



Parent and Family Engagement Plan 2019-2020

Haines City 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:

Haines City High School provides high-quality education by forging strong communal relationships, achieving academic proficiency, and reinforcing positive behavior. Through these provisions, Haines City High School creates Hornet Nation, which is a sense of pride; a feeling of comfort and confidence; a common ground; and a connection felt between students, faculty, families, parents, and community members.

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: _____

9/12/19



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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)	March & April 2020	Invitation/Flyer will be handed out to students and will be posted on School Marquee, Website and Facebook Page	Parents have the opportunity to actively participate of the meeting and mark up copies with comments and recommendations	Sign in papers, marked up copies
Parent and Family Engagement Plan (PFEP)	March & April 2020	Invitation/Flyer will be handed out to students and will be posted on School Marquee, Website and Facebook Page	Parents have the opportunity to actively participate of the meeting and mark up copies with comments and recommendations	Sign in papers, marked up copies
School-Home Compact	March & April 2020	Invitation/Flyer will be handed out to students and will be posted on School Marquee, Website and Facebook Page	Parents have the opportunity to actively participate of the meeting and mark up copies with comments and recommendations	Sign in papers, marked up copies
Title I Budget	November 2019	Invitation/Flyer will be handed out to students and will be posted on School Marquee, Website and Facebook Page	Parents have the opportunity to actively participate of the meeting.	Sign in papers, meeting minutes
Parent & Family Engagement Allocation	November 2019	Invitation/Flyer will be handed out to students and will be posted on School Marquee, Website and Facebook Page	Parents have the opportunity to actively participate of the meeting.	Sign in papers, meeting 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	September 19, 2019
How are parents notified of the meeting?	Parents are notified through the School marquee, flyers and through social media on our Facebook page and 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?	Translators will be provided, and the date/times of the meeting will correspond with a home sporting event, as to not require the families to make additional trips to campus.
How will you get feedback from parents about the meeting?	Parents are encouraged to complete a short evaluation providing feedback and suggestions for future events/meetings.
How do parents who are not able to attend receive information from the meeting?	The information will be made available on the school's 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, funded through Title X, provides support for identified homeless students. Title I provides support for this program and many activities implemented by the Heart program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
Migrant	Migrant students enrolled in Haines City High School will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. School Counselors and Support Staff will monitor the progress of these high need students and provide or coordinate supplemental academic support. Migrant Home School Liaison identify and recruit migrant parents.
Preschool Programs	N/A
Title III-ESOL	Haines City High School has ESOL teachers and paraprofessionals who work with ESOL students. We also offer after school tutorial 4 days a week. We provide professional learning opportunities to parents. Whenever possible, we provide materials to parents in their native language.
SAC	The School Advisory Council meets once a month to discuss issues and concerns and to make decisions regarding the governance of the school. Members are selected from the administration, faculty, parents, student body and community members. Members are notified of the meeting dates and times by email. All parents and members are encouraged to voice ideas and concerns during the meetings. The SAC reviews the School Improvement Plan, Title I expenditures, and the use of parent engagement monies.
PTO/PTA	N/A
Community Agencies/Business Partners	HCHS works with community agencies that provide various means of support for student incentives and programs. We have diverse members of the community that serve on our SAC and booster organizations.

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 and Family Engagement Plan and the Compact, Flyers, notifications/invitations, School and District Website and Facebook Page, School Marquee, Parent Workshops and Parent Nights, Open House, SAC meetings, Progress Reports, Parent Portal, report cards, interim reports, state assessment/curriculum 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.	This information is part of each teacher's syllabus that is distributed at Open House and the first day of school. Parents and Guardians can request copies of each teacher's information at any time. Parents can monitor grades, attendance, behavior, achievement level on state assessment, and assignments through parent portal (FOCUS).
Describe how your school provides information to parents in their native language. What languages do you provide?	Spanish and Haitian Creole translators are provided at parents and family events/workshops. Documents (Handouts) are also translated into Spanish and Haitian Creole.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Accommodations for students and parents with disabilities will be made available upon request.
Describe the opportunities parents have to participate in their child's education.	Parents and Families are invited to join the SAC and to be an active participant in the development of the Parent/Family Engagement Plan and School Compact. Approved volunteers are always welcome on campus. Parents can give input and suggestions through activity evaluations. Parents are also encouraged to contact the Title I office at 863-421-3281 ext. 237 or via email at igdelia.rivera@polk-fl.net. Parents with limited computer access are invited to use the computers available at the HCHS Parents and Family Resource Center.

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/Teacher Conferences	Foster improved communication to ultimately impact academic success.	PLC training/presentation	School Faculty	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>
Curriculum Areas	Curriculum and Testing Night	Participants will receive information to help parents understand expectations of rigorous curriculum and Online resources with more information about Florida Standards.	February 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Curriculum and Testing Night	Participants will receive the spring testing schedule, course testing requirements, and the required passing scores for the standardized assessments.	February 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College & Career	Grad Requirements and College and Career Night	Participants will receive information necessary to the college and career planning process. Guidance counselors will also provide information/help with completing the FASFA for post-secondary financial aid.	November 2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Graduation Requirements & Scholarships	Grad Requirements and College and Career Night	Participants will receive information to help them understand state graduation requirements based on what year the student entered 9th grade and to review grade level expectations.	November 2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How will workshops/events be evaluated?	Participant evaluations/feedback.
How will the needs of parents be assessed to plan future events?	Surveys results and comments on evaluations will be taken into consideration when planning future events and workshops.
What are the barriers for parents to attend workshops/events and how do you overcome these?	School provides translation services during meetings and workshops in both Spanish and Haitian Creole.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We offer our events on different dates and times to best accommodate as many parents and families as possible. For input meeting, for example, it may be offered in the morning during the school day, and one on another day after school.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information will be posted in the School website under the Title I tab as well as handouts will be available at the HCHS Parents and Family Resource Center located in the Main Office.

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