



Parent and Family Engagement Plan 2019-2020

Blake Academy

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:

At Blake Academy the goal is to educate, equip, and partner with students and their families to create a cohesive home-school relationship in order to increase student achievement. With strong relationships between family and community, the mission at Blake Academy is to cultivate a pride in learning and develop students who exhibit leadership qualities.

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: Dr. Ruth Reimer Date: August 29, 2019



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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)	Sept. 3, 2019	email, marquee, website	At the SAC meeting, the plan will be reviewed, edited and voted upon	Samples will be collected with notes of parent feedback and the minutes from the SAC
Parent and Family Engagement Plan (PFEP)	Sept. 5, 2019	website, marquee, flyer home	Parents will review the document and be asked to provide feedback and/or initial for no change	The agenda from the meeting, sign-in sheets, parent surveys, and samples of parent feedback
School-Home Compact	Sept. 5, 2019	website, marquee, flyer home	Parents will review the document and be asked to provide feedback and/or initial for no change	The agenda from the meeting, sign-in sheets, parent surveys, and samples of parent feedback
Title I Budget	Sept. 3, 2019	email, marquee, website	At the SAC meeting, the budget will be reviewed, edited and voted upon	Minutes from the SAC meeting
Parent & Family Engagement Allocation	Sept. 3, 2019	email, marquee, website	At the SAC meeting, the plan will be reviewed, edited and voted upon	Minutes from the SAC meeting

**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, 5, 2019
How are parents notified of the meeting?	Flyer, marquee, and website
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?	Parents are allowed to bring children to prevent childcare being a barrier. A Spanish interpreter can be provided at request for both the presentation and any Title I Materials.
How will you get feedback from parents about the meeting?	Parents will be asked to provide feedback by signing in to the meeting and completing a survey before leaving.
How do parents who are not able to attend receive information from the meeting?	The information provided will in the front office as well as the school's PEN. The Powerpoint presentation will be available by request or through the school 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	The school social worker informs the staff of student homeless issue at a staff meeting. The school coordinates with the Hearth program to provide services as needed.
Migrant	Migrant students enrolled at Blake Academy will be assisted by the school and by the District Migrant Education Program (MEP).
Preschool Programs	Blake Academy has a Pre-K program on campus. Throughout the school year, we reach out to these parents to involve them in any activities that would help them prepare their children for Kindergarten. Blake offers a Kindergarten Round-Up to assist pre-school parents in registering their child.
Title III-ESOL	ESOL support and strategies are provided by the classroom teacher. Translation services are offered for documents, parent conferences and parent engagement events are provided as needed.
SAC	We invite all parents, faculty, students and community members to join the School Advisory Committee. The members elected ensure that the composition of the committee is reflective of the school community. Members are voted on in September of each school year. The SAC provides input on budget, parent and family engagement and other decisions pertaining to school-wide policies.
PTO/PTA	N/A
Community Agencies/Business Partners	We partner with the Kiwanis of Lakeland, Reading Pals and Mitchell's Coffee House. Chick-fil-A restaurant hosts a monthly Spirit Night that donates a portion of the proceeds to our school.

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.	The school keeps a website and Facebook page. Communication is sent home weekly via Tuesday Folders. Teachers utilize applications such as ClassDojo and Remind101. Teachers communicate through email, phone calls, Parent Portal, and the agendas.
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 provided score reports for progress monitoring and end of year assessments. Data and scores are discussed at parent conferences. Curriculum and testing information is provided at parent workshops. Testing calendars are sent home so parents are aware of testing dates.
Describe how your school provides information to parents in their native language. What languages do you provide?	Information typically is provided in English and Spanish. However, when families express a need for other languages, we can obtain the information from the ESOL office.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Meetings are held at ADA accessible locations. As we become aware of the needs of parents, efforts will be made to accommodate requests.
Describe the opportunities parents have to participate in their child's education.	Parents are invited to regularly scheduled parent involvement events, SAC meetings, parent conferences and to volunteer.

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
The Leader in Me Book Study	Staff will engage in a book study on the "Leader in Me," in particular Chapter 6 and 7 which highlights bringing the message to the home and the community. This would help teachers find ways to involve parents in the school implementation of Leadership through service.	The information will be presented by the leadership team to the staff as a book study during a staff development day.	all staff on campus	2nd Thursday of each month during PLC
Building Relationships with Parents and Families- How to have an effective conference	Making parents feel more welcome will correlate to more parent involvement which in turn lends to higher student achievement	Powerpoint during grade level PLC/PD time. Leadership team will present the training.	teachers	2 Thursdays during PLC time, during 1st semester



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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							
<u>Topic</u>	<u>Title</u>	<u>How will this impact Student Achievement?</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Transportation</u>	<u>Refreshments</u>	<u>Childcare</u>	<u>Translation</u>
Curriculum Areas	Curriculum and Assessment Workshop	To assist parents in helping to prepare their child as they work to master grade level standards	Saturday 10/19/19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Curriculum and Assessment Workshop	To assist parents in helping to prepare their child as they work to master grade level standards. Parents will be taught on the different proficiency levels and what score is required for each level.	Saturday 10/19/19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Orientation Open House	When parents can access and be informed about grades and help students access the online learning platforms from home students can be more successful	8/8/19 & 9/5/19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Round-Up, Mission Transition,	To assist parents in helping to prepare their child as they work to master grade level standards to ensure that they are academically for the next grade level and transitioning from Elem to MS and MS to HS	K Round-up in April, Transition meetings in Spring	<input type="checkbox"/>	<input 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	Mission Transition	To assist parents in helping to prepare their child as they work to master grade level standards. Parents will be shown the HS graduation requirements and possible tracks their child can to accomplish these requirements.	Transition meetings in Spring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences	Parent Conferences	Informing parents about behavior and academic performance, helps create a united front between home and school which is best for student achievement	at least once per year. Flexible scheduling as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Surveys will be completed after each parent engagement event.
How will the needs of parents be assessed to plan future events?	Attendance of events will be reviewed to see which events are most popular. Data will be reviewed to determine which events will be most beneficial to students and parents. For example as we change our vision to a school of Leadership Through Service parents will need to be informed as to what that means for their child. We get many parent questions on how to access learning platforms and parent portal from home.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Evening events occur during meal time, some events offer refreshments. Transportation can be an issue, at least one event will be offered off campus in a centrally located neighborhood. Childcare can be a barrier, so all events are family friendly.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Events are in the evening, morning and some events are Saturdays such as curriculum and assessment day which will be part of the Fall Festival. Orientation is offered at multiple times, PFE events are in the morning. Several other events are scheduled in the evening.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information from meetings is available to parents upon request.

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