**2018-2019 Title I Parent and Family Engagement Plan**

**Oscar J. Pope Elementary**

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

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| **District and school-based Title I Parent Involvement Programs in Polk County will strive to build relationships to create real family engagement for every child, every family, every teacher, every day. Studies show that the more parents are involved in the education of their child, the more academically successful that child will be.** |

**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. | |
| ***All parents and families are invited to review and revise this plan. Parents and families will be invited 3 times per year to discuss and review the Parent and Family Engagement Plan (PEEP).*** | All parents and families are invited to review and revise this plan. Parents and families will be invited 3 times per year to discuss and review the Parent and Family Engagement Plan (PEEP). |
| ***How do you use the information from reviewing the plan to design strategies for more effective engagement?*** | This plan is reviewed three times a year for any additional updates and changes made throughout the year. Reviewing student data provides valuable information to help determine where we need additional support to help our families understand the curriculum and state assessments and to provide strategies, materials, and resources to help support learning at home. |
| ***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?*** | Parents will be invited to participate in different meetings that will address school Parent and Family Plan (PEEP). They will also be invited to be a part of the SAC committee, and other types of trainings and events provided through the school year. Parent will be provided with surveys to find out if there are any additional events or trainings the we can provide to enhance their child’s achievement. |
| ***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 and documentation of: how parents were invited, an agenda for the meeting, sign in sheets, 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 system. |
| ***How will this plan assist in providing high quality instruction for all learners?*** | This plan will help us provide parents and families with accurate information and resources needed at home to help every child to succeed during the school year. |
| ***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. |

**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 ri 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. | |
| ***Date and time you will hold your meeting?*** | August ‘18 |
| ***Notification and Invitation:***   * *How will you inform and invite parents/families in a timely way about the Annual Meeting****.*** | Flyers will be sent home, with students two times prior to this event  Labels in student agendas  School Social Media and website  Posted on School Marquee  Announcement Board at the pick-up & drop off area |
| ***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* | Will address: Transportation, Language (Translators), Childcare will be provided in future events (if approved), Times meeting is offered, meals and disable access. |
| ***Evaluations:***   * *How will you get feedback from parents about the meeting?* | Parents will be provided with a survey form each time they come to a meeting. This will help us better our services and activities. |
| ***Parents who do not attend?***   * *How will you get the information home to parents who do*   *not attend the meeting?* | Information will be sent home with their child, PowerPoint and other information will be provided on the school website. Parents can also request a meeting with staff if they have any questions or concerns |

**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)**

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| ***Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?*** | Meetings and events are held throughout the day in order for parents to attend. Moreover, translation services are provided, as Oscar J. Pope has a large Spanish population. |
| ***Describe what childcare, home visits and/or transportation services are provided by your school****.* | Parents are encouraged to bring their children to Oscar J. Pope events, thus eliminating the need of childcare. Our future plans are to offer childcare, so parents can enjoy the meetings and events. (If approved by administration). |

**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?** | Each school year, all parents receive a Right to know letter. This letter describes that parents have to right to request information regarding their child’s teacher and/or paraprofessional. Moreover, these letters are available on the school website.  Letters are provided in both English and Spanish. |
| ***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, Website, Newsletters, Parent conferences, Progress monitoring, Extended learning, Curriculum night, Parent Information Nights  Information is provided in both English and Spanish; Translation services are provided at parent’s conferences and meetings  . |
| ***Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?*** | \*\*\*State assessment information is given to parents during open house. If parents do not attend open house, the scores are sent home with the students. |
| ***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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| **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 curriculum and standards by grade level and how they can help their child at home. | Websites showing State Standards.  Notes/Flyers for parents to take home. Examples of classroom curriculum. | AUGUST ‘18 |  |  |  | X | | **State Tests & Achievement Levels**  **MATH NIGHT** | Provide test-taking strategies to parents to assist their child at home. Give information and other resources to demonstrate assessments their child will be expected to take. | PowerPoint with Sample test questions  Test taking tips to help their child  Websites that provide testing practice.  Additional information on the standard | SPRING ‘19 |  |  |  | X | | **Transition (Kdg, MS, HS)** | Kindergarten Round-up | Registration information  Books for incoming Kindergartners  Décor  Other helpful materials | Spring ‘19 |  |  |  | X | | **Literacy 1116 (e)**  **WINTER WONDERLAND** | Parents and student will enjoy an evening of reading fun. They will learn strategies to help them read with their child at home. | Books  Picture with Santa  And other helpful materials | WINTER ‘18 |  | X |  | X | | **SCIENCE NIGHT** | Provide information and resources to parents and students to assist their child at home in passing the State Assessment Exam. | Websites that provide testing practice  Test taking tips to help their child  Reading and practice materials | Fall ‘18 |  | x |  | x | | **Title I Annual Parent Meeting** | Every Title I School must hold an Annual Parent Meeting within the first nine weeks of school, or by October 3rd. The purpose of the Title I Annual Parent Meeting is to provide information and other resources regarding Title I program and how it benefits the students | PowerPoint presentation providing information about Title I and the ways it helps students, parents, staff and schools. Statistics for Polk County Schools and Oscar J. Pope Elementary School Improvement Plan, School Compact, Parent and Family engagement plan. (PEEP | AUGUST ‘18 |  |  |  | X | | **Pastries with Parents** | Parents will have the chance to bond with their children over activities and learnings strategies. Event includes breakfast speakers and informational packets to be taken home | Food  PowerPoint  Information Flyers  Scheduled Speaker | FALL ‘18  SPRING ‘19 |  | X |  | X | |  |  |  |  |  | X |  | X | | **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?** | | Oscar J. Pope invites all parents to attend school events. Upon completion of an event, parents are asked to complete an evaluation. Updates and changes are made based on parent responses. | | | | | | | **How do you evaluate effectiveness?** | | Evaluations are completed through observations, data collection, and parent 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.** | | Reading, Math and Science nights are offered at Oscar J. Pope. During these events, parents are given strategies to use with their children at home. Along with Parents examples and websites that will assist.  During Orientation, OJP provides students with workbooks and library books to be used at home. | | | | | | | **Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?** | | *The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.* | | | | | |  * *The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.* |

