



Parent and Family Engagement Plan 2019-2020

Palmetto 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:

Palmetto's vision for engaging families is to provide a friendly environment and welcoming atmosphere to encourage all parents and family members to participate in their student's educational endeavors.

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: _____

A handwritten signature in dark ink, appearing to read "J. Short", written over a horizontal line.

Date: 08/30/2019



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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)	September 19, 2019	Flyers were sent home with students three times before the event.	A parent meeting was held to review the SIP, Title I Budget, and Parent and Family Engagement.	Meeting Agenda, Sign-in Sheet, Minutes, Meeting Evaluations
Parent and Family Engagement Plan (PFEP)	April 15, 2019	An invitation was sent home with students three times leading up to the meeting.	A parent meeting was held where the PFEP was reviewed and then parents were given copies to write their comments, suggestions, and concerns.	Parents wrote suggestions on the current PFEP.
School-Home Compact	April 15, 2019	An invitation was sent home with students three times leading up to the meeting.	A parent meeting was held where the Compact was reviewed and then parents were given copies to write their comments, suggestions, and concerns.	Parents wrote suggestions on the current compact.
Title I Budget	September 19, 2019	Flyers were sent home with students three times before the event.	A parent meeting was held to review the SIP, Title I Budget, and Parent and Family Engagement.	Meeting Agenda, Sign-in Sheet, Minutes, Meeting Evaluations
Parent & Family Engagement Allocation	September 19, 2019	Flyers were sent home with students three times before the event.	A parent meeting was held to review the SIP, Title I Budget, and Parent and Family Engagement.	Meeting Agenda, Sign-in Sheet, Minutes, Meeting Evaluations

**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 19, 2019 4 p.m.
How are parents notified of the meeting?	Parents are notified of the Annual Meeting through a flyer sent home three times prior to the event in the student's agenda and through Class Dojo.
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?	Palmetto Elementary will provide interpreters.
How will you get feedback from parents about the meeting?	Parents will be asked to complete an evaluation of the event.
How do parents who are not able to attend receive information from the meeting?	Information will be provided to parents on the school website, in the front office in the Title One Notebook and by request.



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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	We work with the HEARTH program to identify and help support homeless students. The teachers may notify the school counselor if they think a student is a candidate, and the school counselor communicates with the teacher regarding the status of their students. Our school has supplies, uniforms, and referral sources that can be provided to students and parents as needed.
Migrant	Materials that are sent home are translated into Spanish Workshops and Parent Meetings are translated into Spanish
Preschool Programs	Our campus houses 3 Voluntary Pre-Kindergarten programs. The teachers attend faculty meetings and trainings that are relevant to their program. The parents of students in the VPK program are invited to school programs and events. The VPK program follows the county curriculum for VPK students.
Title III-ESOL	An ESOL Teacher and two paraprofessionals work with ESOL students. Teachers are provided training and resources to implement ESOL strategies in their classrooms.
SAC	The Principal issues invitations to join SAC. Invitations are sent out for all meetings. SAC members and Non-SAC members are able to speak at SAC meetings with notice to the SAC President.
PTO/PTA	Palmetto Elementary does not have a PTO/PTA at this time.
Community Agencies/Business Partners	Palmetto Elementary has several business partners such as Happy Kids Transportation, Poinciana Transportation, Continentals from Solivita, United Academy of Martial Arts, and Leland Management

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.	Every student receives an agenda as the main form of communication between school and home. Many teachers also use Class Dojo or the Remind App to communicate with parents. The school sends flyers, information, and complete assignments home in the Wednesday Folder.
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 provided information on curriculum, achievement levels, progress monitoring and assessments through the Annual Meeting, parent-teacher conferences, parent nights, testing preparation nights, newsletters, and on the Palmetto Website.
Describe how your school provides information to parents in their native language. What languages do you provide?	Documents are provided in Spanish and Haitian Creole when possible. Translators are provided at parent meetings, workshops, and conferences.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	We will provide additional staff to meet the needs of parents, as necessary.
Describe the opportunities parents have to participate in their child's education.	Parents are encouraged to complete a volunteer application online. Computers are provided, if necessary, for parents to complete the volunteer application 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>
Classroom Management	Strategies to improve communication with students and parents	Book Study	All Teachers	on-going 2019-2020 SY
Data Driven Instruction	Strategies to improve understanding of data, how to communicate the data to parents, and how to find resources to meet students needs based on data.	Workshop	All Teachers	on-going 2019-2020 SY



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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	Reading, Math, and Science Parent Night	Parents will be provided with resources to assist their students at home. Parents will also be informed of academic expectations in reading, math, and science based on grade level curriculum.	November 14, 2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	FSA Test Prep for Parents	This meeting will provide parents with academic expectations for testing, test-taking strategies, and provide materials to help students at home.	February 6, 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Round-Up	School Readiness	April 23, 2020	<input type="checkbox"/>	<input checked="" 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	Fall Conference Night Spring Conference Night	Notify parents of student progress and provide strategies for assistance at home.	October 24, 2019 January 16, 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Parents will be asked to complete an Event Evaluation.
How will the needs of parents be assessed to plan future events?	A Parent Survey will be sent home in student agendas and the survey will also be placed on the school's Facebook Page.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Some barriers are language, work hours, meal time meetings, and childcare. These barriers are addressed by providing interpreters, varying meeting times, refreshments and childcare during parent meetings.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Events are offered on different days and times (sometimes on Saturdays).
How do parents who are not able to attend building capacity events receive information from the meetings?	Information is available on the Palmetto Website, Facebook page, and in the front office in the Title One Notebook. Parents can also request a meeting with the Title One Contact to receive information regarding any Parent Workshop.

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