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

**Walter Caldwell Elementary School**

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

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| At Caldwell Elementary we strive for meaningful parent and family engagement. We will work to build relationships with parents, families and our community to ensure that all feel welcome and valued. Communication, activities and resources will be provided on an ongoing basis to ensure maximum involvement of parents and families in the education of their children. |

**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: Cheryl L. Hill Date:7/30/2018

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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 parents and families are invited to a Parent Involvement Planning Meeting to discuss and revise this plan. The plan is also reviewed several times throughout the year and approved by our School Advisory Council. |
| ***How do you use the information from reviewing the plan to design strategies for more effective engagement?*** | Parents provide feedback on the areas in which they feel they need assistance with helping their children at home. Based on this information and student achievement data, family nights are planned covering curriculum, assessments, and parent/family engagement. Effective communication strategies are implemented to keep parents/families informed. |
| ***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?*** | At the Parent Involvement Planning Meeting parents provide input on how Title 1 funds should be spent, the types of workshops they would like to have offered as well as the ways in which they would like to be contacted in order to stay actively informed and involved. Our School Advisory Council also provides input and routinely reviews the Parent and Family Engagement Plan and Compact. |
| ***What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)*** | All parents were invited to a Parent Involvement Planning meeting on April 6, 2018 to review and provide input on the new plan for 2018-2019. Flyers were sent home, a reminder text was sent out as well as reminders on social media. Documentation of the meeting includes invites, sign-in sheets, meeting minutes and parent suggestions. The 2018-2019 plan will be reviewed and approved by our School Advisory Council in September, 2018. |
| ***How will this plan assist in providing high quality instruction for all learners?*** | This plan ensures that parents and families will be provided with information, resources and various learning opportunities to assist them in supporting their child’s learning at home to follow the high quality instruction provided at school. |
| ***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?*** | All parents are invited to Caldwell’s Annual Title 1 meeting which will be held on Thursday, September 20th at 5:30 p.m. and repeated on Friday, September 21st at 8:30 a.m. in our school cafeteria. A Title 1 program overview PowerPoint presentation will be provided and parents will be given an opportunity to ask questions and leave feedback. |
| ***Notification and Invitation:***   * *How will you inform and invite parents/families in a timely way about the Annual Meeting****.*** | A flyer will be sent home with every student one week in advance advising parents of the Annual Meeting. Notices will also be shared via Caldwell’s website, Facebook and Twitter pages during the week prior to the meeting. Reminder labels will also be placed in all students’ agendas and a reminder text message will be sent. |
| ***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* | Parents are welcome to bring their child to the meeting with them. A translator will be available. The Annual Parent Meeting PowerPoint presentation will be made available on our school website for parents who do not have transportation to the meeting or are otherwise unable to attend. |
| ***Evaluations:***   * *How will you get feedback from parents about the meeting?* | Parents will be asked to complete a short evaluation of the presentation requesting their feedback and inviting them to ask for additional information, if needed. |
| ***Parents who do not attend?***   * *How will you get the information home to parents who do*   *not attend the meeting?* | The Annual Meeting presentation will be available on Caldwell’s website for parents who are unable to attend. |

**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?*** | Parents who completed the parent meeting evaluation indicated that evening workshops are preferred due to work schedules. However, our parent and family workshops will be offered at flexible times such as before school and in the evening. Parents who are unable to attend may request the presentation materials. When applicable, we will post the materials on our school website. Parents are encouraged to contact Mrs. Swartz, Caldwell’s Reading Interventionist and Parent Involvement Coordinator, if they have questions or need additional information. |
| ***Describe what childcare, home visits and/or transportation services are provided by your school****.* | Childcare is offered at most parent workshops unless the workshop is geared toward family participation. Caldwell conducts a family night in the neighborhood of some of our students who do not live in the immediate area. Many teachers stay later after regular school hours to accommodate parents whose work schedules prevent them from attending conferences, etc. |

