



2018-2019 Title I Parent and Family Engagement Plan

Kathleen Elementary



General introduction of school's vision for parent and family engagement.

Kathleen Elementary School will strive to build relationships to create real family engagement for every child, and provide opportunities for parents to volunteer, and to provide resources for parents to help their child meet their full potential through academic nights and parent workshops.

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: _____

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.

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| <i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i> | All parents/families are invited to participate in developing and revising this plan. The plan is reviewed/revised 3 times a year using parents input. |
| <i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i> | This plan is reviewed three times throughout the year to check progress and make changes to what has been planned. Reviewing student data provides valuable 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 support learning at home. |
| <i>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?</i> | Parents are surveyed when developing/revising this plan, and asked what types of trainings and/or workshops they would like the school to provide to assist in helping their child's academic achievement. Results from surveying parents is used to plan parent and staff meetings. |
| <i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i> | All parents were invited to provide input on the 2018-2019 plan. An invitation (labels) was sent home via agenda, it was posted on our school website, and flyers were sent home inviting parents to a parent meeting that was held on September 6 th , 2017 in our gifted teacher's classroom. Parents who could not attend were invited to submit comments and/or suggestions on the current plan. Copies of the meeting invitation, agenda, and sign-in sheets and minutes containing all parent suggestions are kept on file as documentation. The plan will be reviewed at our January 2019 School Advisory Council meeting and again in May as we plan for the next school year. |
| <i>How will this plan assist in providing high quality instruction for all learners?</i> | This plan helps ensure that we provide parents/families with information, materials, and resources to support their child's learning at home by offering parents workshops on the Florida Standards, Literacy, and test-taking tips to support the high quality instruction provided during the school day. |
| <i>How will the school share comments received from parents/families?</i> | 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. |
| <i>How will this plan be made available to the community?</i> | 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 I parent informational notebook that is located in our front office. |

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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)**

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| 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. | |
| <i>Date and time you will hold your meeting?</i> | Our annual parent meeting will be held on September 6, 2018 at 7:00 p.m. in the media center. All parents are invited and encouraged to attend. Mrs. Lewis will review our school improvement plan and budget. SAC positions (chair, co-chair, and secretary) will be elected. |
| <i>Notification and Invitation:</i> ○ <i>How will you inform and invite parents/families in a timely way about the Annual Meeting.</i> | All parents were notified of the Annual Parent meeting via a flyer in the backpack, a label in the agenda, and a post on our Kathleen Elementary Facebook page beginning 2 weeks prior to the event. |
| <i>Information:</i> <i>Please describe how your meeting will cover information about:</i> • <i>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.</i> | 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. |
| <i>Barriers:</i> ○ <i>What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</i> | Transportation is not offered to all parents, however, if we know of a family in need of transportation in order to attend we work to find a solution. Translation of materials given our will be translated in English, Spanish, and HC as well as we will provide a translator at the meeting. Parents are welcome to bring their child(ren) to the meeting so childcare is not needed. |
| <i>Evaluations:</i> ○ <i>How will you get feedback from parents about the meeting?</i> | 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. |
| <i>Parents who do not attend?</i> ○ <i>How will you get the information home to parents who do not attend the meeting?</i> 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) |
| <i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i> | |
| <i>Describe what childcare, home visits and/or transportation services are provided by your school.</i> | |

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 |
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| 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 assessment. | Information on where to locate Florida standards by grade level. Information about Title I | September 6 th , 2018 from 5:30-7:00 p.m. | | | | 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 sample test questions and test taking tips to help their child. Websites that provide testing practice and additional information on the standards will be shared with parents. | | | | x | X |
| Transition (Kdg, MS, HS) | These workshops will provide information to parents to help their child make a smooth transition with change in school. | Parents of incoming Kindergarteners are provided with information on how to prepare their child for school and what our expectations are. | August 13 th , 2018 at 8:15 a.m. | | | x | X |
| Literacy 1116 (e) | Provide parents with strategies to help them read with their child at home and help support their child in reading, math, and science. | | November 8 th , 2018, January 24 th , 2019, and April 11 th , 2019 | | | x | X |
| Technology, Parent Portal | Provide parents with information on how to navigate the Parent Portal and check their child's grades. Workshop on internet safety, cyber bullying, and information on other educational websites. | | | | | | X |
| College and Career | | | | | | | |
| Graduation Requirements/Scholarships | | | | | | | |
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| | the students, developing the success criteria, and monitoring to take action | | | |
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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)];

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| 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? | Annual Conference meeting, PIN notebook |
| <i>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?</i> | Links to practice assessments are provided on our school website. Students also showcase their learning at Student Success Nights throughout the year. |
| <i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i> | If the student is in 3 rd grade, teachers notify the parents of their child's scores via phone conference. If the 3 rd grader did not achieve a Level 3 in ELA, teachers let parents know of the options available so the student may be promoted to 4 th grade. Individualized reports of FSA/SSA are either sent home with the student or mailed to the parents. |
| <i>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?</i> | 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. |

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:

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| ○ Homeless | We work with the HEARTH and they provide uniforms and transportation for students and families in need. FUEL Church also provides Kid-Packs (backpacks filled with food) to ensure students in need are provided healthy food choices over the weekend. |
| ○ Migrant | We have any information provided, translated into a families native language. We also have an ESOL para who works with our ESOL students and their families. |
| ○ Preschool | |
| ○ ESOL | We have any information provided, translated into a families native language. We also have an ESOL para who works with our ESOL students and their families. |
| ○ SAC School Advisory | SAC members sign-up at orientation. All parents are invited to all meetings through labels in the agenda, flyers, and on our school Facebook page and website. Parents may speak at meetings if they are not a member. |
| ○ PTO/PTA | PTO/PTA members sign-up at orientation or at our Annual Parent meeting. Officers are nominated then elected based on votes. |
| ○ Community Agencies | FUEL Church and Kathleen Baptist Church have donated their time and purchased plants for our quarterly campus beautification days. |
| ○ Booster Clubs | |
| ○ Business Partners | |

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)

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| <p>What opportunities do parents have to participate in their child (rens) education? Volunteer? <i>Section 1116 (d) (c)</i> Mentor?</p> | <p>Parents are welcome in our classrooms (if they are an approved volunteer), at Field Day, and welcome to come to our campus beautification days held throughout the year.</p> |
| <p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • <i>school and parent programs</i> • <i>meetings</i> • <i>school reports</i> • <i>and other activities</i> | <p>Forms of communication we provide parents include the plan and compact, flyers/notifications/invitations, calendars, website, school marquee, school and/or grade level newsletters, PTO/PTA/SAC meetings, progress reports, and report cards, interim reports, state assessment/curriculum information.</p> |
| <p>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)</p> | <p>We work with HEARTH to provide transportation to families in need. We offer dinner to all families. We also offer flexible times if parents are unable to attend due to a work schedule.</p> |
| <p>How does your school provide information to parent's in their native language? What languages do you provide? <i>Section 1116 (e) (5)</i> Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p> | <p>Translation is provided at all school events via our ESOL paraeducator. All materials provided to parents are translated into their native language. Our compact is also translated into Spanish.</p> |
| <p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • <i>Title I Parent/Family Resource Centers</i> • <i>Books Bridge Buses</i> • <i>Parent University</i> • <i>Other</i> | <p>We will include information on our website, in addition to maintaining our Parent Involvement Notebook (PIN). We will send home information via newsletters or flyers. We include stickers/labels in the agendas for upcoming events as reminders.</p> |