives to build the capacity to all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders, and other staff to build capacity in parent and family engagement.			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

2020-2021 Parent and Family Engagement Plan

School Name	Hiawassee Elementary School
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Other Activities

<p>8. Does the plan include: How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]?</p>	<p>Hiawassee will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:</p> <ul style="list-style-type: none"> The Guidance Office will have resources that include information about: Homeless Educations Retention Counseling Services Exceptional Education Services Behavioral Support Services And other resources outside the school <p>The Media Center offers computer access to allow students and parents to access district applications and other materials during extended hours weekly.</p> <p>District Parent Academy and Virtual Academy Events offered throughout the year.</p> <p>Below are the specific activities and tasks that Hiawassee will use to encourage and support parents and families in more meaningful and engaging ways for the education of their children.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Extended Media Hours	Admin, Media Specialist	Tuesday and Thursday	Sign-Sheets, Feedback
PTO/SAC	Admin, PTO,SAC, PEL,Teachers	Every 2 nd Tuesday of the month	Sign-In Sheets, meeting minutes
Virtual Academy	PEL, Media Specialist	Ongoing	Sign-in Sheets
Parent Academy	PEL, District Specialist	Ongoing	Sign-in Sheets, pictures, Registration, Flyers
Food Pantry	Guidance Counselor, PEL	Ongoing	Sign-in Sheets

2020-2021 Parent and Family Engagement Plan

School Name	Hiawassee Elementary School
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Communication

<p>9. Does the plan include: How the school will provide timely information about the Title I programs?</p> <p>How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p> <p>How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?</p> <p>How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>The parents of Hiawassee Elementary School will receive timely information by the Parent Family Liaison through monthly Title 1 newsletters regarding current Title 1 programs at the school and any other pertinent information. This information may include and explain the curriculum at the school, and the forms of assessment used to measure student progress.</p> <p>The newsletters may also include how the assessment forms used measure student progress what achievement levels the students are expected to obtain.</p> <p>The Parent Family Liaison also acts a mediator between the school and parents to formulate suggestions and act as an actuary for the parents to participate, as appropriate in decisions regarding the decisions relating to the education of their child(ren).</p>
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Accessibility

<p>10. Does the plan include: A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p> <p>A description of how the school will share</p>	<p>The school will provide parents and families options for students with disabilities and special needs to request services in advance for special events and programs. This includes translating services in Spanish and Creole. The school will also provide bus passes when requested for families that have unique transportation needs.</p>
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information related to school an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?	<p>The school will translate all forms of communication when and where necessary in various languages in these areas but not limited to:</p> <p>School marquees, lobby kiosk, Connect Orange, Student Planners, Newsletters, School Website, Emails, Labels, Flyers, Posters, Banners, Etc.</p>
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Discretionary Activities

11. Does the plan include: Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)	The school will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home visits.	Pre-K Teacher, Teachers, Admin, PEL, Counselors	Parental Involvement increases student achievement	Ongoing	Sign-in sheets, Meeting notes

Barriers

12. Does the plan include: A description of the barriers that hindered participation by parents during the previous school year?	<p>Barriers that may hinder participation include non-English speaking parents and or other language barriers. Also some factors such as lack of transportation or work hours that prohibit parent from attending events.</p> <p>To overcome these barriers we provide language translators at all of our events. We also offer our programs, services, and events,</p>
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<p>A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?)</p>	<p>during convenient hours for working parents to attend with their child(ren). We also offer online and virtual academies for parents that may not have transportation for classes and other services. In addition, we often provide bus passes and other types of mobile services for parents that may have transportation challenges.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Language Barriers (Creole and Spanish)	ESOL Compliance Specialist and Staff provide translation services at all events and programs.
Transportation Barriers (Migratory and Homeless)	Admin, Counselors, Social Worker, PEL provide bus passes, Uber services
Late/Early Work Hours	Staff will accommodate by providing flexible scheduling for events and conferences, etc.

