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**2017-2018 Title I Parent and Family Engagement Plan**

**Elbert Elementary**

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| ***General introduction of school’s vision for parent and family engagement.*** |
| To ensure all students reach their highest academic potential through a consistent, pervasive, and rigorous curriculum that meets the needs of diverse learners. |

**All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.**

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Involvement of Parents** | |
| If the school wide program plan under **Section 1116 (b) (1**) is not satisfactory to the parents of participating children, the school will include/submit the parents’ comments with the plan that will be made available to the local education agency **Section 1116(b) (4).**  Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting. | |
| ***Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?*** | All parent/ families are invited to participate in developing and revising this plan. The plan is reviewed/ revised in the Spring of every year. |
| ***How do you use the information from reviewing the plan to design strategies for more effective engagement?*** | The plan is reviewed throughout the school year to vheck progress and changes to what has been planned. Reviewing student data provides information to help determine where we need additional support to help our families understand the curriculum, state assessments and provide strategies, materials, and resources to help |
| ***How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?*** | All parents are invited to attend the “Parent Involvement Team Meeting” to review, discuss, and make any changes necessary to our school compact as well as provide feedback on ways to improve our Parent Nights. We also discuss Title I activities and funding at our SAC meetings where parents and communities members provide feedback and suggestions to help improve our school. |
| ***What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)*** | Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their “Parent and Family Engagement Policy”. Schools are required to provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring. |
| ***How will this plan assist in providing high quality instruction for all learners?*** | This plan helps ensure that we provide parents/ families with information, materials and resources to support their child’s learning at home by offering parent workshop on the Florida Standards, Literacy, and test taking tips to support the high quality instruction provided during the school day. |
| ***How will the school share comments received from parents/families?*** | All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan. |
| ***How will this plan be made available to the community?*** | This plan is available to all parents, business partners, and School Advisory Council. The plan is also available on our school website and in the Title l parent informational notebook that is located in our front office. |

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| |  |  | | --- | --- | | **Flexible Parent Meetings:**  The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)** | | | ***Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?*** | At the beginning of the school year parents are provided with a “Save The Dates” for all scheduled events throughout the school year.  All of our Parent Nights are held on different nights of the week (ex: not all events are scheduled for Thursday nights). We also do not start the events until 6:00 pm or after to ensure that all parents that are working will be able to attend.  When applicable, our Network manager video tapes the information provided and will post it on a link on our school website. | | ***Describe what childcare, home visits and/or transportation services are provided by your school****.* | Our school addressed barriers that hinder parent/ family engagement on a needs basis or if requested and when feasible accommodates those requests. | |
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| **Annual Parent Meeting**  The school will conduct an Annual Meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)** | |
| Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input.  Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations. | |
| ***Date and time you will hold your meeting?*** | Our Annual Parent Meeting will be held on Tuesday, September 12 at 6:00 pm. All parents are invited and encouraged to attend the meeting. Parents will meet in the cafeteria to go over a PowerPoint giving information about Curriculum, the Florida Standards, testing, and student progress. In addition, information will be discussed on the School Improvement Plan, the Title I School Parent and Family Engagement Plan, and the school Compact. |
| ***Notification and Invitation:***   * *How will you inform and invite parents/families in a timely way about the Annual Meeting****.*** | A “Save the Date” will be sent home on August 22th to let inform our Parents and Families of the upcoming event. Flyers will be sent home to inform Parents/ Families of the event m |
| ***Information:***  ***Please describe how your meeting will cover information about:***   * *the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child’s teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.* | The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child’s teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.  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.  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 information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file. |
| ***Barriers:***   * *What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation* | All materials handed out to the parents will be provided in English, Spanish, and Haitian Creole. We will also provide light refreshments for the parents to enjoy after the meeting. Childcare will not be provided, but parents are welcome to bring their child (ren) to the meeting if needed. |
| ***Evaluations:***   * *How will you get feedback from parents about the meeting?* | Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum or testing that they would like to learn more about. |
| ***Parents who do not attend?***   * *How will you get the information home to parents who do*   *not attend the meeting?* | Any printouts that were handed out during the meeting will be sent home with the student in their home language. Also, out Network Manager will videotape the meeting and post a link on our school website for parents that did not attend to see. |

