



2018-2019 Title I Parent and Family Engagement Plan

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

When parents become a part of the process, students succeed.

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: _____ Mr. Chris Miller _____

Date: ____ May 1, 2018 _____

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.

<i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i>	All parents and families are invited to participate in developing and revising this plan. This plan is reviewed/revised throughout the school year based on stakeholder input.
<i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i>	Stakeholders' input will be collected when developing/revising this plan and make changes as the team sees appropriate. By utilizing a data-driven decision-making model, we will use up-to-date information to provide additional supports 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>	We will seek parent input in the development of this plan to ask what types of support they feel is needed to help improve their child's academic achievement. The input we receive will drive the types of support we plan to provide to our families.
<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>	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.
<i>How will this plan assist in providing high quality instruction for all learners?</i>	This plan helps to ensure that we provide parents/families with information, materials, and resources to support student learning at home by offering parent workshops on the Florida Standards, Literacy, and test taking tips to support the high-quality instruction provided during the school day.d
<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.

Annual Parent Meeting

<p>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 in 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.</p>	
<p><u>Date and time you will hold your meeting?</u></p>	<p><u>September 17th.</u></p>
<p><u>Notification and Invitation:</u></p> <ul style="list-style-type: none"> How will you inform and invite parents/families in a timely way about the Annual Meeting. 	<p>Two weeks prior to the event we will put labels in student agendas to have parents save the date, one week prior to the event we will send out invitations to parents in student backpacks, two days before the event we will use school messenger to remind parents. We will also post the invitation on social media, school website, and post it on the school's marquee.</p>
<p><u>Information:</u> <u>Please describe how your meeting will cover information about:</u></p> <ul style="list-style-type: none"> 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. 	<p>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.</p> <p>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.</p> <p>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.</p>
<p><u>Barriers:</u></p> <ul style="list-style-type: none"> What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation 	<p>We will address the barrier of childcare by providing a child-friendly environment. Also, we are offering this event during the evening hours. We will also provide light refreshments for those who attend. Finally, we will offer an English and Spanish versions of the presentation.</p>
<p><u>Evaluations:</u></p> <ul style="list-style-type: none"> How will you get feedback from parents about the meeting? 	<p>We have an evaluation prepared for the parents to utilize to provide feedback.</p>
<p><u>Parents who do not attend?</u></p> <ul style="list-style-type: none"> How will you get the information home to parents who do not attend the meeting? 	<p>Information for the meeting will sent home with those students who were not able to attend.</p>

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)**

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>	<p>Parents are provided a calendar of events at the beginning of the school year. All dates and times of events are also posted on our school website as well as publicized on our school's social media site.</p> <p>Parent workshops are offered of different days and times to increase family participation. For example, mornings and evening events.</p> <p>Information will also be sent home with those student's whose family was not able to attend the function.</p>
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	<p>The events that are offered during the evening times and the events are child friendly.</p> <p>Some teachers and support staff make home visits to conference with parents who cannot attend a school conference.</p>

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)**

<i>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?</i>	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.
<i>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?</i>	We regularly monitor teacher qualifications for all teachers. After 4 weeks of instruction with a teacher who has not met the minimum qualifications as required by state statute, we will notify parents with the required documentation.
<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>	At the beginning of the year, we provide parents with information regarding state assessments, Florida Standards, and grade level expectations. This information is discussed at parent conferences and in informational brochures handed out at Open House. We will also provide updates in Newsletters, Wednesday Folders, Website, Annual Parent meeting, and Parent Nights. We provide information in various languages for parents.
<i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i>	We provide families with individualized reports on student achievement during parent conferences and on state or district assessment reports (I.e.Istation, AR, FSA).
<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.

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.
- 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.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum /Florida Standards	Knowledge to increase proficiency	Parent Brochures	Annual Meeting September 18 from 5:30-6:30	N	Y	N	Y
State Tests & Achievement Levels	Knowledge to increase proficiency	Teacher Handouts	Annual Meeting, Letter home, social media updates	N	N	N	Y
Transition (Kdg, MS, HS)	Kindergarten Round Up	Roundup handouts	TBD	N	Y	Y	N
Literacy 1116 (e)	Monthly grade-level parent meetings	Teacher prepared information, Parent information brochures	August 30 th 5:30 , September 6 th at 5:30, October 18 th at 5:30 , January 24 th 5:30, January 29 th at 5:30	N	Y	N	Y
Technology, Parent Portal	Parent Involvement to increase proficiency	Laptops, PIN numbers	As needed	N	N	N	Y
College and Career	NA						
Graduation Requirements/Scholarships	NA						
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?		Parents are surveyed via the District survey at the end of the year. Additionally, we provide surveys at each event.					
How do you evaluate effectiveness?		We use a survey at the end of each event.					
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.		Make and take kits are provided. For example, a 3 rd grade math kit may include flash cards for parents and students to use at home.					
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?		We use kids pack as a way to feed our needy families. A well-rounded and fed child will increase achievement.					

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 ...				
<ul style="list-style-type: none"> ○ <i>how to reach out to, communicate with, and work with parents/families as equal partners,</i> ○ <i>the value and utility of contributions of parents/families</i> ○ <i>how to implement and coordinate parent/family programs</i> ○ <i>how to build ties between parents/families and the school</i> 				
<u>Topic -Title</u>	<u>Purpose?</u> How does this help staff build school/parent relationships?	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Effective Parent Conferencing	To equip teachers with best-practices on parent teacher conferences	Newsletter	Classroom teachers	Fall 2018

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 monitor through a needs assessment.
○ Migrant	We provide parents information in their native language.
○ Preschool	Students transition with a KG transition program in the Spring. We currently have two PreK programs on campus.
○ ESOL	Students receive LY services as needed, based on data.
○ SAC School Advisory	The SAC meets monthly to discuss school issues including budget and parent involvement.
○ PTO/PTA	All parents are invited to become members of the Wagner PTA.
○ Community Agencies	NA
○ Booster Clubs	NA
○ Business Partners	We work with neighboring companies such as Mulberry Title to build relationships and provide support.

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)

<p>What opportunities do parents have to participate in their child (rens) education? Volunteer? Section 1116 (d) (c)</p>	<p>All approved parents may volunteer in school as often as they desire.</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"> • school and parent programs • meetings • school reports • and other activities 	<p>Marquee Newsletter Student Agendas Labels Facebook Website Email</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>Parent Work Schedules We plan our events around the shift change's, so all parents may attend Child care All events are child-friendly Language We provide Spanish translation at all events</p>
<p>How does your school provide information to parents in their native language? What languages do you provide? Section 1116 (e) (5)</p>	<p>We provide Spanish translation at all events and communication in Spanish.</p>
<p>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p>	<p>Yes, we offer the presentations in English and 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"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Other 	<p>We support this through flyers and posted signs.</p>