



Parent and Family Engagement Plan 2019-2020

Crystal 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:

Crystal Lake Elementary, A Community Partnership School, will strive to create an enriching, encouraging, and engaging environment. We will collaborate with staff, students, and parents to incorporate real-world experiences while preparing every student to SOAR.

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: _____

Kristen L. Fowler

Date: _____

08/29/2019



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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)	August 29, 2019	Flier, personal contact, invitation	Conversation, discussions	Sign-in sheet, minutes
Parent and Family Engagement Plan (PFEP)	May 3, 2019 May 1, 2020	Flier, personal contact, invitation	Conversation, discussions	Sign-in sheet, minutes
School-Home Compact	May 3, 2019 May 1, 2020	Flier, personal contact, invitation	Conversation, discussions	Sign-in sheet, minutes
Title I Budget	September 27, 2018	SAC Invitation, Flier, personal contact, invitation	Meeting Agenda, conversation, discussions	Sign-in sheet, minutes
Parent & Family Engagement Allocation	September 27, 2018	Flier, personal contact, invitation	Conversation, discussions	Sign-in sheet, minutes

**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	Tuesday, September 17, 2019 at 5:00 PM and Friday, September 20 at 3:00PM.
How are parents notified of the meeting?	Flier, Labels for student agenda, School Messenger Phone tree call, school calendar, Student agendas, School marquee. At orientation, school calendars were distributed and are also found in student agendas. Dates are also included on school website.
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?	Annual Meeting documents will be translated. The school ESOL paraprofessional will be in attendance to translate the presentation and to answer questions.
How will you get feedback from parents about the meeting?	Parents will be asked to complete an evaluation at the completion of the meeting.
How do parents who are not able to attend receive information from the meeting?	The Annual Meeting Powerpoint will be available on the school website. Copies pf the presentation will also be available in our Parent Engagement Portable and on the school website.



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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 provides support and resources for identified homeless students. The school-based Hearth liaison works closely with teachers to identify and assist homeless students. The backpack program, CPS Food pantry and other academic resources are provided for students that are identified as Homeless.
Migrant	The Migrant Program provides eligible migrant students and their families access to quality educational, health and other social service opportunities through partnerships with local schools and community agencies. Workshops and resources are translated and shared with migrant families.
Preschool Programs	Preschool programs promote school readiness by providing a foundation for young students. Parents of preschool students will be included in parent nights and events on campus. Parent trainings will also be provided along with parent workshops presented by Mrs. Jerry.
Title III-ESOL	The ESOL Title III program provides services to students speaking English as a second language. The ESOL paraprofessional assists with translations at parent conferences and other communication with parents. The ESOL paraprofessional also trains teachers to use ESOL strategies to help enhance classroom instruction.
SAC	The School Advisory Council consists of Parents, Business and Community Partners who assist in making recommendations on how the school operates. All parents are welcome to attend the SAC Meetings. Meetings are advertised on the school marquee, newsletters, newsletters and on the school website.
PTO/PTA	Members and non-members are invited to join and attend all PTO meetings which are advertised on the school wide calendar and fliers. PTO provides training and academic resources to provide parents with tools to use at home.
Community Agencies/Business Partners	As the Community Partnership School in Polk County, we have 5 core partners: Polk County Public Schools, United Way of Central Florida, Southeastern University, Heartland for Children and Central Florida Health Care. Community Providers work with the Director and the 3 coordinators to work with agencies

