

Interlachen Elementary	Involvement of Parents	
<p>Ted Haengel – Principal Kim Baggs - Assistant Principal 251 South County Road 315 Interlachen, FL 32148 (386) 684-2130 http://putnamies.ss7.sharpschool.com/</p> <p>2019-2020 Parent and Family Engagement Plan</p> <p>As a schoolwide Title I school, we assure the following measures to promote and support parents/families as equal partners in supporting student achievement:</p> <ul style="list-style-type: none">· Invite and encourage parents/families to jointly review, revise, and improve the Schoolwide Plan, the Parent and Family Engagement Plan, and the Parent-Student-Teacher Compact;· Invite and encourage parent/family attendance to the school's Annual Title I Meeting;· Involve parents/families in decisions about how Title I, Part A funds are spent;· Provide parent/families with timely information in an understandable format Right-to-Know information, and upon request, the professional qualifications of classroom teachers and paraprofessionals;· Provide an individualized student report on	<p><i>Describe the process of making this plan an ongoing shared responsibility and how parents/families provide input to review and improve this plan.</i></p>	<p>At IES all parents are invited to attend PTO/SAC meetings. Parent Involvement meetings are held monthly to discuss and plan family night, grade level and other events. At each monthly meeting dates, times and materials are planned, organized, and prepared for initiating the event. Meetings are documented with agendas, minutes. Additional notes and sign in sheets, which record parent input and concerns. Discussion is also held on how best to utilize the Title 1 parent involvement money. Also, any changes to the Parent Involvement plan, School Improvement Plan and Compact are discussed and voted on.</p> <p>A school compact is created/revised/reviewed each year by members and distributed at the beginning of the school year. Teachers use the compact during parent conferences as needed.</p> <p>PTO meetings are held monthly to plan for upcoming events and to disperse fund requests for technology, student rewards, software, field trips and other materials. Fundraisers are also brought to the table during the meetings. Discussion of how to best use the Title 1 parent involvement money is considered during those meetings as well.</p> <p>Additionally, PIDAC meetings are held monthly at the Federal Programs office Conference Room for parents to participate on a District level. Agenda, Minutes and sign in sheets document parent participation and correlation to student academic achievement. Funding of Title 1 dollars to schools is discussed and input is encouraged regarding parent involvement dollars.</p> <p>The school hosts parent conferences so that parents and teachers can communicate relevant information about a student's academic performance, behavioral needs, and/or how parents can support their child at home with school based issues. Parents are invited to attend the Meet the Teacher night, the annual Title one meeting, and Open House within the first two months of school. Teachers will contact any parent of a student who has a PMP (Academic Progress Monitoring Plan) and or Behavior Interventions to arrange a conference to discuss the process and expectations.</p>

<p>their child's performance on State tests; and</p> <p>· Provide a description within the PFEP of how the school will carry out the requirements of Section 1118 of ESSA.</p>		<p>Teachers generate either a weekly or monthly newsletter to be sent home to communicate classroom and school wide events. IES also generates a monthly school newsletter to be sent home with up-coming events and other important information about the school such as health screenings and Dad's Bring Your Child to School Day.</p> <p>The school and teachers use phone calls, text messaging and email to send specific reminders about events taking place at the school. Parents have the ability to opt in/out of these communications. The school sign, webpage and Facebook page is used to display announcements.</p> <p>The 21st Century After School program offers Parent Nights and other events throughout the year.</p> <p>The main focus is to increase the number of parents actively engaged with the School. While we would like to increase the number of parents attending PTO/SAC Meetings, & PIDAC, we realize that most of our parents have careers and it's difficult for them to attend meetings on a monthly basis. Some are stay at home parents that don't always have transportation available. Technology is allowing us to involve parents in a non-traditional way. As we increase the output of information related to the activities at IES, technology is allowing parents and guardians to respond digitally and still voice their input through our school Facebook page. Parents are kept informed of all IES events, by phone, email using the School Messenger online system, school website and facebook page.</p> <p>Additionally we utilize the school sign, channel 8, local newspaper, and our website. The plan is shared on our school website, facebook page and it is available in the front office in hard copy. Parents are encouraged, at our Annual Title 1 meetings, PTO/SAC meetings, to give input to ensure they have a voice in the making of the plan. Each year the plan is voted on by parents with the changes made as requested. Increasing parental involvement in all facets of the school environment will foster each student's academic success.</p>
	<p><i>How do you use the review of the previous year's plan</i></p>	<p>The review of the previous year's plan is held at one of the PTO/SAC and Parent Involvement meetings prior to school ending. At those meetings the previous</p>

