



## Parent and Family Engagement Plan 2019-2020

### Eagle Lake 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:

We, at Eagle Lake Elementary, supported by family and community, are committed to promoting rigorous, relevant learning experiences in a safe, positive learning environment where students will be respectful, productive, and responsible citizens.

#### 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: Carrie A. Hartzke

Date: 8/29/19



## 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)            | 9/19/19                                 | Invitation & School Website             | Feedback from parents regarding information handed out.                                      | Sign In Sheets, Documentation, Feedback from parents               |
| Parent and Family Engagement Plan (PFEP) | 4/19/2019                               | Invitation                              | Asking them to make changes to the PFEP they felt were in the best interest of the students. | Handwritten notes on PFEP from parents.                            |
| School-Home Compact                      | 4/19/2019                               | Invitation                              | Asking them to make changes to the PFEP they felt were in the best interest of the students. | Handwritten notes on Compact from parents.                         |
| Title I Budget                           | 9/19/19                                 | Invitation & School Website             | Feedback from parents regarding information handed out.                                      | Sign In Sheets, Documentation, Feedback from parents               |
| Parent & Family Engagement Allocation    | 9/19/19                                 | Invitation & School Website             | Feedback from parents regarding information handed out.                                      | Sign In Sheets, Documentation, Feedback from parents               |

*\*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.

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| Tentative date & time(s) of meeting  | 9/12/2019 6-7:30pm   |
| How are parents and families notified of the meeting?  | All parents are notified of the Title 1 Annual Parent via an invitation, agenda, and the 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 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?                      | Childcare and transportation. Copies of the Powerpoint are provided in both English and Spanish. A translator is also available.   |
| How will you get feedback from parents and families about the meeting?                       | Evaluations with parent feedback.  |
| How do parents and families who are not able to attend receive information from the meeting? | All information from the meeting will be located on the school's website.  |





## 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.

|                                      |  |
|--------------------------------------|--|
| Title IX-Homeless                    | We work with the HEARTH program.   |
| Migrant                              | Information is sent home in their native language.   |
| Preschool Programs                   | We do have a Preschool on campus and work in conjunction with the teachers and parents in preparing them for Kindergarten.                 |
| Title III-ESOL                       | We have an ESOL para on campus. Information is sent home in their native language.   |
| SAC                                  | Members are voted on and all parents are invited to attend every SAC Meeting. Meeting notices are sent home through the school newsletter. |
| PTO/PTA                              | Members are voted on and invited to attend.  |
| Community Agencies/Business Partners | Baycare - Angel Tree, Toys for Tots - Marines, Hope Organization, K-Kids - Kwanas, National Honor Society, IMAG - Lake Region              |

4. Utilize strategies to ensure meaningful communication and accessibility.

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| Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.   | Agenda, Weekly Folders, Website, Flyers, Notifications, and Parent Conferences.  |
| 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.  | Annual Parent Meeting, Website, Newsletter, Parent Conferences, and weekly folder.   |
| Describe how your school provides information to parents and families in their native language. What languages do you provide?  | We send home Spanish and Haitian Creole.   |
| How are the needs of parents and families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?  | Agenda, Flyers, Website, Phone Call, Weekly Folders  |
| Describe the opportunities parents and families have to participate in their child's education.   | Volunteering and Mentoring.  |

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 |
|-----------------------------|--|--|----------------------|---------------------|
| Professional Development    | "How to Manage Behavior in the Classroom" -- Helping teachers have better classroom management in regards to student behavior.                           | Book Study   | Teachers             | 2019-2020           |
| Parent/Grade Level Meetings | Encouraging parents take more interest in their child's academic career, parent volunteers, and communication between parents, students, and the school. | Parent Meetings  | Parents              | 2019-2020           |



**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> |                       |   |  |                       |                     |                  |   |
|--|-----------------------|---|--|-----------------------|---------------------|------------------|---|
| <u>Topic</u>                                     | <u>Title</u>          | <u>How will this impact Student Achievement?</u>                            | <u>Tentative Date/Time</u><br>Are they flexible? | <u>Transportation</u> | <u>Refreshments</u> | <u>Childcare</u> | <u>Translation</u><br><br><u>How will this support learning at home?</u>            |
| Curriculum Areas                                 | Annual Parent Meeting | Parents will have a better understanding of State/District Assessments.     | 9/19/19 6-7:30pm                                 |                       |                     |                  | ✓<br>Information will be given to parents on how they can help their child at home. |
| State Assessments & Achievement Levels           | Annual Parent Meeting | Parent will have a better understanding of State/District Assessments       | 9/19/19 6-7:30pm                                 |                       |                     |                  | ✓<br>Information is given to parents on how they can help their child at home.      |
| Technology, Parent Portal                        | Orientation           | Throughout the school year  |  |                       |                     |                  |   |
| Transition (Kdg, MS, HS)                         | KG                    | This will provide parents information on making a smooth transition.        | TBA  |                       |                     |                  | ✓   |
| College & Career                                 | School theme          | Informing students of what is at their fingertips as they get older.        |  |                       |                     |                  |   |
| Graduation Requirements & Scholarships           | N/A                   |   |  |                       |                     |                  |   |
| Conferences                                      | Title 1 Requirement   | encouraging parents take more interest in their child's academic career, pa | TBA  |                       |                     |                  | ✓   |

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| How will workshops/events be evaluated?  | Evaluations filled out by parents.                                     |
| How will the needs of parents and families be assessed to plan future events?  | Reading the input from parent evaluations.                             |
| What are the barriers for parents and families to attend workshops/events and how do you overcome these?               | Transportation and childcare.  |
| How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)                        | Additional dates and times are offered to parents throughout the year. |
| How do parents and families who are not able to attend building capacity events receive information from the meetings? | Information is available on the school website.                        |

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