School-Parent Compact

<p>13. Does the plan include: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement?</p>	<p>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</p>
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Adoption

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The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

This policy/plan was adopted by the school on and will be in effect for the period of **2020-2021**.

The School will distribute this policy to all parents of participating Title I, Part A children on or before **Oct 2020**.

Signature of Authorized Personnel	
Date	

Provide evidence that this policy/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

- ☐ Parent survey of previous year's events and activities
- ☐ Any SAC and PTA artifacts where Title I/PFE topics were on the agenda
- ☐ Parent Feedback Summary of PFEP Evaluation
- ☐ Parent and Family Engagement Activities Tracking Form



2020-2021 Primary Grades School Compact

Hiawassee Elementary School



6800 Hennepin Blvd.
Orlando, FL 32818
(407) 296-6410
hiawassees.ocps.net

Mrs. Sharon Jenkins
Principal

Ms. Keenya Calvin
Assistant Principal

Parent Involvement Opportunities

- ◆ Parent Teacher Organization (PTO)
- ◆ ADDitions Volunteers
- ◆ Partners in Education
- ◆ Field Trip Chaperone
- ◆ Student Advisory Council (SAC)
- ◆ Parent Conferences
- ◆ Curriculum Nights

SCHOOL ADVISORY
COUNSEL (SAC)
2ND TUESDAY OF
EVERY MONTH
@ 5 : 30 PM

Contact *Parent Engagement
Liaison* to volunteer at (407)
296-6410 ext. 3382280.

We welcome your
comments.

Students Responsibilities

- ◆ Come to school and be on time every day with a positive attitude in the classroom, with my classmates and teachers
- ◆ Be prepared and ready to learn and work cooperatively with others
- ◆ Demonstrate organization skills
- ◆ Show respect for myself, my teachers, and my classmates
- ◆ Follow all classroom, school and bus (if applicable) rules, expectations and procedures
- ◆ Take care of technology equipment such as computers, headphones, laptops, and Smart Boards

Teacher and Principal Responsibilities

- ◆ Believe that each student can learn and grow to their full potential by creating a culture of excellence
- ◆ Show respect for each child and his/her family through professional and positive interactions
- ◆ Teach and implement a high quality curriculum that is standards based
- ◆ Provide a safe learning environment
- ◆ Enforce school and classroom rules fairly and consistently
- ◆ Communicate successes and concerns through open lines of communication with students and parents
- ◆ Ensure that my students are prepared for all school, district, and state assessments

What is a School Compact?

A School Compact is an agreement that parents, students, and teachers develop together. It explains how teachers and parents will communicate student progress, how teachers will assist students in acquiring knowledge of the standards-based skills, and how these efforts are linked to Hiwassee Elementary School's Improvement Plan.

Title I Compact

Our Mission Statement

Hiwassee Elementary School's mission is to lead our students to success with the support and involvement of families and the community.

Our Vision

"Every day, in every community, every child in a Title I school benefits from a quality education."

Goals for Primary Grades	
Subject	Goals
Math	By May students should be able to solve mathematical operations and count in various patterns using numbers 1—100.
Reading	By the end of May students should be able to read all 100 sight words for their grade level. Students should be able to answer "wh" questions by finding the answers within the literature.

Required Signatures

By signing below, I acknowledge that I have read and agree to the 2020-2021 Hiwassee Elementary Title I School-Parent-Teacher-Principal Compact and I will commit myself to the goals of the school. This will lead to the continued success and achievement of all students.