	<i>to retain, revise, or replace strategies to design more effective engagement?</i>	year's plans are discussed, revised, or replaced based on parent recommendations. It is then sent out for parents to vote on the changes and/or make additional revisions as deemed necessary. School data is analyzed to ensure the effectiveness of the plan. This includes sign-in sheets, additional notes, and parent recommendations. We solicit feedback from parents/guardians during each Title 1 Parent Night.
	<i>How will you involve parents/families in the decision making of how Title I Parent and Family Engagement funds are spent?</i>	IES involves the parents and families in the decision making of how Title 1 Parent and Family Engagement funds are spent through monthly PTO/SAC and Parent Involvement meetings as well as the Title 1 Parent Nights each year in September and February.
	<i>What evidence do you have to document parent/family participation in writing/reviewing your PFEP? What evidence do you have that documents parent/family input in spending PFE funds?</i>	All evidence is obtained through meeting agendas, sign in sheets, school Facebook page comments (screen shots) and annual voting.
	<i>Describe how the school will share comments/concerns received from parents/families with stakeholders concerning the Schoolwide Plan and PFEP. How will this plan be made available to the community?</i>	IES will share comments/concerns received from parents/families with stakeholders concerning the Schoolwide plan and PFEP through advertising on the school webpage and Facebook page, during PTO/SAC/PIC meetings and during Title 1 meetings held at least twice each year. The plan will be made available to the community from the District webpage, school webpage, school facebook page and a hard copy will be available in the front office should a parent wish to inquire.

Flexible Parent Meetings

Describe how the school provides flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend.

Family Nights are held in the evening so the majority of parents and guardians can attend. Some specific grade level events, such as musicals, are held during the day as well as in the evenings to accommodate parents. All parent conferences and meetings such as MTSS, IEPs, 504s and others are held at the parents' convenience. Home visits and phone conferences are held when parents are unable to physically be present at the school setting. Transportation is provided, if requested to facilitate parent attendance at meetings. At some events food is provided.

Describe what childcare, home visits and/or transportation services are provided by your school to allow all parents to participate in the education of their child.

These are available upon request prior to the event.

Annual Parent Meeting

Date and time you will hold your Annual Title I Meeting

September 17, 2019 6:00-7:00 PreK-2nd
September 19, 2019 6:00-7:00 3rd-5th
February 2020 prior to Data Date Night

Notification and Invitation:

- *How will the school inform and invite parents/families in a timely manner about the Annual Meeting?*
- *How will the school assure the notification and invitations are in a language all parents can understand?*

The meetings are in the school newsletter, school webpage, school Facebook page and a flyer is backpacked home.

The information is available in other languages upon request.

Information:

Please describe how your meeting will cover the required information about:

- *Benefits to all students in a Title I schoolwide program;*
- *Right-to-know 4-week out-of-field letters & teacher and paraprofessional qualification information,;*

Each year the principal creates a ppt slide show with this information. It is presented at the meeting and discussion facilitated as necessary. Pictures of pertinent documents are scanned into the ppt so that parents have a visual.