**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)**

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| **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*** | | | | |
| **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** |
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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*** | The HEARTH program provides support for identified homeless students. Title I will provide support to the program and the other activities implemented by the HEARTH program.  Do you work with the HERTH program? YES.  How does a teacher know which students? Information is provided by the school administration.  What can you do to help these parents of homeless students? We provide them with resources including food packs, clothes, school supplies and hygiene products. |
| * ***Migrant*** | Do you provide information/materials in their native language? Yes  Do you work with the Migrant department? Yes  Workshops in their language? Yes |
| * ***Preschool*** | Do you work with the Preschool teachers on your campus? Yes.  Do these parents receive invitations to school programs/events? Yes.  Do you provide workshops specially for these parents? Yes, we provide monthly parent meetings.  How do you prepare them for Kindergarten? Yes, we provide Kindergarten Round-up and transition meetings to discuss upcoming requirements and academic expectations. |
| * ***ESOL*** | Do you have an ESOL para? Yes. Our ESOL Para provides assistance to our ESOL Students in classrooms and in afterschool tutoring. The ESOL Para also assists during meetings to help teachers and parents communicate.  Do you provide information to parents in their native language? Yes.  Do you work with the ESOL department to get materials/services for parents? Yes. |
| * ***SAC School Advisory*** | How do you select members? Parents, Teachers, School Staff and community members are encouraged to join.  Are all parents invited to attend meetings? Yes  How are they notified of meetings? Flyers, Newsletter, emails, social media and school marquee  Can parents speak at meetings if they are not a member?  At the meetings, do you offer information/materials to parents to help them learn how to help their child/children at home? Yes. Oscar J. Pope explains what materials are available to parents at the school and at the parent resource center, which is located at Combee Parent Center. |
| * ***PTO/PTA*** | How do you select members? Every parent and school staff are encouraged to join. Our members have to be approved volunteers.  Are all parents invited to attend meetings? Yes  How are they notified of meeting? Flyers. Newsletter, emails, social media and school marquee  At the meetings, do you offer information/materials to parents to help them learn how to help their child/children at home? Explain We provide information on ways to help their child succeed during the school year. Information of strategies are provided. |
| * ***Community Agencies*** | SAMPLE: Churches, Boys and Girls Club, YMCA, daycare, community centers  Do you invite member of you community to participate in events at your school? Yes  Be on SAC/PTO? Yes  Do you keep them informed of school events? Yes  Do you collaborate with them to support learning outside of school? Yes |
| * ***Booster***   ***Clubs*** | Do you offer opportunities to parents to be involved as part of a booster club? What is their involvement? |
| * ***Business Partners*** | Do you have any business partners that are parents? Yes.  Do you survey your parents to find out about their employment and how they might be able to be a partner? Yes.  Do you have a mentor program? Yes. We have big Brothers & Big sisters. We also have Polk State Collegiate Program.  Work release volunteer program? Yes. |

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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) | Oscar J. Pope offers multiple opportunities for parents to take an active role in their child’s education, including but not limited to parent conferences, curriculum nights, family events and our annual Title I night. At every school event, Oscar J. Pope encourages parents to volunteer at the school and to mentor students. |
| ***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*** | Flyers  Student agendas  Newsletters  School Marquee  School Website |
| ***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)*** | Oscar J. Pope offers language interpreters at all of our event, likewise events are family friendly so children can attend with parents, thus eliminating the need for childcare. Events and meetings are held are different times in order to ensure parents can attend a few each school year. |
| ***How does your school provide information to parents in their native language?***  ***What languages do you provide?*** *Section 1116 (e) (5)* | Flyers are provided in English and Spanish.  Translators are provided as needed.  PowerPoints are shown in both English and Spanish. |
| ***Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent’s native language? Explain*** | Translators are provided at every school event. |
| ***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*** * ***Other*** | Oscar J. Pope promotes the Title I Parent/Family Resource Center by sending home a monthly calendar of events, posting information on our Title I bulletin board located at the entrance of the school, and having flyers available on the front counter of the school. Likewise, information regarding class, training, workshops, and other resources are available on our school website. |