



Parent and Family Engagement Plan 2019-2020

Roosevelt Academy

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:

As Roosevelt Academy continues to evolve, we invite families to join us by providing input, attending school events and actively participating in parent workshops. Parent meetings and IEP's are effective ways to openly communicate with staff about your child and shared goals to ensure your students future success.

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.
- ☐ Provide staff development to 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: D. J. Kandel

Date: 5/14/19



Parent and Family Engagement Plan 2019-2020 (School Name)

EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. Involve parents and families 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)	SAC meeting - September 2019	Invited to attend via website	feedback from meeting	Minutes of SIP review SAC minutes Fall 2019
Parent and Family Engagement Plan (PFEP)	Meetings in spring and Fall each school year	Invites via website and newsletter	surveys provided, communication opportunity at SAC meeting	Minutes from meeting - PFEP reviewed and approved
School-Home Compact	Meetings in spring and Fall each school year	Invites via website and newsletter	surveys provided, communication opportunity at SAC meeting	Minutes from meeting - compact reviewed and approved
Title I Budget	Meetings in spring and Fall each school year	Invites via website and newsletter	surveys provided, communication opportunity at SAC meeting	Minutes from meeting - Title I budget reviewed and approved
Parent & Family Engagement Allocation	Meetings in spring and Fall each school year	Invites via website and newsletter	surveys provided, communication opportunity at SAC meeting	Minutes from meeting - allocation for family engagement reviewed and approved

**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 and families to be involved.

Tentative date & time(s) of meeting	September 2020 (AM meeting) and evening meeting. Also available on school website.
How are parents and families notified of the meeting?	Parent invite / reminder sent home in June with school information for the upcoming year. It will also be posted on school website for families to view.
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 and families 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?	The Title I Annual Meeting will be held Sept. 30th and a light meal will be provided as well as translation services if needed
How will you get feedback from parents and families about the meeting?	A survey will be provided at the meeting for parents who would like to provide feedback and suggestions.
How do parents and families who are not able to attend receive information from the meeting?	A parent notebook is located in the office with Title I information. Our school website will have Title I link where information can be found.



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3. **Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents and families in more fully participating in the education of their children and/or to help support learning at home.**

Title IX-Homeless	Hearth program and school social worker involvement as needed.
Migrant	Migrant students assigned to Roosevelt will be assisted by the District Migrant Education Program based on need and migrant status.
Preschool Programs	NA
Title III-ESOL	Interpreters are utilized for parent meetings. Materials are translated whenever necessary and possible.
SAC	Our school Advisory Committee meets four times per year and approves items such as the SIP, Title I budget and other school expenditures.
PTO/PTA	Roosevelt is in the process of forming a PTO and looking for involved members.
Community Agencies/Business Partners	Roosevelt is fortunate to have a large list of community and business partners who support our teachers and amazing programs on campus. (See attached)

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.	Staff members are encouraged to make parent contacts with their homeroom parents in the Fall. E-mails, texts, remind 101, school website and Roosevelt Facebook page are also good methods for communication and sharing of upcoming events.
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 and families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments	Curriculum, achievement levels, progress monitoring and assessment information will be covered at our Title I annual meeting. State assessments will also be addressed at a workshop second semester.
Describe how your school provides information to parents and families in their native language. What languages do you provide?	Currently our Title I information can be translated for parents upon request. Spanish is the language provided at this time.
How are the needs of parents and families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Upon request we can provide interpreters for evening meetings.
Describe the opportunities parents and families have to participate in their child's education.	Parents are invited to attend IEPs and special events. They are also provided the opportunity for feedback via evaluations.

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 and family engagement in increasing student achievement. Explain your plan for this school year.**

Topic/Title	How does this help staff build school/parent relationships?	Format for Implementation: workshop, book study, presenter, etc.	Who is the audience?	Tentative Date/Time
Positive student and parent engagement	Effective communication with students and families	Small group presentation	new staff members	August 2019
IEP's and effective parent communication	Effective communication with students and families	Small group presentation	staff members involved in the IEP process	On-going 2020/2021



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6. Provide assistance, training, workshops, events, and/or meetings for parents and families 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	How will this support learning at home?
Curriculum Areas	Parent Night	Provides clear expectations to all stakeholders	September 2019				✓ Parents can provide assistance /supportive learning environment
State Assessments & Achievement Levels	Parent Night Annual Meeting	Clear expectations, family and school working together creates greater success	September 2019 February 2020				✓ Clear understanding of curriculum and assessments that will be used
Technology, Parent Portal	Open House / Parent Night	Opportunity to communicate and check student progress	August 2019				✓ Ability to be involved in the process from work and home
Transition (Kdg, MS, HS)	Transition meeting new students - spring 2021	Provide information that will lead to a smooth transition	Spring 2020		✓		✓ Requirements necessary to progress and offerings at our school
College & Career	Transition meeting High School - spring 2021	Opportunities provided to all families with assistance	Spring 2020		✓		✓ Planning for future success
Graduation Requirements & Scholarships	Transition meetings (all grade levels)	Opportunities provided to all families with assistance	Spring 2020				✓ Clear understanding of what is required and opportunities
Conferences	IEP's and on-going during the 2020-2021 school	Increasing student achievement in the classroom	IEP's annually and conferences as needed				✓ Necessary to evaluate progress, goals and student needs

How will workshops/events be evaluated?	parent / family surveys
How will the needs of parents and families be assessed to plan future events?	A survey was provided to parents in the spring for upcoming family involvement planning.
What are the barriers for parents and families to attend workshops/events and how do you overcome these?	Transportation / time - Provide take home materials for those who can't attend. Place information on our website so it can be viewed at a later date.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Event times are flexible (day and evening opportunities during the school year) . Parents are surveyed regarding best days/times for meetings.
How do parents and families who are not able to attend building capacity events receive information from the meetings?	When possible it is also sent home in print (such as in the newsletter or as a survey) and posted on the school website. It is also available at IEP meetings upon request and located in the PEN notebook located in the main office.

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