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| **Building Capacity of Parents**  School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement **[Section 1116(e) (1-3).** School will provide materials and training to help parents work with their child to improve their child’s academic achievement. **[Section 1116(e) (2).**  **Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.**   * *How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.*  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Title**  **Topic** | **Impact on Student Achievement** | **Materials** | **Tentative**  **Date/Time**  **Is it flexible?** | **Transportation** | **Refreshments** | **Childcare** | **Translation** | | **Curriculum /Florida Standards** | Provide information to parents on standards by grade level and how they can help their child at home.  Grades 3-5 take the FSA state assessment. | Information on how to locate the Florida Standards by grade level.  Information and materials on how to help their child at home. | **November 7th ELA Night @ 6 pm** Grades K-5  **January 11th  Math @ 6 pm** Grades K-5  **February 22nd  Science @ 6 pm** Grades K-5 |  | X  X |  | X  x | | **State Tests & Achievement Levels** | Provide test taking strategies to parents and also information on the assessments their child will be expected to take. | Parents will be given examples of test questions and test taking tips to help their child.  Websites that provide test practice and addition information on the standards will be shared with parents. | FSA Night |  | X |  | X | | **Transition (Kdg, MS, HS)** |  |  |  |  |  |  |  | | **Literacy 1116 (e)** | Provide parents with strategies to help them read with their child at home. Also, provide students that opportunity to take AR quizzes after school and check out new books. | Tips and strategies for reading  \*May Media Night will give out free books for students to kick off the summer reading. | Monthly Literacy Workshops held in the media center from 5:30- 7:00 pm |  |  |  | x | | **Technology, Parent Portal** | Provide parents information on how to navigate the Parent Portal to check their child’s grades, AR, etc.. | Hands on workshop | Parent Portal Workshop will be help in the computer lab:  October 26th @ 9:00 am  October 26th @ 6 pm (childcare provided for pm) |  | x | X | x | | **College and Career** |  |  |  |  |  |  |  | | **Graduation Requirements/Scholarships** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **How do you assess the needs of parents?**  **Do you survey parents to ask what type of events or workshops you have at your school?** | | * District Parent Survey * SAC, PTO/ PTA, Parent Advisory Meetings * Evaluations of previous workshops * Parent meetings to review compact/ PFEP | | | | | | | **How do you evaluate effectiveness?** | | * Evaluation comments * Comments on surveys | | | | | | | **Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.** | | The school will provide materials and training to help families work with their child to improve achievement, such as AR and Reading Nights held in the Media Center which will provide information on varied reading strategies. We also have Literacy, Math and Science night where we provide resources to help support their child(ren) at home. Lastly, we will hold a Technology training to help parents sign up on Parent Portal as well as inform them of all online resources availble. | | | | | | | **Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?** | | We have partnered with three local churches; Winter Haven Worship Center, Church of Redeemer & Winter Haven Baptist. All churches volunteer their time to work one on one with students and head up PBS activities to help encourage positive behavior on campus. | | | | | | |

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| **Building Capacity of Staff (Trainings)** | | | | |
| The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents’ contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school **[Section 1116(e) (3).** | | | | |
| **Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff …**   * ***how to reach out to, communicate with, and work with parents/families as equal partners,*** * ***the value and utility of contributions of parents/families*** * ***how to implement and coordinate parent/family programs***   ***how to build ties between parents/families and the school*** | | | | |
| **Please describe below how you do this.** | | | | |
| **Topic -Title** | **Purpose?**  How does this help staff build school/parent relationships? | **Implementation format:**  (Workshop, book study, etc.)  **Presenter?** | **Who is the audience?** | **Tentative Date/Time** |
| **Poverty Training w/ Dee Dee Wright** | To help our teachers understand the background of children that come from poverty | Workshop presented by Dee Dee Wright and other members from the Hearth Project. | All teachers and support staff. | January 24th @ 1:00 pm |
| **Effective Parent Conferencing** | To help our teachers prepare and have effective parent/ teacher conferences | Presented by Kristan Sheffield | All teachers | September 18th @ 8:00 am |
| **Marzano Book** | To help our teachers learn and understand research based strategies by Marzono. | Book Study | All teachers | We will meet on the 3rd Thursday of every month. |

