



## Parent and Family Engagement Plan 2019-2020

### Frostproof 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:

The mission at Frostproof Elementary is to provide all students with learning experiences that result in high school achievement by demonstrating mastery of their grade level Florida Standards. Frostproof Elementary will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. Our doors are always open and we welcome all parents and families to be a part of their child's/children's learning.

#### 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: 8/30/19



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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)	3/20/19, 4/17/19, 5/15/19	Reviewing and making documents	Flyers, Remind, school website	Meeting agenda
Parent and Family Engagement Plan (PFEP)	2/20/19, 5/14/19	Reviewing and marking documents	Flyers, Remind, school website	Meeting agenda
School-Home Compact	2/20/19, 5/14/19	Reviewing and marking documents	Flyers, Remind, School website	Meeting agenda
Title I Budget	9/19/18	Reviewing the budget	Flyers, Remind, School website	Meeting Agenda
Parent & Family Engagement Allocation	9/19/18	Reviewing the allocations	Flyers, Remind, School website	Meeting Agenda

*\*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 5, 2019 5:00pm - 5:30pm
How are parents notified of the meeting?	All parents will be notified of the Annual Parent meeting via a flyer in the backpack, a text message, Facebook, school website, Remind and a sticker in the student planner. The information for this meeting will be posted on our school website and marquee in front of the school.
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?	Materials given out will be translated in English and Spanish as well as a translator being provided at the meeting. Parents are welcome to bring child(ren) to the meeting so childcare is not needed.
How will you get feedback from parents about the meeting?	Every parent who attends the meeting is asked to complete a short evaluation of the meeting. The evaluation provides feedback on the meeting and asks if the meeting helped to become familiar with Title I, the curriculum and testing at Frostproof Elementary.
How do parents who are not able to attend receive information from the meeting?	For parents who are not able to attend this meeting the information is available on our 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.

<b>Title IV-Homeless</b>	Students are identified and referred to the Hearth program that provides assistance and support to the families. Extended learning services are available for students.
<b>Migrant</b>	Information/materials is provided in their native language. Translators are provided for workshops and school events. Tutoring, social services and health services is provided to support students and families.
<b>Preschool Programs</b>	Oleida Johnson, Kindergarten Round Up – Readiness packages provided to support learning at home, Pre-K-2 Math Night, PreK-2 Science Night, Parent Resource Room Kyra Clark 0-3 years – She works with parents and children on readiness skills
<b>Title III-ESOL</b>	The ESOL para meets with parents throughout the year to review ESOL placement and services.
<b>SAC</b>	Meetings are held monthly throughout the year. Parent are asked to join the SAC team. The school will provide background on curriculum during SAC meetings.
<b>PTO/PTA</b>	Parents are asked to join the PTO Team. Meetings are held monthly throughout the year.
<b>Community Agencies/Business Partners</b>	Classroom Business Partners provide teachers resources to purchase items to increase student learning. We partner with community agencies and organizations to offer free courses, family events, and activities that will equip families with new or additional skills, knowledge, and resources. Workshops and classes will engage parents in innovative and meaningful partnerships for learning. Churches donate Kids Packs.

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>	We communicate with parents about school programs, meetings, school reports and other various activities in the following ways: FES Website, Facebook, Remind, student agendas, school calendar, parent newsletters, PTO and SAC Meetings, Progress Reports, report cards, school marquee, flyers, notifications/invitations, Title I Parent and Family Engagement Plan and FES Compact.
<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>	Parent reports are sent home after each progress monitoring assessment (three times a year). Teachers provide assessment information during Annual Parent meeting, open house, newsletters and parent conferences.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	FES has many ESOL parents with limited English, therefore translation is provided at all school events. FES provides various days and times for school events to accommodate parent work schedules. All school communication is provided in both English and Spanish. School events that offer food/refreshments are provided free of charge or at a minimal cost to the parent(s). The school is equipped with handicapped ramps and facilities to accommodate
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	All areas of the school are handicapped accessible.
<b>Describe the opportunities parents have to participate in their child's education.</b>	Frostproof Elementary will invite all FES families to different activities throughout the year. Our volunteer coordinator provides a volunteer meeting in October informing parents of the volunteer opportunities that are available at FES. We encourage parents to volunteer in various capacities: Teacher support, mentoring and special activities. Parent Teacher Organization: Parents and staff meet monthly to discuss ongoing activities at the school.

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>
Effective Parent conferencing	To equip teachers with best-practices on parent teacher conferences	PLC/Reading coach	Classroom Teachers	8/7/19



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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.

<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> Are they flexible?	<u>Transportation</u>	<u>Refreshments</u>	<u>Childcare</u>	<u>Translation</u>
Curriculum Areas	Reading Night/Science Night/ Math Night	Provide parents with strategies and activities to promote student success in English Language Art (ELA), math and science mastery of the Florida Standards.	9/26/19, 11/5/19, 1/16/19		✓		✓
State Assessments & Achievement Levels	STAR Assessments	Provides parents data to help support learning at home.	10/9/19 & 2/19/20				
Technology, Parent Portal	Family Media Nights & Reading Night	This tool will allow the parent to monitor their child's progress in school.	9/26/29 & Oct. - April				
Transition (Kdg, MS, HS)	Transition (Kdg) – Kindergarten Round-up	Students Show What you Know and parents are provide a Summer packet for each child.	Spring 2020		✓		✓
College & Career	N/A	N/A	N/A				
Graduation Requirements & Scholarships	N/A	N/A	N/A				
Conferences	Conference Nights	Teacher will communicate with parents specific information about the progress of their child and how to help them at home.	10/9/19 & 2/19/20				✓

How will workshops/events be evaluated?	We provide evaluation forms at each parent activity to get parent feedback
How will the needs of parents be assessed to plan future events?	Parent feedback is gathered after each Parent Engagement Activity through parent surveys and suggestions.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Some of the barrier for parents are dates and time of day. Parent Engagement Activities are scheduled at various dates and times. Translation is provided for parents.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Parents are provided a calendar of events at the start of the school year. All dates and times of events are posted on our school website, Facebook and text messages are sent using Remind. Frostproof Elementary will host school-wide Conference Night twice per year. The first Conference Night will take place on Thursday, September 5, 2018 from 3:30pm – 6:30pm. The second school wide Conference Night will be on Wednesday, February 19, 2020 from 3:30pm – 6:30pm. To provide Disability and ensure all parents are accommodated, teachers will also be available before and after school or during planning as needed throughout the year for conferences.
How do parents who are not able to attend building capacity events receive information from the meetings?	For parents who are not able to attend this meeting the information is available on our school website.

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