**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?** | Each family will be notified 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. |
| **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?** | This information will be provided at the Annual Title 1 Meeting and will be included on Caldwell’s website and parent information notebook located in the front office. |
| ***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 Title 1 Meeting, Open House, Parent Workshops, Parent Portfolio Conferences and the Parent Involvement Notebook. |
| ***Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?*** | Individual conferences will be held with parents during the weeks of October 29 – November 16, 2018. These conferences will include progress monitoring information. Additional conference opportunities will be available in January, March and May, 2019 and on an as needed basis. |
| ***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?*** | Caldwell holds at least one face to face conference with each student’s parent during Parent Portfolio Conference Weeks October 29 – November 16, 2018 Teachers are provided an agenda outlining what is expected to be covered during the conference. Phone conferences will be held only after several attempts have been made to meet with the parent in person. Each teacher keeps a Parent Conference/ Compact Log documenting the date, time, and parent signature showing that the compact was discussed. These logs are collected each semester to monitor compliance. |

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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** | Share curriculum and standards with families to gain support at home. | Grade level curriculum/standards guides, refreshments. | Thursday, September 20, 2018 5:30 p.m. & Friday, September 21, 2018 8:30 a.m. |  |  | X | X | | **State Tests & Achievement Levels** | Share data with parents in order to increase student attendance and achievement. | Learning materials for home, refreshments | Thursday, January 10, 2019 5:30 p.m. |  | X | X | X | | **Transition (Kdg, MS, HS)** | Orient parents of PreK students to Kdg program, provide resources for readiness | Kdg readiness materials, refreshments | April, 2019 (Specific date to be provided by district) |  | X | X | X | | **Literacy 1116 (e)** | Share reading strategies for use at home to increase student achievement | Learning materials, books, refreshments | Thursday, October 11, 2018 5:30 p.m. |  | X | X | X | | **Technology, Parent Portal** | Share Parent Portal and other tech resources to increase achievement | Laptop cart, learning materials, refreshments | Thursday, November 8, 2018 5:30 p.m. |  | X | X | X | | **College and Career** |  |  |  |  |  |  |  | | **Graduation Requirements/Scholarships** |  |  |  |  |  |  |  | | **Math & Fitness** | Share math/fitness strategies to use at home to increase achievement | Learning materials, refreshments | Thursday, February 21, 2019 5:30 p.m. |  | X | X | X | | **Science** | Strategies for science to use at home to increase achievement | Learning materials, refreshments | Thursday, March 21, 2019 5:30 p.m. |  | X | X | X | | **Parent Portfolio Conferences** | Share progress monitoring info, and ways parents can help increase achievement | Learning materials | Oct 29 - Nov 16, January 17/22, March 14, May 9 (times vary) |  |  |  | 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?** | | Workshop evaluations, School Advisory Council meetings, Parent Survey and our Spring Parent Involvement Planning Meeting are used to assess the needs of parents and determine which types of workshops they prefer. | | | | | | | **How do you evaluate effectiveness?** | | Comments on workshop evaluations / Parent Involvement Planning Meeting / Parent Survey and feedback from our School Advisory Council and PTA help us evaluate the effectiveness of parent activities. | | | | | | | **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.** | | Resources are provided at workshops, as well as books, pamphlets, and website information. Learning materials are distributed at workshops and parent conferences to assist parents in working with their children at home. | | | | | | | **Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?** | | Caldwell hosts a neighborhood family nights in our surrounding neighborhoods. We are actively involved with the Auburndale Rotary Club and also work with area churches and the local high school to provide mentors for students and materials needed 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.* |