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| **Communication** | |
| The school will provide parents of participating children; a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet **[Section 1116(c)(4)(B)];** If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children **[Section 1116(c)(4)(C)];** | |
| **How do 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?** | Schools are required to 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. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant. |
| **How do you 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?** | On August 14, 2017 each family received a “Right to Know” letter in their home language (Haitian Creole/ Spanish) informing them that they could request information in regards to their child’s teacher or paraprofessional in a timely manner. |
| ***Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?*** | * Annual Parent Meeting * Newsletters (school and grade level) * Parent Conferences * Parent Nights |
| ***Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?*** | * State/ District Reports * Parent/ Teacher Conferences |
| ***How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?*** | Each Title I elementary school is required to hold at least one face to face conference with each student’s parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing. |

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| **Coordination and Integration:**  The school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e) (4)]. | |
| **Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:** | |
| * ***Homeless*** | * We provide school supplies, uniforms, food packs for children in need. We also work with Dee Dee Wright in the Hearth Program to help increase the awareness of their needs. |
| * ***Migrant*** | * Provide parents with monthly information and announcements from PERC. Students are provided extra help in the classroom and given the option to attend after school tutoring in the spring. |
| * ***Preschool*** | * VPK on campus |
| * ***ESOL*** | * ESOL paras push-in to grades K-5 to assist students * Information to parents is provided to them in their home language |
| * ***SAC School Advisory*** | * SAC Nomination form was sent home to all parents in the August newsletter * Meeting Announcement letter, e-mail and phone call |
| * ***PTO/PTA*** | * All parents are invited to attend the meetings and become members * Meeting announcements are sent home in the monthly newsletter and on the school marquee. |
| * ***Community Agencies*** | Work closely with:   * Church of Redeemer * Winter Have Worship Center * Winter Haven Baptist |
| * ***Booster***   ***Clubs*** |  |
| * ***Business Partners*** |  |

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| **Accessibility** | |
| The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. **Sec 1116(e)(5) and 1116(f)** | |
| ***What opportunities do parents have to participate in their child (rens) education?***  ***Volunteer?*** *Section 1116* (d) (c)  ***Mentor?*** | * Volunteer * School Advisory Council (SAC) * Community & Business Partners * Attend parent/ family workshops and school events * PTO |
| ***What forms of communication do you provide parents, in an understandable and uniform format related to;***   * ***school and parent programs*** * ***meetings*** * ***school reports*** * ***and other activities*** | * The plan and the compact * Remind 101 * Flyers, notification/ invitations * Monthly Calendar * Elbert Website * School Marquee * School Newsletter (Monthly) * Parent Workshops * PTO & SAC Meetings * Report Cards, Interim Reports, State Assessment/ Curriculum Information * Agendas |
| ***What barriers hinder participation by parents in parental involvement activities?***  ***What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)*** | Elbert barriers: language, work schedules, transportation  Steps that Elbert will take to help with our barriers are:   * Provide information in their home language * Vary times and days for Parent Nights * Send home all materials that were handed out during the Parent Nights to ensure every parent receives the information. * We will also video meetings and post on the Elbert website for parents that are unable to make it |
| ***How does your school provide information to parent’s in their native language?***  ***What languages do you provide?*** *Section 1116 (e) (5)*  ***Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent’s native language? Explain*** | * All Parent and Academic Nights will provide information in their hone language (Spanish & Haitian Creole) * All communication is provided in Remind1o1, marquee, newsletters, school website, flyers) |
| ***How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.***   * ***Title I Parent/Family Resource Centers*** * ***Books Bridge Buses*** * ***Parent University*** * ***Other*** | * Elbert website will include information * Parent/ Family Informational Notebook (PIN)   Send Home   * Information in our school/ grade level newsletter * Flyers * “Save the Dates” * Books Bridge schedule * Parent University flyers |