



Parent and Family Engagement Plan 2019-2020

Winter Haven 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:

Winter Haven High School will promote a school culture that increases student achievement and academic success through parent involvement activities such as tutoring and parent workshops. Teachers and parents will partner to successfully facilitate the learning process of students.

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: _____

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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)	September 24, 2019	verbal invitation, email invite, Facebook page, school website	group discussions, reading and editing	marked up copies of the SIP, sign-in sheets, agendas, invites
Parent and Family Engagement Plan (PFEP)	on-going available in office	verbal invitation, email invite, Facebook page, school website	group discussions, reading and editing	marked up copies of the PFEP, sign-in sheets, agendas, invites
School-Home Compact	on-going available in office	verbal invitation, email invite, Facebook page, school website	group discussions, reading and editing	marked up copies of Compact, sign-in sheets, agendas, invites
Title I Budget	September 24, 2019	school marquee, Facebook page, school website, School Messenger	group discussion	surveys, sign-in sheets, agendas, invites
Parent & Family Engagement Allocation	September 24, 2019	school marquee, Facebook page, school website, School Messenger	group discussions, reading and editing	surveys, sign-in sheets, agendas, invites

**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	September 24, 2019 @ 6:00 p.m.
How are parents notified of the meeting?	School marquee, school website and Facebook page, School Messenger
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?	Provided materials will be translated in English, Spanish, and Haitian Creole. Additionally, we will provide a translator at the meeting. Parents are welcome to bring their child(ren) to the meeting so child care is not needed. A small snack will be provided as well.
How will you get feedback from parents about the meeting?	Every parent who attends the meeting will be asked to complete a short evaluation. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum, or testing they would like to learn.
How do parents who are not able to attend receive information from the meeting?	The information will be provided on our school website as well as through Facebook Live.



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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	Through the District HEARTH program students are identified and served. Title 1 provides additional support for this program and many activities implement y the HEARTH program.
Migrant	Migrant students will be assisted by the school and by the District Migrant Education program (MEP). Students will be prioritized by the MEP for supplemental service based on need and migrant status. MEPs provide support to both students and parents in locating services necessary to ensure the academic success of these students whose education has been interrupted by numerous moves.
Preschool Programs	N/A
Title III-ESOL	WHHS has an ESOL Facilitator as well as another ESOL teacher. Information is provided to parents in their native language. Student translators are available at orientation, open house, and other school functions. Information on free classes to learn English are provided to students to take home to parents.
SAC	All parents are invited to join the SAC meetings to share their input and suggestions. Invites are posted on the school marquee, website, Facebook page as well as through email.
PTO/PTA	WHHS has the Academic Booster Club (ABC). These meetings follow the SAC meetings and are parents are invited to attend. Invites are posted on the school marquee, website, Facebook page as well as through email.
Community Agencies/Business Partners	We invite community agencies to serve on our SAC committee, partner with the Boys and Girls Club, the WH Airport, WH Hospital, invite guest speakers, and Career Connections.

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.	PFEP, teacher emails and phone calls, school Facebook page, school marquee, school website, School Messenger, interim reports, report cards, SAC and ABC meetings, state assessment information
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.	Annual Parent Meeting, school website, 8th grade parent night, parent conferences, informational testing nights,
Describe how your school provides information to parents in their native language. What languages do you provide?	Print information is provided in native languages, Spanish and Haitian Creole as well as provide translators at school events.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Events are held in wheelchair accessible locations, Facebook Live
Describe the opportunities parents have to participate in their child's education.	Orientation, 8th Grade Parent Night, SAC, ABC, Advisory Boards, volunteering, parent conferences, 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 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
Poverty Simulation	Understanding how poverty affects our students	Workshop with Ben Ruch	Staff	September 16, 2019



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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	Annual Parent Meeting	Provide information to help parents understand expectations of rigorous curriculum and online resources that provide more information about Florida Standards	September 24, 2019 @ 6:00 p.m.		✓		✓
State Assessments & Achievement Levels	Testing Night	Provide parents information on state and district testing requirements along with achievement levels.	September 24, 2019 @ 6:30 p.m.		✓		✓
Technology, Parent Portal	Orientation	Provide parents information on how to navigate parent portal to check their child's grades and contact teachers.	Orientation - 8/8/19 @ 12:00				
Transition (Kdg, MS, HS)	8th Grade Parent Night aka Mission Transition Senior Parent Night	Provide information to parents and students to help make a smooth transition with change in school.	Spring 2020 Fall 2019		✓		✓
College & Career	Financial Aid Night	Provide parents information to assist in getting their students to post-secondary needs	October 2019		✓		✓
Graduation Requirements & Scholarships	Senior Parent Night Mission Transition	Graduation requirements are provided as well as scholarship information to assist students with making decisions regarding their future.	Fall 2019		✓		
Conferences	Parent/teacher conferences	Allows the teachers to have a more one on one conversation with the student and parent to address student needs/concerns.	Throughout the school year				

How will workshops/events be evaluated?	Parent surveys
How will the needs of parents be assessed to plan future events?	Review of the parent surveys
What are the barriers for parents to attend workshops/events and how do you overcome these?	Time constraints, work, transportation, offer extra credit or volunteer hours to students who attend
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We do our best to offer events at different dates/times to best accommodate as many parents as possible.
How do parents who are not able to attend building capacity events receive information from the meetings?	The information will be provided on our school website as well as through Facebook Live.

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