



## Parent and Family Engagement Plan 2019-2020

### Auburndale Central 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:**

Auburndale Central Elementary will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. Our doors are always open and we welcome all parents and families to be a part of their child's/children's 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: \_\_\_\_\_

*Ottaviana May*

Date: 08/19/19



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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)	9/18/19	Invitation, Marquee, Student Agedas	Parents will be provided a copy of the SIP and allowed to provide input.	Agenda, Minutes, Sign in sheets
Parent and Family Engagement Plan (PFEP)	9/18/19	Invitation, Marquee, Student Agedas	Parents will be provided a copy of the PFEP and allowed to mark it up with input they may have.	Agenda, Minutes, Sign in sheets, marked up document
School-Home Compact	9/18/19	Invitation, Marquee, Student Agedas	Parents will be provided a copy of the compact and allowed to mark it up with input they may have.	Agenda, Minutes, Sign in sheets, marked up document
Title I Budget	9/18/19	Invitation, Marquee, Student Agedas	Parents will be provided a copy of the Title 1 budget and allowed to provide input.	Agenda, Minutes, Sign in sheets
Parent & Family Engagement Allocation	9/18/19	Invitation, Marquee, Student Agedas	The committee will review this plan with the parents and allow them to provide input.	Agenda, Minutes, 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	9/19/19 4:30-6:00 pm
How are parents notified of the meeting?	invitations, student agendas, school 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?	In order to encourage all parents to attend, food will be provided and the entire presentation will be translated into Spanish. Ample notice of the meeting will be provided so that parents can make arrangements to attend.
How will you get feedback from parents about the meeting?	A Parent survey will be given out during the presentation to allow parents to provide feedback.
How do parents who are not able to attend receive information from the meeting?	All information that will be presented will be placed in our Title 1 binder for parents to view at a later time.





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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.

<b>Title IV-Homeless</b>	<ul style="list-style-type: none"> <li>• School counselor works with the HEARTH program.</li> <li>• Students are identified through a survey and teachers are notified which students.</li> <li>• To help these parents of homeless students we can provide connections to community resources.</li> </ul>
<b>Migrant</b>	<ul style="list-style-type: none"> <li>◦ We try our best to provide all information/materials in their native language.</li> <li>◦ The Migrant department is available to work with us when needed.</li> <li>◦ Home visits are scheduled and take place with the assistance of our ESOL para.</li> </ul>
<b>Preschool Programs</b>	<ul style="list-style-type: none"> <li>• The school works with the preschool teachers on campus.</li> <li>• Parents receive invitations to school programs/events held at the school.</li> <li>• The school helps to prepare them for Kindergarten throughout the year as well as Kindergarten roundup.</li> </ul>
<b>Title III-ESOL</b>	<ul style="list-style-type: none"> <li>◦ The school has an ESOL para.</li> <li>◦ Parents receive invitations to school programs/events held at the school.</li> <li>◦ The school works with the ESOL department to get materials/services for parents.</li> </ul>
<b>SAC</b>	<ul style="list-style-type: none"> <li>• Members selected by voting.</li> <li>• All parents are invited to attend meetings.</li> <li>• Parents are notified of meetings several different ways including: marquee, email, school website, and notes going home in agenda.</li> </ul>
<b>PTO/PTA</b>	<ul style="list-style-type: none"> <li>◦ Members selected through voting.</li> <li>◦ All parents invited to attend meetings.</li> <li>◦ Parents are notified of meetings several different ways including: marquee, email, school website, and notes going home in agenda.</li> </ul>
<b>Community Agencies/Business Partners</b>	<ul style="list-style-type: none"> <li>• Through our marquee and websites, members of your community are able to participate in events at your school.</li> <li>• Through the marquee and website, members communicated about our events.</li> <li>• The school collaborates with them to support learning outside of school.</li> </ul>

4. Utilize strategies to ensure meaningful communication and accessibility.

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.</b>	Student agendas will be the primary communication between home and school on a daily basis. Teachers are encouraged to make positive phone calls on a regular basis. Parent teacher conference may be scheduled at any time by the teacher or the parent(s).
<b>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.</b>	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.
<b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	In the Annual Title One meeting parents are informed of the curriculum, forms of assessments used to measure student progress. The FSA student achievement levels are also explained. Subject area parent nights are also scheduled throughout the school year.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	<ul style="list-style-type: none"> <li>• Workshops are held in Spanish</li> <li>• Translation is provided at all school events</li> <li>• All communication is provided in both English and Spanish. Communication may also be provided in Haitian Creole upon request.</li> </ul>
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Meetings will be located in an area that is handicap accessible. Assistance will be provided as needed to ensure that parents with disabilities are able to participate.
<b>Describe the opportunities parents have to participate in their child's education.</b>	<ul style="list-style-type: none"> <li>• Parents are informed of ways they can be involved at school events through flyers in the agenda, website, and school marquee.</li> <li>• Parents who work or cannot be in the school get the option to receive information from classroom teacher.</li> </ul>

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 and teacher conferences.	By training teachers on best practices when conferencing with parents, they are able to build relationships with their parents and the students.	Professional development on how to engage in effective parent and teacher conferences	all teachers	9/2019



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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.

<b>Building Capacity of Parents and Families</b>							
<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	Math Parent Night & ELA Parent Night	Provide information to parents on standards by grade level and how they can help their child at home. Grades 3-5 take the FSA state assessment.	10/17 & 12/19 4:30-6:00 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	FSA Parent Night	Provide parents information about state assessments and tips on how to help students be prepared for these assessments.	3/20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Parent Portal Training	Provide parents information on how to navigate the Parent Portal to check their child's grades. Workshop on internet safety, cyber bullying and information on other	10/19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Round Up	These workshops will provide information to parents to help their child make a smooth transition with change in school.	5/20 various times throughout the day	<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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Conference Nights	Parents will be able to meet with their child(ren)'s teachers to discuss progress.	10/19, 12/19, 3/19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Parents will complete a survey at the end of each workshop as a way to provide feedback and assist with the planning of future events.
How will the needs of parents be assessed to plan future events?	Feedback provided at each workshop will be taken into consideration when planning and preparing for future events. These considerations include best days and times to hold workshops, how to advertise the events, and ways to help overcome barriers for parents to attend.
What are the barriers for parents to attend workshops/events and how do you overcome these?	The times that the workshops are held has been a barrier in the past. We have now planned workshops on varying days and at various times during the day/evening.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Workshops will be held on different days of the week. Some workshops will be held during the school day and others will be offered in the evening time.
How do parents who are not able to attend building capacity events receive information from the meetings?	Classroom teachers will provide information (handouts) to parents who were not able to attend the workshops upon request.

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