



Parent and Family Engagement Plan 2019-2020

Eastside 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.

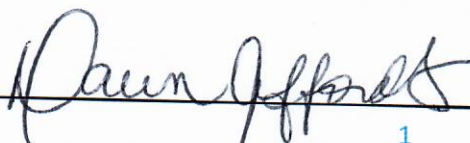
School's vision for engaging families:

Parent engagement in schools is a shared responsibility. Eastside Elementary and parents are committed to actively support their children's learning and development.

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:  Date: 5-30-19

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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)	5-30-2019	Invitation sent home Facebook page	Parents were informed about the school's SIP plan for the 2019-2020 School Year	Signing Sheets
Parent and Family Engagement Plan (PFEP)	5-30-19	Invitation sent home. Invitation after Awards Ceremony	Parents were informed about the PFEP for the 2019-2020 school year. Parent input and suggestions were asked.	Parents were given the opportunity to revise the document. Signing Sheets
School-Home Compact	5-30-19	Invitation sent home. Invitation after Awards Ceremony	Parents were informed about the School home compact for the 2019-2020 School year. Parent input and suggestions were asked.	Parents were given the opportunity to revise the document. Document signed by parents.
Title I Budget	5-30-19	Invitation sent home. Invitation after Awards Ceremony	Parents were informed about the Title 1 budget for the 2019-2020 school year	Parents were given the opportunity to revise the document. Signing Sheets
Parent & Family Engagement Allocation	5-30-19	Invitation sent home. Invitation after Awards Ceremony	Parents were informed about the Parent and Family Engagement Allocation for the 2019-2020 school year	Signing Sheets

**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	9-19-19 4:30-6:00
How are parents notified of the meeting?	An invitation will be sent home on student's agenda.
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?	Translation will be given. Refreshments will be provided.
How will you get feedback from parents about the meeting?	We will provide an evaluation document for parents to give us feedback. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum, or testing that they would like to learn more
How do parents who are not able to attend receive information from the meeting?	For parents who were not able to attend this meeting, a document with the summary will be sent home thru student's agenda.

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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	n/a
Migrant	n/a
Preschool Programs	We have a Preschool Program that serves 18 kids from 7:30-2:45. Parents are allowed to pick up kids and talk to the teacher every day. They are also invited to participate in classroom's activities so they can learn how to help their kids at home.
Title III-ESOL	Mrs. Marrero the ESOL Coordinator has meeting with parents. She expects to meet with 120 families.
SAC	We have started SAC Committee and we are crafting our list of activities.
PTO/PTA	A PTA is in place. PTA is to build strong working relationships among parents, teachers and schools, in support of students.
Community Agencies/Business Partners	We have a SAC; cultivated business partners who have donated supplies and time for school activities. For example: Solivita

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.	Parent-teacher conferences. Literacy, Science and Math Night to interact with parents. School website and Apps (Class Dojo), agendas, phone calls.
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.	Open House, Parent-teacher conferences every nine weeks, newsletter, STAR reports to sent home three times a year.
Describe how your school provides information to parents in their native language. What languages do you provide?	We provide translation in Spanish and Creole.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Office will provide assistance for parents with disabilities. School access thru office.
Describe the opportunities parents have to participate in their child's education.	Literacy, Science and Math Nights. Parent's Workshops. Newsletter sent monthly with district's activities for parents.

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.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
How to Engage Parents in School's Activities	Teacher will participate in a PLC to discuss the importance of family engagement and how to have an open communication with parents.	Workshop J. Estada	K-5 TEACHERS	Tentatively Schedule
The Importance of Participating on Your Children Education	Teachers will participate in a workshop and will give parents materials to take home to practice with their kids.	Workshop J. Estada C. Marrero Z. Cordero	Parents	Tentatively Schedule

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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	School Curriculum and Programs Florida Standards Literacy Night Math Night	Discussion with grades K-5. Literacy, Math and Science nights will provide students and parents with a variety of activities to help them perform and succeed in school.	9-19-19 4:00-6:00 12-06-19-Literacy 11-08-19 Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Open House Annual Meeting	Information will be shared through a presentation with information related to State Assessments (FSA)	9-19-19 4:30-6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	School Website	Announcements and events will be posted on School Website.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Round Up Middle School Transition	A meeting will be held in April to meet Kindergarten team and to know where classrooms are located. Also we will share Kindergarten activities to practice during summer.	May, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Parent-teacher conferences will be held all year. Every Nine weeks or whenever necessary.	Parents will know about student's performance and behavior throughout the school year.	All year	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	We will send a survey home with possible topics for parent's workshops.
How will the needs of parents be assessed to plan future events?	We will provide parents with an evaluation form as an exit ticket.
What are the barriers for parents to attend workshops/events and how do you overcome these?	We will have translation. Kids are welcome to come with parents.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We will offer flexible time. Workshops with two different times for parents to attend.
How do parents who are not able to attend building capacity events receive information from the meetings?	A summary of the activities will be sent home. Resources will be shared,

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