**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** |
| Effective Parent Conferencing | Training teachers to communicate effectively with parents | The Reading Interventionist will meet with classroom teachers during a PLC to discuss parent conferencing. | Classroom teachers | September, 2018 |
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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*** | Caldwell’s Guidance Counselor works closely with teachers and the Hearth Program to identify homeless students and provide services such as school supplies and transportation as well as referral resources for parents. |
| * ***Migrant*** | The Migrant program provides a list of students needing services. A translator is available to assist at parent workshops. Materials are provided in home languages when possible. |
| * ***Preschool*** | Preschool parents are invited to participate in parent workshops on our campus. Our Pre-K teachers work closely with our staff in order to prepare students for Kindergarten. Resources will also be made available to Pre-K parents. |
| * ***ESOL*** | Two ESOL paras are available to assist parents when they visit our school. These paras as well provide translation services for parents. Our Guidance Secretary also assists with translation for parents both in person and in writing. |
| * ***SAC School Advisory*** | All parents are invited to participate in our School Advisory Council. Members are selected in order to mirror the demographics of our student body. SAC meeting dates are posted on our school website. Parents may make arrangements to speak at meetings. Strategies for involving parents are discussed at these meetings. |
| * ***PTO/PTA*** | All parents are invited to participate in Caldwell’s PTA organization. Notices are sent home with students advising of meeting times. Our PTA also maintains a social media page to provide information to parents. PTA works to provide programs to involve parents and families and to provide resources as needed |
| * ***Community Agencies*** | We are actively involved with Auburndale’s Recreation Center whose director is a member of our School Advisory Council. The City of Auburndale provides assistance to our students via the Back to School Bash as well as sending representatives to speak at the Great American Teach-in if requested. We receive assistance from Toys for Tots and area churches. |
| * ***Booster***   ***Clubs*** | N/A |
| * ***Business Partners*** | The Auburndale Rotary Club is actively involved in our school and a Caldwell representative attends their membership meetings when possible. We also partner with First Missionary Baptist Church who provides materials for our school such as birthday books for students and other student needs. Our SAC chairperson is the owner of Langford Insurance and Financial Services, a Horace Mann Company, and serves as a business partner to our school. There are several local businesses that support our teachers and students by donating time and supplies. |

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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) | Caldwell parents are encouraged to volunteer whenever possible either on campus or by taking materials home to prepare for use at school. Our mentor program includes local high school students and parents and community members are welcome to participate. |
| ***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*** | Caldwell utilizes a variety of methods to communicate with parents about programs, events and other pertinent information. Every student is provided with an agenda planner free of charge. Progress reports are sent home on a regular basis. Postcards are mailed to parents, reminder labels placed in agendas as well as the use of our website and social media. Flyers advertise important events along with our school marquee. Parents can also sign up for text messages to stay better informed. A list of parent programs is included in our parent/family information notebook. |
| ***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)*** | Parents attending workshops are provided with a free light supper and resources to use at home free of charge. All students are provided with a free agenda planner so that parents have a convenient way to communicate with our school. Parent conferences, workshops and visits to our campus include translation services as needed. Parents requiring special assistance due to a disability are welcome on our campus and special accommodations are provided upon request. Literacy classes are available to our parents at the East Area Adult School conveniently located in our school community. A family night is presented in the neighborhood of our students who do not live in our area in the event that transportation is a barrier for the parents. Caldwell is sensitive to cultural differences and our staff includes representatives from the racial/ethnic population that we serve. |
| ***How does your school provide information to parents in their native language?***  ***What languages do you provide?*** *Section 1116 (e) (5)* | Translation services are available daily in our main school office and at parent conferences and parent workshops. Whenever possible, materials are provided in the students’ home language, primarily 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 available at all parent workshops. Translation services are also available daily in our main school office and at parent conferences. |
| ***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*** | Caldwell parents can access important information via our school website, social media and the parent involvement notebook located in the main office. A Family Resource Room is available during school hours for parents to borrow learning materials free of charge. Monthly newsletters are sent home with information about the nearby Parent Information Resource Center (PIRC) at Garner Elementary and schedules for the Books Bridge Bus. |