



Parent and Family Engagement Plan 2019-2020

Lake Alfred 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:

The staff at Lake Alfred Elementary believe that each and every student has the potential to learn and achieve excellence. It is our job at LAE to provide high quality education, timely interventions, and a safe learning environment. LAE strives to build strong relationships between parents and families, and to have a positive impact on students learning.

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: _____

Mark Schubert

Date: _____

8/23/19



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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)	September 12, 2019	Marquee, Flyers, School Website	Parents suggested strategies and ideas for a well-rounded education.	Sign in sheets/feedback forms
Parent and Family Engagement Plan (PFEP)	April 18, 2019	Marquee, Flyers, School Website	Parents provided input on how LAE can improve the schools PFEP.	Sign in Sheets/Feedback forms
School-Home Compact	April 18, 2019	Marquee, Flyers, School Website	Parents provided input on how LAE can improve the schools compact.	Parents made corrections and markings on copies of the School Compact.
Title I Budget	September 12, 2019	Marquee, Flyers, School Website	Input was provided, by parents, on how Title 1 funds will be used.	Sign in Sheets/Feedback forms
Parent & Family Engagement Allocation	September 12, 2019	Marquee, Flyers, School Website	Expenditures and Family engagement activities, were discussed with parents.	Sign in sheets

**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 12, 2019 4pm- 5:30pm
How are parents notified of the meeting?	Parents will be notified by marquee, flyers, and school 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?	Refreshments and snacks will be provided to all parents. Translators and Translated documents will also be available to any parents.
How will you get feedback from parents about the meeting?	LAE will provide surveys/feedback forms at the event. The parent comments and suggestions will be incorporated into the plan.
How do parents who are not able to attend receive information from the meeting?	Parents who are unable to attend the meeting will be able to pick up handouts in the office, or sent home upon request. Handouts will also be available to view on 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 Hearth Program assists homeless and in-transitions families by eliminating barriers for school enrollment, attendance, stability, and academic success.
Migrant	Translators/ translated documents are provided at every event and parent conference meeting.
Preschool Programs	All preschool students receive school related/event programs. We work closely with our preschool teacher to ensure a smooth transition to Kdg.
Title III-ESOL	We have two ESOL para on campus to service our Spanish and H/C speaking students. We work with our ESOL department to provide materials for our students.
SAC	Our SAC members are volunteers from the community, parents, and teachers. However, All parents/families are encouraged to attend our SAC meetings.
PTO/PTA	PTO gives parents/families opportunities to help their student at home, and know about current school events. All parents are invited to serve on the PTO.
Community Agencies/Business Partners	LAE sends out regular invites to our community partners for our school events and meetings.

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.	Notes in agenda and important information will be sent home regularly. The school will also contact parents/families through the use of phone, in case of an emergency or a behavioral situation.
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.	LAE uses student agendas, newsletters, social media, parent conferences, and phone calls to communicate with parents/families.
Describe how your school provides information to parents in their native language. What languages do you provide?	LAE provides spanish and Haitian Creole translation. Parents/families will receive updates on their childs progression in our ESOL program.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Lae is available to provide personal assistance or accommodations for these parents. Wheel chair ramps are accessible as well.
Describe the opportunities parents have to participate in their child's education.	Parents are able to attend our PTO and SAC meetings. LAE provides opportunities to volunteer and attend after school events.

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>
Effective Parent Conferencing	Staff will be more consistent with their communication to parents and families.	Coaches and Administrators	Teachers	Will take place during Pre-planning period
Working with diverse parents	Teachers and staff will work together to provide support to parents and families.	Coaches and Administrators	Teachers	Will take place on half days.

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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	Math, Science and reading night.	Provides information to parents on grade level standards and how they can help their child.	Math night: 10-24-19 Science Night:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Math, Science, and reading night.	Provides test strategies to parent/students. Informs parents on the assessment their child will be taking.	Math night: 10-24-19 Science Night:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Open House	Provides parents with important information on checking child's grades.	September 12, 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Kdg, and MS transition	These events allow our feeder schools to come and show their programs. It will allow parents to see the educational programs of their upcoming school year.	April, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	N/A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships	N/A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Parent Conference meetings	Parents will be provided with information about their child's academic standing, and how they can be helped at home.	Parents can schedule meetings throughout the school year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	LAE uses feedback forms to evaluate and improve our events.
How will the needs of parents be assessed to plan future events?	Parents needs are assessed through SAC, PTO, parent surveys, District parents Survey, evaluations of previous workshops, and parent meetings.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Translators and translated documents are provided in Spanish and Haitian creole, for every event. Refreshments are also provided.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Parents are able to make appointments with teachers according to the date and time that works best for them. Lae will also hosts events after school hours.
How do parents who are not able to attend building capacity events receive information from the meetings?	Parents have the opportunity to be emailed handouts or to pick up handouts in the main office, upon request.

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