



## Parent and Family Engagement Plan 2019-2020

### Loughman Oaks 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:**

Our mission and vision at Loughman Oaks Elementary is to prepare our students to become college and career ready through a high-quality education that focuses on the whole child. We encourage our parents to be active participants in their child's education and experiences at LOE as well.

#### **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 black ink, appearing to read "Shirley Sparte", written over a horizontal line.

Date: 8-12-2019



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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)	9/20/18, 11/29/18, 2/14/19, 4/12/19, 5/28/19	Website, Email, Class DoJo, Classroom Newsletters, school Messenger	Parents are able to ask questions, respond to emails, notes in agendas, returned phone calls	Sign-in sheets, Email
Parent and Family Engagement Plan (PFEP)	4/12/19, 5/28/19	Website, Email, Class DoJo, Classroom Newsletters, school Messenger	Parents are able to ask questions, respond to emails, notes in agendas, returned phone calls	Sign-in sheets, email, plans with written input
School-Home Compact	4/12/19, 5/28/19	Website, Email, Class DoJo, Classroom Newsletters, school Messenger	Parents are able to ask questions, respond to emails, notes in agendas, returned phone calls	Sign-in sheets, email, plans with written input
Title I Budget	9/20/18, 11/29/18, 2/14/19, 4/12/19, 5/28/19	Website, Email, Class DoJo, Classroom Newsletters, school Messenger	Parents are able to ask questions, respond to emails, notes in agendas, returned phone calls	Sign-in sheets, Email
Parent & Family Engagement Allocation	9/20/18	Website, Email, Class DoJo, Classroom Newsletters, school Messenger	Parents are able to ask questions, respond to emails, notes in agendas, returned phone calls	Sign-in sheets, Email

*\*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 12, 19, and 26
How are parents notified of the meeting?	Invites, School Messenger, Website, School Marquee
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?	In order to fit all of our families into the parking lot, we have divided the dates for the various grade levels so that we can focus on Kindergarten, then 1st-3rd and 4th-5th.
How will you get feedback from parents about the meeting?	Each classroom will have comment cards available for parents to give their feedback, ask questions and make suggestions.
How do parents who are not able to attend receive information from the meeting?	PowerPoints will be made available on the website and handouts will be sent home with students not in attendance.





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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 refer all homeless students to HEARTH.
Migrant	N/A
Preschool Programs	We refer all students to ESE Pre-k as well as District VPK.
Title III-ESOL	Our ESOL staff are available for translation and assist with any inquiries from parents and community members.
SAC	Invites go out for every meeting to the entire school, business partners, and volunteers.
PTO/PTA	N/A
Community Agencies/Business Partners	We encourage, invite and depend on our community stakeholders.

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.	The use of student agendas, Class DoJo updates, school and class newsletters, Title I Parent Involvement Events
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.	Face to face parent/teacher conferences, Title I Parent Nights, Webiste, Title I Notebook located in the front office, newsletters, Annual Meeting
Describe how your school provides information to parents in their native language. What languages do you provide?	Spanish and Creole if needed
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Interpreters are available, translators are available, audible and written communications
Describe the opportunities parents have to participate in their child's education.	We encourage all parents to become registered volunteers. We find approved volunteers who are willing to mentor a child and send them to the proper district sponsored training for 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.

<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/Teacher Conferences	Teachers will be instructed on how to have an effective conference, appropriate ways to communicate with parents	Presenter, YouTube video	Classroom Teachers	Sept. 4, 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	Reading Is Awesome Family Math Night Wacky Science Night	All 3 workshops will focus on standards based activities that can done at home to enhance instruction.	10/24 11/21 1/23	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Annual Meeting, Conference and Curriculum Nights		TBD...throughout the school year 19-20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Orientation	Parents will stay informed and involved	August 8 and 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Kindergarten Roundup	Eases the transition into a more structured environment	April 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	Career Day for 5th grade	Allows 5th graders to begin to set goals and a plan for the future	May 2020	<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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How will workshops/events be evaluated?	Parent Feedback and comment cards
How will the needs of parents be assessed to plan future events?	Leadership Team will meet to discuss the feedback given after each event.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Majority of our parents are hourly paid employees and cannot take off from work, transportation is always a barrier as there is on public transportation near our school for parents to take advantage of, language is a barrier as many parents do not read their native language, they only speak it.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We will have morning opportunities, mid day activities as well as night time events to encourage attendance for all groups.
How do parents who are not able to attend building capacity events receive information from the meetings?	All information is sent home after events with those not in attendance, information is posted on our websites, and parents can request information at conferences.

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