Parent/Guardian Signature	_____	Date	_____
Student Signature	_____	Date	_____
Teacher Signature	_____	Date	_____
Principal Signature	_____	Date	_____

Parent Responsibilities

- ◆ Ensure that my child attends school and arrives on time every day with the necessary materials to be successful. This includes ensuring that absences from the classroom are kept at a minimum.
- ◆ Provide a home environment that encourages my child to learn including reading daily for 20 mins. and completing all homework assignments.
- ◆ Model and enforce positive and respectful behaviors, rules and expectations both at home and school.
- ◆ Maintain an open and regular line of communication with my child's teacher to discuss academic and social success and difficulties via phone calls and parent conferences.
- ◆ Encourage my child to actively participate in school lessons and to ask the teacher clarifying questions if there is confusion about what is being taught.

Percentage of Students Grade or Above Grade Level According to i-Ready 2019

Subject	December 2019
Reading	Kindergarten: 55%
	First Grade: 25%
	Second Grade: 41%
Math	Kindergarten: 40%
	First Grade: 16%
	Second Grade: 28%



2020-2021 Intermediate Grades School Compact

Hiawassee Elementary School



6800 Hennepin Blvd.
Orlando, FL 32818
(407) 296-6410
hiawassees.ocps.net

Mrs. Sharon Jenkins
Principal

Ms. Keenya Calvin
Assistant Principal

Parent Involvement Opportunities

- ◆ Parent Teacher Organization (PTO)
- ◆ ADDitions Volunteers
- ◆ Partners in Education
- ◆ Field Trip Chaperone
- ◆ Student Advisory Council (SAC)
- ◆ Parent Conferences
- ◆ Curriculum Nights

SCHOOL ADVISORY
COUNSEL (SAC)
2ND TUESDAY OF
EVERY MONTH
@ 5 : 30 PM

Contact *Parent Engagement
Liaison* to volunteer at (407)
296-6410 ext. 3382280.

We welcome your
comments.

Students Responsibilities

- ◆ Come to school and be on time every day with a positive attitude in the classroom, with my classmates and teachers
- ◆ Be prepared and ready to learn and work cooperatively with others
- ◆ Demonstrate organization skills
- ◆ Show respect for myself, my teachers, and my classmates
- ◆ Follow all classroom, school and bus (if applicable) rules, expectations and procedures
- ◆ Take care of technology equipment such as computers, headphones, laptops, and Smart Boards

Teacher and Principal Responsibilities

- ◆ Believe that each student can learn and grow to their full potential by creating a culture of excellence
- ◆ Show respect for each child and his/her family through professional and positive interactions
- ◆ Teach and implement a high quality curriculum that is standards based
- ◆ Provide a safe learning environment
- ◆ Enforce school and classroom rules fairly and consistently
- ◆ Communicate successes and concerns through open lines of communication with students and parents
- ◆ Ensure that my students are prepared for all school, district, and state assessments

What is a School Compact?

A School Compact is an agreement that parents, students, and teachers develop together. It explains how teachers and parents will communicate student progress, how teachers will assist students in acquiring knowledge of the standards-based skills, and how these efforts are linked to Hiwassee Elementary School's Improvement Plan.

Required Signatures

By signing below, I acknowledge that I have read and agree to the 2020-2021 Hiwassee Elementary Title I School-Parent-Teacher-Principal Compact and I will commit myself to the goals of the school. This will lead to the continued success and achievement of all students.

Parent/Guardian Signature	_____	Date	_____
Student Signature	_____	Date	_____
Teacher Signature	_____	Date	_____
Principal Signature	_____	Date	_____

Title I Compact

Goals for Intermediate Grades	
Subject	Goals
Math	By May students should be able to use computations to solve real world math problems and provide multiple strategies for solving.
Reading	By May students should be able to provide reasons and explanations for the actions of characters and how it affects the plot of literature. By May, students should be able to use various strategies to figure out definitions to unknown words read in text across subject areas.

Percentage of Students Grade or Above Grade Level According to i-Ready 2019	
Subject	December 2019
Reading	Third Grade: 43%
	Fourth Grade: 27%
	Fifth Grade: 20%
Math	Third Grade: 27%
	Fourth Grade: 24%
	Fifth Grade: 30%

Our Mission Statement

Hiwassee Elementary School's mission is to lead our students to success with the support and involvement of families and the community.

