



## Parent and Family Engagement Plan 2019-2020

### Frostproof Middle-Senior

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 mission of the Frostproof Middle Senior High School Title I program is to 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.
- ☐ 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: Wyle Winkler

Date: 5-18-19



## 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)	August 8, 2019	Newsletters, Postcards	Meeting	Sign-in Sheets, Sample SIP
Parent and Family Engagement Plan (PFEP)	March 18, 2019 & May 23, 2019	Newsletter	Meeting	Sign-in Sheets, PFEP
School-Home Compact	March 18, 2019 & May 23, 2019	Newsletter	Meeting	Sign-in Sheets, Compact
Title I Budget	March 18, 2019 & May 23, 2019	Newsletter	Meeting	Sign-in Sheets, Title 1 Budget
Parent & Family Engagement Allocation	March 18, 2019 & May 23, 2019	Newsletter	Meeting	Sign-in Sheets, Budget for PFEP Funds

*\*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 23, 2019
How are parents and families notified of the meeting?	Newsletter, Postcards, School Announcements
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?	Time, Translation
How will you get feedback from parents and families about the meeting?	Handouts, Discussions
How do parents and families who are not able to attend receive information from the meeting?	Information will be mailed to each home.



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

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.

<b>Title IX-Homeless</b>	The Hearth program, funded through Title X, provides support for identified homeless students. Title I provides support for this program and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
<b>Migrant</b>	Migrant students enrolled in Frostproof Middle Senior High School will be assisted by the school and by the District Migrant Education Program (MEP). A Student Success Coach has been assigned to FMSHS due to its high percentage of migrant students. She will monitor the progress of these high need students and provide or coordinate supplemental academic support.
<b>Preschool Programs</b>	N/A
<b>Title III-ESOL</b>	Our school has an ESOL teacher and paraprofessional who work with ESOL students. We also have after school tutoring three days a week. We provide professional learning opportunities to parents. Whenever possible, we provide materials to parents in their native language.
<b>SAC</b>	The School Advisory Council meets quarterly to discuss issues, make decisions and hear about the state of the school. Members are selected by the administration, faculty, parents and community members. Parent members are voted on by the Academic Boosters. Members are notified about the meetings by email. All parents and members are encouraged to speak during the meetings. The SAC reviews the School Improvement Plan, Title I expenditures, curriculum and testing programs.
<b>PTO/PTA</b>	The Academic Boosters, which serves as our PTO/PTA, is open to any parent that wants to attend the meetings. There are open invitations in the newsletter, which is mailed to all our households. All parents and community members have an equal voice in the meetings. The state of the school is discussed at the monthly meetings, including curriculum, testing, and programs of interest to parents.
<b>Community Agencies/Business Partners</b>	FMSHS works with community agencies to help our students. The Learning Resource Center provides tutoring for our students. The Care Center in town provides classes for parents. We have members from the community that serve on our SAC and booster organizations. Many of our local community agencies and businesses provide financial assistance to our boosters, clubs and organizations.

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>	Annual Parent meeting, Website, School Newsletters, Parent conferences, Parent workshops, Progress monitoring, Advisement meetings/packets, PIN Notebook
<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 and families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	Advisement meetings/packets, Parent conferences, Assessment reports
<b>Describe how your school provides information to parents and families in their native language. What languages do you provide?</b>	Workshops are held in Spanish, Translation is provided at events and conferences, Communication is provided in Spanish, Translators work in our main office
<b>How are the needs of parents and families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	The facilities have been retrofitted to accommodate parents with disabilities.
<b>Describe the opportunities parents and families have to participate in their child's education.</b>	Include information on school website, Parent/Family Informational Notebook (PIN), Send home information in school newsletter

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.

<b>Topic/Title</b>	<b><u>How does this help staff build school/parent relationships?</u></b>	<b><u>Format for Implementation: workshop, book study, presenter, etc.</u></b>	<b><u>Who is the audience?</u></b>	<b><u>Tentative Date/Time</u></b>
Academic Advisement Parent Teacher Teams	Parents and teacher teams will share student data and strategies for parents to help their child at home.	Training/Parent Conferences	All instructional staff	APTT is held three times a year August-January and May. Teachers meet after each to reflect and discuss how to improve the next session.
Family Friendly Schools	Tips for making our school more friendly and welcoming for parents and visitors to the school	Inservice Training	All Staff	Back to School Meeting



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

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.

<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>How will this support learning at home?</b>
Curriculum Areas	Understanding the Standards	Provide information to parents on standards by grade level and how they can help their child at home.	Sept. 17, 2019 7:30am and 4:30pm			✓	✓ Parents will know what the students need to learn in order to pass their classes.
State Assessments & Achievement Levels	Understanding Progress Monitoring	Provide test taking strategies to parents and also information on the assessments their child will be expected to take.	February 2020				✓ Parents will be sure students are prepared for State Assessments.
Technology, Parent Portal	Accessing your child's information	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 educational websites	Workshops are set up by the Parent Center at the elementary school.			✓	✓ Parents can monitor student progress.
Transition (Kdg, MS, HS)	Rising 5th Grade, Rising 8th grade	County and School-based College & Career. The Parent Center also has computers for Parent Use.	Rising 5th grade night March 2020 Rising 8th grade night May 2020				✓ Parents will know expectations,
College & Career	College and Career Fair	County and School-based College & Career. The Parent Center also has computer nights to teach parents about the computer, the Parent Portal and other areas of interest to them.	Nov 2019 and Spring 2020				✓ Parents will learn to fill out the FAFSA and scholarships.
Graduation Requirements & Scholarships	Planning for Graduation	Parents and students can attend Parent Nights and Day Conferences	Fall 2019				✓ Senior parents will receive information on post-secondary planning.
Conferences	Parent Conference	Student accountability with parents	On Going				✓ Parents will discuss grades, schedules, progress monitoring

How will workshops/events be evaluated?	Parent feedback forms, Discussions
How will the needs of parents and families be assessed to plan future events?	Parent Surveys, Discussions
What are the barriers for parents and families to attend workshops/events and how do you overcome these?	Time - vary the meetings, Language - provide a translator
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Optional dates and times. Monday/Tuesday, morning and afternoon
How do parents and families who are not able to attend building capacity events receive information from the meetings?	Information will be mailed and provided in the monthly newsletter.

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