



## Parent and Family Engagement Plan 2019-2020

### Caldwell 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 Caldwell Elementary we strive for meaningful parent and family engagement. We will work to build relationships with parents, families and our community to ensure that all feel welcomed and valued. Communication, activities and resources will be provided on an ongoing basis to ensure maximum involvement of parents and families in the education of their children.

#### 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: Cheryl Hill Date: 8/13/19



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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)	9-10-19	Flyers to attend SAC meeting, meeting dates posted on website	SAC and parents give input on 2019-20 School Improvement Plan	School Advisory Council meeting minutes
Parent and Family Engagement Plan (PFEP)	4-11-19	Review of current plan, parent survey at meeting and via website	Parents gave input on current plan during meeting discussion.	Parent Involvement Planning Meeting minutes
School-Home Compact	4-11-19	Review of current compact, parent survey at meeting and via website	Parents gave input on current compact during meeting discussion.	Parent Involvement Planning Meeting minutes
Title I Budget	9-10-19	Flyers to attend SAC meeting, meeting dates posted on website	SAC and parents review 2019-20 budget, give input	School Advisory Council meeting minutes
Parent & Family Engagement Allocation	4-11-19	Review of current allocation, parent survey at meeting and via website	Parents gave input on PI allocation during meeting discussion.	Parent Involvement Planning Meeting minutes

*\*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 Coordinator as evidence.*

*\* Evidence of the input gathered and how it was/will be used should be available on Title I Coordinator.*

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 5:30 p.m. and September 27, 2019 at 8:30 a.m.
How are parents notified of the meeting?	Flyers, notice posted on school marquee, social media reminders and labels placed in student agendas.
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?	Translators will be available. Children will attend the Annual Meeting presentation with parents. Those who are not able to attend will be able to view the presentation posted on our school website.
How will you get feedback from parents about the meeting?	Parents will be asked to complete a brief evaluation following the meeting presentation.
How do parents who are not able to attend receive information from the meeting?	The Title I Annual Meeting presentation will be posted on our website for parents who are unable to attend.





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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>	Caldwell's Guidance Counselor works closely with teachers and the district's Hearth Program to identify homeless students in order to provide services such as school supplies and transportation as well as referral resources for parents.
<b>Migrant</b>	The Migrant program provides a list of students needing services. A translator is available to assist in our main office and at parent conferences and workshops. Materials are provided in home languages whenever possible.
<b>Preschool Programs</b>	Preschool parents are invited to participate in parent workshops on our campus. Our Pre-K teachers work closely with our staff in order to prepare students for Kindergarten. Resources will also be made available to Pre-K parents.
<b>Title III-ESOL</b>	ESOL paras are available to assist parents when they visit our school and they will provide translation services as needed at conferences and workshops.
<b>SAC</b>	All parents are invited to participate in our School Advisory Council. Voting members are selected in order to mirror the demographics of our student body. SAC meetings are posted on our school website. Parents may make arrangements to speak at meetings. Strategies for involving parents are discussed regularly at SAC meetings.
<b>PTO/PTA</b>	All parents are invited to participate in Caldwell's PTA. Meeting times are advertised via flyers and/or social media. Caldwell's PTA works to provide programs to involve parents and families and to provide resources as needed.
<b>Community Agencies/Business Partners</b>	Caldwell has a number of community and business partners that support our school such as the Auburndale Rotary Club, area churches and Auburndale's Recreation Center. Several local businesses support our teachers and students by donating volunteer time, supplies and incentives for students.

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>	Caldwell utilizes student agendas, phone calls, our school website, flyers, school marquee and social media sites to ensure meaningful, ongoing communication between home and school.
<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>	Information on the curriculum, achievement levels, progress monitoring and assessments will be shared at our Annual Meeting/Open House, parent workshops, and parent conferences.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	Information is provided in English and Spanish, and Haitian-Creole when available.
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Caldwell is an accessible campus and strives to meet the needs of all parents. Those requiring special assistance are welcome on our campus with special accommodations provided upon request.
<b>Describe the opportunities parents have to participate in their child's education.</b>	Caldwell parents are encouraged to volunteer whenever possible either on campus with prior background clearance or by taking materials home to prepare for use at school. Caldwell's PTA welcomes parent participation and well as our School Advisory Council.

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.

<b>Topic/Title</b>	<b>How does this help staff build school/parent relationships?</b>	<b>Format for Implementation: workshop, book study, presenter, etc.</b>	<b>Who is the audience?</b>	<b>Tentative Date/Time</b>
Effective Parent Conferencing	This workshop is designed to train teachers in effective ways to work and communicate with parents and families.	The Reading Interventionist will meet with teachers during PLCs.	Teachers	September, 2019 TBA



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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>							
<b>Topic</b>	<b>Title</b>	<b>How will this impact Student Achievement?</b>	<b>Tentative Date/Time</b> Are they flexible?	<b>Transportation</b>	<b>Refreshments</b>	<b>Childcare</b>	<b>Translation</b>
<b>Curriculum Areas</b>	Fall Math & Science Night / Spring Literacy Night	Share curriculum information, provide learning materials for home	11-19-19 / 3-10-20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>State Assessments &amp; Achievement Levels</b>	Testing will be included in Fall Math/ Science Night and Literacy Night	Sample test questions will be provided with practice activities	11-19-19 / 3-10-20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Technology, Parent Portal</b>	Internet Safety / Parent Portal	Strategies to limit gaming time and ensure safety of students	9-26-19/11-19-19 /3-10-20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Transition (Kdg, MS, HS)</b>	Kindergarten Roundup	Share curriculum with parents, review a typical day in Kdg, provide readiness materials.	TBD by PCPS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>College &amp; Career</b>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Graduation Requirements &amp; Scholarships</b>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Conferences</b>	Parent Portfolio Conferences	Student progress, strengths and weaknesses will be shared with parents.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>How will workshops/events be evaluated?</b>	Workshop participants will be asked to complete a brief evaluation following the presentations.
<b>How will the needs of parents be assessed to plan future events?</b>	Workshop evaluations, parent survey and feedback given via our school website.
<b>What are the barriers for parents to attend workshops/events and how do you overcome these?</b>	Barriers: Parent work schedules and conflicts with after school activities. Addressed by providing light meals, childcare and scheduling events according to parent feedback.
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Feedback from parents indicate most prefer evening workshops. However, the Annual Meeting will be presented in the morning as well and Kdg Roundup in the early afternoon.
<b>How do parents who are not able to attend building capacity events receive information from the meetings?</b>	Some presentations will be posted on our website. Information will be sent home with students as appropriate.

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