



Parent and Family Engagement Plan 2019-2020

Tenoroc High

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:

Tenoroc High School's vision is to increase student achievement by engaging families, community partnerships, and 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: _____

1

Date: _____

8/29/2019



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Tenoroc High

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)	08.15.19	Post on Social Media, Mail Letters home	Meeting	Sign-in Sheets, Marked up SIP
Parent and Family Engagement Plan (PFEP)	09.18.19 03.18.20	Post on Social Media, Mail Letters home	Meeting	Sign-in Sheets, Marked up PFEP
School-Home Compact	09.18.19 03.18.20	Post on Social Media, Mail Letters home	Meeting	Sign-in Sheets, Marked up Compact
Title I Budget	09.18.19 03.18.20	Post on Social Media, Mail Letters home	Meeting	Sign-in Sheets, Marked up Title I Budget
Parent & Family Engagement Allocation	09.18.19 03.18.20	Post on Social Media, Mail Letters home	Meeting	Sign-in Sheets, Marked up 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 to be involved.

Tentative date & time(s) of meeting	09.26.2019, 6:00-8:00pm
How are parents notified of the meeting?	School Marque, Posted on Social Media, Flyer sent home by student
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?	Time, Location, Translation
How will you get feedback from parents about the meeting?	Discussion, Survey
How do parents who are not able to attend receive information from the meeting?	Mail information home to every student at Tenoroc



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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	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.
Migrant	Migrant students enrolled in Tenoroc High School will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status.
Preschool Programs	N/A
Title III-ESOL	Our school has an ESOL teacher and paraprofessional who work with ESOL students. Whenever possible, we provide materials to parents in their native language.
SAC	The School Advisory Council meets monthly 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 staff. 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 and Title I expenditures. The curriculum and testing programs for the school are discussed. The SAC approves the use of Parent Involvement monies. Tutoring opportunities and parent workshops are announced at the meetings.
PTO/PTA	All parents and community members have an equal voice in the meetings. Open discussions are encouraged. The state of the school is discussed at the monthly meetings, including curriculum, testing, and programs of interest to parents. Parents are notified of tutoring opportunities that are available after school.
Community Agencies/Business Partners	Tenoroc High School works with community agencies to help our students. We have members from the community that serve on our SAC and the Academic Boosters, as well as other booster organizations. Many of our local community agencies and businesses provide financial assistance to our clubs and organizations.

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.	Annual Parent meeting, Website, Parent conferences, Parent workshops, Progress monitoring, Advisement meetings/packets, PIN
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.	Assessment Reports, Parent Conferences
Describe how your school provides information to parents in their native language. What languages do you provide?	Translation is provided at school events, Communication is provided in Spanish, Translators work in our main office and are available when needed for parent conferences
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	The facilities have been retrofitted to accommodate parents with disabilities.
Describe the opportunities parents have to participate in their child's education.	Include information on website, Parent/Family Informational Notebook (PIN), Send home information in our school newsletter or by the students in a letter

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.

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
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	PTT 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



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Tenoroc High

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	Understanding the Standards	Provide information to parents on standards by grade level/subject and how they can help their child at home	Ongoing throughout school year at all parent night events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Accessing your child's information	Provide parents information on how to navigate the Parent Portal	Ongoing throughout school year at all parent night events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Rising 9th grade	Increase knowledge of high school expectations	March or April 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	College and Career Fair	Increase graduation rate and goals for post secondary plans	January 31, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Graduation Requirements & Scholarships	Planning for Graduation	Parents and students can attend Parent Nights for their child's grade level	One meeting per grade level every nine week period	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences	Parent/Teacher Conferences	Student accountability with parents	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Parent feedback forms, Discussions
How will the needs of parents be assessed to plan future events?	Parent Surveys, Discussions
What are the barriers for parents to attend workshops/events and how do you overcome these?	Time - vary the meetings, Language - provide a translator, Transportation-move location of meeting
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Optional dates and times. Tuesday/Thursday, morning and afternoon
How do parents who are not able to attend building capacity events receive information from the meetings?	Information will be mailed home and copies available at school for them to pick up if they'd like

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