



Parent and Family Engagement Plan 2019-2020

Wendell Watson 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:

At Wendell Watson Elementary, we will provide parents with opportunities to attend activities that will build capacity and support parents in helping their child become more successful at school.

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: Keely Burgers Date: 8/22/19



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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)	5/17/19, 9/26/19, 10/18/19	open house, SAC meeting	Parents are able to review the SIP.	Sign-in, minutes, and surveys
Parent and Family Engagement Plan (PFEP)	5/17/19, 9/26/19, 10/18/19	open house, SAC meeting	survey feedback, provide input	Sign-in, minutes, and surveys
School-Home Compact	5/17/19, 9/26/19, 10/18/19	open house, SAC meeting	survey feedback, provide input	Sign-in, minutes, and surveys
Title I Budget	9/26/19, 10/18/19	open house, SAC meeting	Parents are able to review the budget.	Sign-in, minutes, and surveys
Parent & Family Engagement Allocation	9/26/19, 10/18/19	open house, SAC meeting	survey feedback, provide input	Sign-in, minutes, and surveys

**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 26, 2019 at 6:00 PM
How are parents notified of the meeting?	Send out invitations and reminders via flyers, website, and 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?	English/Spanish flyers, offer refreshments at parent nights to increase attendance
How will you get feedback from parents about the meeting?	Parents will complete evaluations with space at end for feedback
How do parents who are not able to attend receive information from the meeting?	Packets with information discussed will be sent home via their children



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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	Provided services such as transportation through HEARTH program
Migrant	We do not currently have any migrant students.
Preschool Programs	Families are invited to attend orientation, open house, etc.
Title III-ESOL	Supplemental resources for ELLs and teachers, training for staff
SAC	Council is selected/elected by peers, reflects make-up of school population
PTO/PTA	All parents are invited, invitations sent home, marquee and website
Community Agencies/Business Partners	local church and Needlework Guild and North Lakeland Rotary donations

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.	PFEP and compact, flyers, conferences, website, marquee, newsletters, agendas, PTA/SAC meetings
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.	agendas, email, newsletters, conferences, open house, interims and report cards
Describe how your school provides information to parents in their native language. What languages do you provide?	communication is sent home in Spanish, translators available
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	staff members assist when attending events at school
Describe the opportunities parents have to participate in their child's education.	campus visits, PTA, volunteer at school or help at home

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 Conferences	increase parent involvement, higher student achievement	Presentation	teachers	Fall 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							
<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 night Science night	We will provide parents with information on the new English Language Arts and Mathematics Florida standards. Provide hands-on experience with science experiments, tips and strategies for families to incorporate science at home.	10/15/19 6:00 pm 3/03/20		✓		✓
State Assessments & Achievement Levels	Title I Annual Parent Meeting	Provide test taking strategies to parents and also information on the assessments their child will take.	9/26/19 6:00 PM		✓		✓
Technology, Parent Portal	Open House	Provide parents information on how to navigate the Parent Portal to check their child's grades. Materials on internet safety, cyber bullying, and information on other educational websites will be provided.	9/26/19 6:00 PM		✓		✓
Transition (Kdg, MS, HS)	Kindergarten Round Up	These workshops will provide information to parents to help their child make a smooth transition with a change in school.	Spring 2020		✓		✓
College & Career							
Graduation Requirements & Scholarships							
Conferences	Title I Annual Parent Meeting/Open House	Parents will sign up for conferences with their student's teachers	9/26/19 6:00 PM 9/26/19 6:00 PM		✓		✓

How will workshops/events be evaluated?	Data collection, survey results, comments on surveys, student achievement data
How will the needs of parents be assessed to plan future events?	Data collection, survey results, comments on surveys, student achievement data
What are the barriers for parents to attend workshops/events and how do you overcome these?	For parents that may have a language barrier, flyers will be two-sided, with English on one side and Spanish on the other side. For those parents who are unable to attend, packets of information will be sent home via their child.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Parent surveys were reviewed to determine the best times to hold meetings. According to the surveys, parents preferred to have meetings in the afternoon/evening. We will offer meetings at flexible times of day so that parents may pick the time that works best for their schedule. Conferences are held before and after school and by phone. We will also offer childcare and translation when appropriate.
How do parents who are not able to attend building capacity events receive information from the meetings?	For those parents who are unable to attend, packets of information will be sent home via their child.

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