



## Parent and Family Engagement Plan 2019-2020

Oscar J. Pope Elementary School



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:

"Oscar J. Pope Elementary School has support from the staff, parents, and the community. Our students are successful and actively engaged in active, purposeful, hands on activities. Our teachers are enthusiastic and all classrooms present a warm and inviting atmosphere where the love of reading and writing is consistently encouraged. Learning experiences that involve critical thinking and problem solving are evident. Technology is used to help students access knowledge and to practice the skills necessary for success in the workforce. Our campus provides a safe and orderly environment for all. All students demonstrate respect for school rules. Staff members and transportation staff reinforce those rules in a positive manner."

### 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:

Carol E. Beppin

Date:

8/30/19



## Parent and Family Engagement Plan 2019-2020

Oscar J. Rios, Superintendent



### 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)	9/21/18	Flyers, agenda, social media, school website and school marquee	SAC meeting	Sign-in Sheet
Parent and Family Engagement Plan (PFEP)	8/30/18 2/22/19	Flyers, agenda, social media, school website and school marquee	SAC meeting	Sign-in Sheet
School-Home Compact	8/30/18 9/21/18 2/22/19	Flyers, agenda, social media, school website and school marquee	SAC meeting	Sign-in Sheet
Title I Budget	8/30/18	Flyers, agenda, social media, school website and school marquee	SAC meeting	Sign-in Sheet
Parent & Family Engagement Allocation	8/30/18	Flyers, agenda, social media, school website and school marquee	SAC meeting	Sign-in Sheet

*\*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	August 8, 2019 @ 6 p.m.
How are parents notified of the meeting?	Parents will be notified of the Annual Title I Parent Meeting through flyers, labels, school website, social media, announcement board at the pick-up line and drop off area, and on the school 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 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?	Will Address: Transportation, Language (Translators) and translated handouts, child care will be provided in future events (if approved), time meeting are offered, meals, and disable access.
How will you get feedback from parents about the meeting?	Family feedback forms will be made available at the conclusion of each event. Feedback will be considered and applied to future events.
How do parents who are not able to attend receive information from the meeting?	Parents who are unable to attend will be able to view the presentation on the school website or school social media. Handouts will be available in the office and available to be sent home for parents requesting them. Parents can also request a meeting with staff if they have any questions or concerns.



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Oscar J. Pope, Superintendent



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>	The HEARTH program provides support for identified homeless students. Title I will provide support to the program and the other activities implemented by the HEARTH program. OJP will provide them with resources including food packs, clothes, school supplies, and hygiene products.
<b>Migrant</b>	Information, materials and workshops are provided in their native language.
<b>Preschool Programs</b>	Classes are dedicated to providing a classroom that addresses the child's developmental and educational needs.
<b>Title III-ESOL</b>	Title III provides supplemental resources for English Language Learners (ELL) such as translation services and paraprofessionals to assist students in classrooms.
<b>SAC</b>	SAC Meeting dates are sent out to members for approval at the beginning of every academic school year. The SAC listens to the needs of the surrounding community and our school, and attempts to brainstorm a resolution.
<b>PTO/PTA</b>	SAC Meeting dates are sent out to members for approval at the beginning of every academic school year. The SAC listens to the needs of the surrounding community and our school, and attempts to brainstorm a resolution.
<b>Community Agencies/Business Partners</b>	Business partners work in conjunction with SAC and PTO to align resources to meet the academic and social needs of our 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>	OJP uses flyers, students agendas, newsletters, school marquee, school website, and school social media to maintain communication between parents and staff.
<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>	Annual Parent meeting, website, newsletters, parent conferences, progress monitoring, extended learning, curriculum night, and parent information nights. Parents are encouraged to participate in school activities/meetings and provide input focused on increasing student safety or achievement. Information is provided in both English and Spanish. Translation services are provided at parent's conferences and meetings.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	Information, materials, parent conferences and workshops are provided in their native language: Spanish speaking and American Sign Language (ALS) interpreters are provided.
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	American Sign Language Interpreters Wheelchair ramp Automatic doors
<b>Describe the opportunities parents have to participate in their child's education.</b>	Oscar J. Pope offers multiple opportunities for parents to take active role in their child's education, including but not limited to parent conferences, curriculum nights, family events, and our Annual Title I Night. At every school event, Oscar J. Pope encourages parents to become volunteers at the school and to mentor students.

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>
Working wit Students and Families Living in Poverty	Review work of Ruby Payne including staff self-assessments; bus ride to communities served by OJP; discover how to build better relationships with parents and students	Workshop Presenter: (New AP)	Teachers	August 6, 2019 @ 8 a.m. Pre-planning
Successful Parent/Teacher Conferences	Review expectations of parents/teacher conferences with new teachers; discuss misconceptions and questions	Workshop Presenter: (New AP)	Teachers	October 23, 3:15 - 3:45 February 26, 3:15 - 3:45



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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.

Building Capacity of Parents and Families							
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum Areas	Open House	Provide information to parents on curriculum and standards by grade level and how they can help their child at home.	August 29, 2019 6 p.m.				✓
State Assessments & Achievement Levels	FSA Assessment Night Reading Workshop	Parent understanding of Florida State Standards. FSA testing overview, exploration of testing resources. Provide rest-taking strategies to parents to assist their child at home.	March 5, 2020 5 p.m. October 17, 2019 9 a.m. & 1 p.m.		✓		✓
Technology, Parent Portal	Orientation	Allows parent to monitor student achievement and ensure students are progressing through grade level standards.	August 8, 2019 9 a.m.				✓
Transition (Kdg, MS, HS)	Kindergarten Round-up	Allow parents to understand the educational programs available to their student for the upcoming school year.	April 23, 2020 4 p.m.				✓
College & Career	Great American Teach-in	Students understand the practical use of Florida State standards to real-world application.	November 7, 2019 9 a.m - 2 p.m.				✓
Graduation Requirements & Scholarships							
Conferences	Parent Conference and Dinner Night	Allow parents to meet with teachers to discuss report cards, curriculum, state assessment and other important information regarding their child's education and progress.	November 7, 2019 6 p.m. January 23, 2020 6 p.m. April 9, 2020 6 p.m.		✓		✓

How will workshops/events be evaluated?	Parent will be provided with difference resources in ways to help their child at home in order to be well prepared for the Florida Student Assessment Exam.
How will the needs of parents be assessed to plan future events?	Oscar J. Pope invited all parents to attend school events. Upon completion of an event, parents are asked to complete an evaluation. Updates and changes are made based on responses.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Some barriers our parents face is transportation, child care, language, limited literacy, disadvantage economically, disabled, work schedules, and time of events offered. Parents may contact us by email, phone, school website, agendas, school social media, and or visit the school. they may also schedule an appointment to meet with the teachers or administration.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Meetings and events are held throughout the day in order for parents to attend. If parents cannot attend they are given the option to make an appointment to meet with us.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information will be posted on out school website, social media or will be sent home on the Wednesday folders.

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