Our Vision

"Every day, in every community, every child in a Title I school benefits from a quality education."

Parent Responsibilities

- ◆ Ensure that my child attends school and arrives on time every day with the necessary materials to be successful. This includes ensuring that absences from the classroom are kept at a minimum.
- ◆ Provide a home environment that encourages my child to learn including reading daily for 20 mins. and completing all homework assignments.
- ◆ Model and enforce positive and respectful behaviors, rules and expectations both at home and school.
- ◆ Maintain an open and regular line of communication with my child's teacher to discuss academic and social success and difficulties via phone calls and parent conferences.
- ◆ Encourage my child to actively participate in school lessons and to ask the teacher clarifying questions if there is confusion about what is being taught.

School Parent and Family Engagement Plan (PFEP)
and
Compact Evaluation and Reflection Form

Name__Cindy Walker__

School__Hiawassee__

Status (Please Circle): Parent

Staff

Community Member

Date __5/7/2020__

Please take a moment to answer the following questions.

1. What things worked well in the PFEP? The events were planned in advanced and well-thought out.
2. What things did not work well in the PFEP? Events were planned in the fall after the PFEP was written.
3. How many events did you attend this year? Most all of them.
4. What were some of the things you liked/didn't like about the events? Most of them were organized, most of them were not.
5. What events drew the most people? The one were grandparents or parents were involved.
6. What events drew the least amount of people? Off property events.
7. What were some of the barriers that we faced? Language, transportation, and communication about the events.
8. How can we overcome those barriers? More staffing, and more communication of events rather than word of mouth.

School Parent and Family Engagement Plan (PFEP)

and

Compact Evaluation and Reflection Form

Name Zoe Jaruszewski

School Hiawasse

Status (Please Circle): Parent

Staff

Community Member

Date April 28, 2020

Please take a moment to answer the following questions.

1. What things worked well in the PFEP? It was well organized.
2. What things did not work well in the PFEP? It was not all inclusive.
3. How many events did you attend this year? Parent conferences and literacy night.
4. What were some of the things you liked/didn't like about the events? They were well organized and they had food!
5. What events drew the most people? I am not sure, but I would think the ones that had food or activities
6. What events drew the least amount of people? Not sure.
7. What were some of the barriers that we faced? Not sure, but it seems like a lot of parents work and have a lot of kids.
8. How can we overcome those barriers? Maybe offer more nights of the same events.
9. Do you have any suggestions for trainings or events that you'd like to happen next year?
I wish they had a Christmas program.
10. What changes would you like to see in next year's compact? No, it looks nice and it very comprehensive.

School Parent and Family Engagement Plan (PFEP)

and

Compact Evaluation and Reflection Form

Name Lisa Hardeman

School Hiawasee

Status (Please Circle): Parent

StXaff

Community Member

Date 5/1/2020

Please take a moment to answer the following questions.

1. What things worked well in the PFEP? We were able to follow most of the events that we listed on the document.
2. What things did not work well in the PFEP? Some events came up that we were unable to account for prior to writing the document or planning for the document.
3. How many events did you attend this year? I attended most all of them.
4. What were some of the things you liked/didn't like about the events? I liked all of the events because they appealed to the families and students. There was nothing that I didn't like about the events except that sometimes there may not have been enough information given about the events.
5. What events drew the most people? The Grandparents Day Event and Report Card Conferences
6. What events drew the least amount of people? The Virtual Academies
7. What were some of the barriers that we faced? Language and Transportation barriers
8. How can we overcome those barriers? By providing more interpreters and/or more staff members that can provide translation services to parents.

9. Do you have any suggestions for trainings or events that you'd like to happen next year? We need classes on how parents can help assist their students in class or with assignments or with school services.
10. What changes would you like to see in next year's compact? Maybe numbers to district hotlines.