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.	Communication is varied at Crystal Lake Elementary, A CPS. Student agendas, fliers, school website, school marquee, teacher email, parent communication folder and the Parent Resource Center help disburse information to parents. The parent communication folder will ensure parents receive school wide news letters and correspondence such as reports from the CPS, District information, upcoming school events, meetings and programs being offered at the school.
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.	Parents are given information about curriculum and academic assessments used to measure student progress. The proficiency levels in which the students are expected are also explained. Parents receive information through attendance at Parent Nights, Quarterly Newsletters, and informational packets that are sent home throughout the year. During parent nights we also show parents how to access the parent portal to stay tuned on their child's education.
Describe how your school provides information to parents in their native language. What languages do you provide?	The school provides translation services and translated documents in English and Spanish. Our school-based ESOL paraprofessional attends parent nights and assists with translation. Teachers who speak other languages also assist with translation. Documents such as the PEEP summaries, COMPACT and other documents are translated and uploaded to the school website, printed and sent home and printed and placed in the PIN notebook. All documents are also located in the Parent Resource center.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Americans with Disabilities Act information is sent home with all communications so that appropriate accommodations can be made if needed. A comfortable balance of staff members will assist during multicultural night and culturally sensitive activities.
Describe the opportunities parents have to participate in their child's education.	Parent participation is encouraged for all families and caregivers at CLES. We encourage participation at the school level as well as District level. Community providers invite all parents and caregivers to participate in opportunities that may strengthen families and provide additional support for the family.

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
Parent Conferencing	Parent Conferencing training provides teachers with information on how to successfully and effectively communicate with parents. It will help bridge the gap between school and home.	workshop presenter: Leigh Folsom	All Staff	September 11, 2019
Creating a Trauma Sensitive School, Help for Billy	This book study provides strategies for teachers to implement in their classrooms to be able to relate to students who come to school with trauma.	Book Study, weekly discussion with interactive smartboard activity	All Staff	June 3, 10, 17 and 24, 2019 Additional trainings provided on Staff Development day on January 2020.



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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							
<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> <u>How will this support learning at home?</u>
Curriculum Areas	Math Night BINGO BOOK BASH	Academic Nights provide information for parents on math and ELA standards by grade level. Families participate in standards based activities with their children.	December 12, 2019 October 3, 2019		✓		✓ Families will leave with activities in MATH and ELA to continue learning at home.
State Assessments & Achievement Levels	FSA Family Night	FSA Family night presents information to the parents about the FSA, question samples, achievement levels, and implications of scoring.	February 25, 2020		✓		✓ Students will bring home their login to the FSA portal for those who can access the internet. For those who do not have internet access, students have received a FREE library pass. They can access this portal at the library.
Technology, Parent Portal	Multicultural Night	This event includes stations that incorporate Parent Portal training, school and community resources and other tools to help their children succeed.	October 25, 2019		✓		✓ Parents will receive their Portal password to access this resource at home.
Transition (Kdg, MS, HS)	Kindergarten Round-Up Fifth Grade Transition	These transition events provide access to the campus. It allows students and families the opportunity for a campus tour, ask questions and participate in conversations with Staff.	April 25, 2020 May 8, 2020				✓ By providing this time for Kindergarten students and fifth grade students, it will bridge the gap.
College & Career							
Graduation Requirements & Scholarships							
Conferences	Conference Nights	4 Parent Conference nights will be provided. During this time, teachers will discuss student progress and parents will be presented with ways to help their children at home.	October 18 January 24 April 3 May 15		✓		✓ Conferences will provide parents with the necessary tools to know exactly what the students need help with at home and what to do for that specific support.

How will workshops/events be evaluated?	Parents will complete an "exit slip" providing feedback on the effectiveness of the events as well as comments, questions and/or concerns.
How will the needs of parents be assessed to plan future events?	Leadership Team will meet quarterly to review parent feedback and address concerns, record feedback for planning for the next event and planning for the next school year. Assessment results will also drive parent events
What are the barriers for parents to attend workshops/events and how do you overcome these?	Transportation is a barrier as well as lack of parent engagement. In order to break the transportation barrier (even though all of our families live within the 2 mile radius), connecting parents who live in same neighborhoods to do the ride share project. To break the barrier about school having a negative connotation, the Family and Community Engagement Coordinator will be doing needs assessments to connect and provide reassurance about events at school being non-confrontational as well as the school having an open door policy.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Annual Meeting will be presented the following Friday. The content will also be available on the school website. Additional resources will also be available on the school website for parents who are unable to attend the event.
How do parents who are not able to attend building capacity events receive information from the meetings?	The content that was missed will be available on the school website. Additional resources will also be available on the school website for parents who are unable to attend the event.

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