



Parent and Family Engagement Plan 2019-2020

R. Bruce Wagner 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:

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

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: 8-16-2019

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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)	September 19, 2019	Parents will be invited to the open SAC meeting via paper invite and social media reminder.	We will present the current version of the SIP and answer questions about the document	Sign in sheet, agenda, and meeting notes
Parent and Family Engagement Plan (PFEP)	April 18, 2019	School calendar inviting all to SAC meeting Facebook reminder	Given copy of current document to recommend changes	Marked up copies of document, SAC meeting agenda, and notes
School-Home Compact	April 18, 2019	School calendar inviting all to SAC meeting Facebook reminder	Given copy of current document to recommend changes	Marked-up copies of document, SAC meeting agenda, and notes
Title I Budget	September 19, 2019	Parents will be invited to the open SAC meeting via paper invite and social media reminder.	Will present current budget and ask for input or answer questions.	Sign in sheet, agenda, and meeting notes
Parent & Family Engagement Allocation	September 19, 2019	Parents will be invited to the open SAC meeting via paper invite and social media reminder.	We will present the current plan for Parent & Family Engagement Allocation and ask for questions or concerns.	Sign in sheet, agenda, and meeting notes

**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 (Date TBD) 2019 5:30
How are parents notified of the meeting?	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 agenda labels. We will also post the invitation on social media, school website, and on the school's marquee.
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?	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.
How will you get feedback from parents about the meeting?	We have a paper evaluation prepared for the parents to utilize to provide feedback.
How do parents who are not able to attend receive information from the meeting?	At parent request, information for the meeting will sent home with those students who were not able to attend. Also, the Title 1 presentations will be posted on the 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	We monitor through a needs assessment. We then work with the HEARTH program to provide services and assistance for those families that qualify.
Migrant	We provide parents information in their native language.
Preschool Programs	Students transition with a KG transition program in the Spring. We currently have two PreK programs on campus.
Title III-ESOL	We currently have 2 ESOL paraeducators who serve LY students in K-5. We also provide communication to parents in their native language. We have also worked with the ESOL department to utilize resources such as iPads for students to utilize the program Rosetta Stone to aid in language acquisition.
SAC	In the fall, an application is sent to all parents inviting them to be a member of the SAC committee. Any interested parents are invited to meetings. The SAC meets quarterly to discuss school issues including budget, parent involvement, and student data.
PTO/PTA	All parents are invited to become members of the Wagner PTA.
Community Agencies/Business Partners	We work with neighboring companies such as Mulberry Title to build relationships and provide support.

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.	We use Title I funds to purchase student agendas to aid in the valuable communication between school and home. Additionally, a calendar of events is sent home at the beginning of the year and on a monthly basis with reminders and updates. Event invitations for special events are sent home in both English and Spanish.
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 information through a variety of meetings and methods. We distribute grade-level brochures that discuss grade-level standards and assessments. During our Annual Title I meeting, parents learn about the curriculum and in grade-level breakout sessions, parents learn more specific information regarding their child's grade level expectations.
Describe how your school provides information to parents in their native language. What languages do you provide?	When possible, we try to have translation services available at parent events. Additionally, information that is sent home is sent in both English and Spanish.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	We schedule most of our parent events after school on an ADA compliant campus.
Describe the opportunities parents have to participate in their child's education.	The expectation is that each teacher will meet with all the parents of students in their class. This open line of communication is a great way to provide suggestions on activities to help aid in student learning. Any parent who is an approved volunteer is encouraged to volunteer at school.

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.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Parent Conference Tips	Updating teachers on the most current research and strategies to utilize during parent conferences will better equip teachers to build productive partnerships with parents.	Email Brochure and follow-up PLC discussion	Teachers	October 3, 2019 during Specials block



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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	Annual Title one K-2 Literacy Night Pastries with Parents	Parents will gain a better understanding of the curriculum and grade-level expectations Gain knowledge in grade-level expectations	September 10, 2019 5:30-6:30 PM October 24, 2019 5:30-6:30 PM September 17, 2019 7:30-8:00 AM		✓	✓	✓
State Assessments & Achievement Levels	FSA Parent Night (Grades 3-5)	Help parents understand the format and standards assessed on FSA	January, 23, 2020 5:30-6:30 PM			✓	✓
Technology, Parent Portal	Annual Title 1 Meeting/Open House	Parent involvement to increase proficiency	September 10, 2019 5:30-6:30 PM and ongoing as needed		✓	✓	✓
Transition (Kdg, MS, HS)	Kindergarten Round-Up	Better prepare Kindergarten students to begin school	Spring 2020			✓	✓
College & Career	NA						
Graduation Requirements & Scholarships	NA						
Conferences							

How will workshops/events be evaluated?	At each event, we provide the opportunity for feedback in both English and Spanish.
How will the needs of parents be assessed to plan future events?	All parents are invited to provide input into events and we take the feedback from each event into account when planning events for the following year.
What are the barriers for parents to attend workshops/events and how do you overcome these?	We offer events at a variety of times and on different days of the week. We also provide translation services at events, when possible. Additionally, most of our events are child-friendly so that parents do not need to arrange for child care.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Most events are held after school beginning at 5:30, so that parents have time to attend after work. Also, one event is held in the morning, so that parents may bring their child to school.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information from parent events can be distributed in a variety of ways. At parent request, information will be sent home. Also, we post some resources on our school website.

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