



Parent and Family Engagement Plan 2019-2020

Southwest Elementary

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

District and School-based Title I Parent and Family Engagement Programs in Polk County Public Schools will strive to build relationships in order to create real family engagement for every child, every family, every teacher, every day. Southwest Elementary will nurture academic excellence and integrity by promoting a passion for learning in a safe environment.

What is Required:

Assurances: We will:

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature: _____

Date: _____

8-30-19



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EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. **Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.**

	Date of meeting to gather parent input.	How were parents invited to give input?	Describe the method in which parents were involved.	What evidence do you have to document parent/family participation?
School Improvement Plan (SIP)	Annual Parent Meeting	through meeting evaluation	evaluation and provision of documents	completed meeting evaluations
Parent and Family Engagement Plan (PFEP)	Annual Parent Meeting and end of school year opportunity	Annual Meeting evaluation. End of year survey, front office, marquee, website, Facebook post, student agenda sticker	survey and provision of documents	completed surveys
School-Home Compact	Annual Parent Meeting and end of school year opportunity	Annual Meeting evaluation. End of year survey, front office, marquee, website, Facebook post, student agenda sticker	survey and provision of documents	completed surveys and marked documents
Title I Budget	Annual Parent Meeting	through meeting evaluation	evaluation and provision of documents	completed meeting evaluations
Parent & Family Engagement Allocation	Annual Parent Meeting	through meeting evaluation	evaluation and provision of documents	completed meeting evaluations

**Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

** Evidence of the input gathered and how it was/will be used should be available on Title I Crate.*

2. **Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.**

Tentative date & time(s) of meeting	September 19th, 5:00-6:30 pm
How are parents notified of the meeting?	All parents will be notified of the Annual parent meeting via an invitation sent home with students, a call out by the principal, a school Facebook post, notice on the school website, information on the school marquee, and a meeting notice sticker placed in student agendas.
What information is provided at the meeting?	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. 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.
How are parents informed of their rights?	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 engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	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 English materials given out can be translated in Spanish, Haitian Creole, and Chinese if feasible. Parents are welcome to bring their children to the meeting so childcare is not needed. Snacks or a light meal will be served at the meeting for families.
How will you get feedback from parents about the meeting?	Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation asks for feedback on title 1 knowledge gained at the meeting, meeting/event notification preferences, and suggestions to make future events more parent friendly.
How do parents who are not able to attend receive information from the meeting?	Handouts distributed by teachers at the meeting will go home with children whose families weren't present at the meeting. The PowerPoint shared at the meeting will be posted on our school's website.



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3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title IV-Homeless	Parents receive a survey at the beginning of the school year asking if HEARTH support is needed. HEARTH program with assistance from office staff and school Guidance Counselor is provided to families in need.
Migrant	Resources and materials are provided in other languages as needed. Translation is provided for conferences, events, and answering parent questions as needed.
Preschool Programs	Invitations to school events are sent to Pre-K families. Kindergarten preparation accomplished via vertical teaming by teachers as well as parental resources and work samples provided at Kindergarten Roundup.
Title III-ESOL	There is an ESOL para on campus. All information is offered in parents' native language if feasible.
SAC	All parents are invited to attend meetings via the school website, marquee, and flyer sent home with students. All parent input at meetings is welcomed and considered.
PTO/PTA	All parents are invited to attend meetings via the school website, marquee, and flyer sent home with students. All parent input at meetings is welcomed and considered.
Community Agencies/Business Partners	Community stakeholders are invited to attend events, participate in SAC and/or PTO, assist with tutoring programs, and volunteer to support school based needs. Suggestions of ways to be involved by our community stakeholders are welcomed and considered.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	Several communication methods are utilized such as: the school Compact, the PFEP upon request, conferences, event informational flyers, invitations, information posted on school website, information posted on school marquee, event calendars, teacher newsletters, SAC/PTO meetings, student progress reports, and curriculum information.
Describe how 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.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Parents are informed of the curriculum levels expected in ways such as: Annual Parent Meeting, school and district website, classroom newsletters, parent conferences, discussion of school Compact, student tutoring programs, PIN Notebook, updates on progress monitoring testing results, and parent involvement events hosted.
Describe how your school provides information to parents in their native language. What languages do you provide?	Translation services will be provided as needed, a 24 hour notice is preferred. Our school's ESOL para is fluent in Spanish and attends family functions in order to make families feel more welcome and comfortable and to give them access to the information provided. Translation services include, but are not limited to, Spanish and Haitian Creole. We also have a variety of notes home translated to Spanish for our families.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Parents and students with disabilities will be provided access in compliance with the ADA. Needs will be met on a case-by-case basis. Meetings and family events are held in a handicapped accessible location. Services for the visually impaired are provided.
Describe the opportunities parents have to participate in their child's education.	Parents have multiple opportunities to participate in their child's education such as: information found on the school website, Facebook posts, PIN notebook, stickers in agenda, informational flyers, event invitations, feedback opportunities after events, teacher/student/parent relationship, and school to home projects.

5. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

Topic/Title	How does this help staff build school/parent relationships?	Format for Implementation: workshop, book study, presenter, etc.	Who is the audience?	Tentative Date/Time
Building Parent/Family Relationships PD	Continue building the capacity of our school and unify staff with the past and future vision for our students and their families.	PD by Literacy Coach on latest parent and family engagement research impacting student achievement. Use resources available through Title I department with appropriate modifications for Southwest Elementary.	Classroom teachers, administration, support staff such as Guidance Counselor and Speech Pathologist	Week staff returns to prepare for students. August 5th, 2019
Effective Conferences	This initiative supports our beginning of the year PD efforts of increasing teacher/student/family relationships.	mini-workshop by Literacy Coach and Administration	Classroom teachers, support staff such as Guidance Counselor and Speech Pathologist	Staff development early release before our annual conference night. October 23, 2019



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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

Building Capacity of Parents and Families							
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum Areas	Dad's Take Your Child to School Day	Increase family involvement of male role models. Increase curriculum knowledge and school procedures.	September 17th, 2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Assessments & Achievement Levels	Mad Science, Math, and Literacy Night	Increase academic achievement by updating parents on FL Science, Math, and ELA standards via hands on experiences.	October 24th, 2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FSA Prep Night	Continue family involvement adding to October's event.	January 23rd, 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Technology, Parent Portal				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Roundup	Increase parental involvement and school readiness.	April 23rd, 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Parent/Teacher Conference Night	Increase parental involvement and connect parents with curriculum and their child's progress toward expectations and goals.	November 14th, 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How will workshops/events be evaluated?	All events offer parents the opportunity to provide feedback via a 3-4 question survey.
How will the needs of parents be assessed to plan future events?	Parental needs are assessed in the following ways: SAC meetings, PTO involvement opportunities, school ad district parent surveys, evaluations after all events hosted, and parent meetings to review Title I documents.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Parents and students with limited English skills will be provided translation services as needed. Parents and students with disabilities will be provided access in compliance with ADA. Parents with economic challenges will be supported with needs on a case-by-case basis. Transportation needs will be accommodated for based on need. Child care is offered at events that are parents only. Typically events are child friendly to overcome the barrier of needing childcare.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Parents are provided a calendar of events at the start of each month. Parents are also provided informational flyers/invitations about all events as they arrive. All dates and times of events are posted on our school website, Facebook, and marquee. Events are offered at varying times in the evening in order to give all parents an opportunity to attend.
How do parents who are not able to attend building capacity events receive information from the meetings?	Resources distributed at building capacity events can be sent home with students as needed. When applicable, our school video tapes the information provided and provides parents a link on our school website.

**These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*