<ul style="list-style-type: none"> ● <i>explanation of curriculum;</i> ● <i>assessments used to measure student progress,;</i> ● <i>expected achievement levels on state tests;</i> ● <i>PFE funds;</i> ● <i>School Compact and;</i> ● <i>opportunities provided for engagement.</i> 	
<p><u>Barriers:</u></p> <ul style="list-style-type: none"> ● <i>What barriers will you address to encourage parents/families to attend? Ex: Childcare, Transportation, Meals, Translations</i> 	<p>Transportation- Transportation is provided when requested or needed. We also alert parents of alternate transportation providers such as Ride Solutions offered in our County.</p> <p>Economic Hardships - The school provides school supplies, clothing, shoes, food backpack program, books in collaboration with Title 1 funding, local churches and other community organizations.</p> <p>Education - Parents will be provided information regarding standards, curriculum, assessments - classroom/district/state, health, mental wellness. Literature is available to parents that offers ways to help students succeed in school. A Parent Handbook is provided at the beginning of the year to each family.</p> <p>Scheduling Conflicts - IES works hard to offer flexible meetings, activities and other events for parents and guardians.</p>
<p><u>Evaluations:</u></p> <ul style="list-style-type: none"> ● <i>How will you get feedback from parents about the meeting?</i> 	<p>Feedback is asked for and encouraged during every parent activity. Parent and guardians submit feedback through the school's Facebook page, emails, parent teacher conferences, and monthly PTP/SAC/PIC meetings.</p>
<p><u>Parents who do not attend?</u></p> <ul style="list-style-type: none"> ● <i>How will you get the information home to parents who did not attend the meeting?</i> 	<p>Some information is backpacked home. Other information is shared via Remind, email, the school webpage, the school Facebook page and at monthly meetings.</p>
<p>Building Capacity of Parents to Support Their Child</p>	

Explain how parents/families are invited to participate in activities such as parent trainings that are linked to student achievement.

- *How will your school help parents gain an understanding of such topics as: the State's standards, state assessments, achievement levels of proficiency, and how to monitor their child's progress?*
- *What training or materials will you provide to help parents work with their child to improve their child's academic achievement?*

<u>Title - Topic</u>	<u>Impact on Student Achievement</u>	<u>Materials</u>	<u>Tentative Date/Time</u> <u>Is this flexible to</u> <u>accommodate</u> <u>parent schedules?</u>	Transportation	Refreshments	Childcare	Translation
Title 1 Annual Meeting Open House Progress Report Night	Increase parent understanding of resources and materials available to assist all aspects of student growth. To educate and inform parents of Florida Standards and modes of progress monitoring and testing. Share student data and set up conferences at the parents' convenience to discuss student needs.	Flyers PPT	Sept. 17th and 19th 6:00-7:00 pm Yes, parents have two options February 2020	As needed and upon request	NA	As requested	As needed
Cambridge Parent Night	Increased understanding/increase learning and building relationships	Cambridge Teachers	TBD	As requested	NA	As requested	As requested
PTO Meetings	Encourage family and school ties/engaged parents/exposure to school improvement and decision making/building positive school culture	PTO Officers	Monthly	As requested	NA	As requested	As requested
Fudge for Fourth Grade	To educate and inform parents about the upcoming state assessments. To build relationships between students/teachers/parents.	Fourth grade teachers	February 2020	As requested	NA	As requested	As requested
AR Reading Program/Book	Increased understanding of the Accelerated Reading Program	Lynn Redman and Literacy Contacts	TBD	As requested	Yes	As requested	As requested

<i>implements activities that build relationships with the community, business partners, and churches, to improve student achievements</i>	provide food and materials for our students and parents throughout the school year. For example, the local bank provided donuts for our Dads Take Your Kids to School Day breakfast. They even helped serve the dads.
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- Examples of capacity building events/activities: literacy training, using technology, Florida standards/curriculum, testing, progress monitoring, transition information, (K, MS, HS), College and Career, Graduation requirements & scholarships.
- Agendas must document that parent/family activities had an academic component that facilitated parents and family being able to support their child's Academic achievement. Sign-in sheets are required documentation.

Building the Capacity of Staff (Professional Development)

Please describe the professional development activities the school will provide to educate teachers, pupil services personnel, principals, and other staff on....

- *how to reach out to, communicate with, and work with parents/families as equal partners,*
- *the value and utility of contributions of parents/families*
- *how to implement and coordinate parent/family programs*
- *how to build ties between parents/families and the school*

Please describe below how you will provide professional development

<u>Topic-Title</u>	<u>Purpose?</u> How does this activity help staff build school/parent relationships?	<u>Implementation format:</u> (workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Staff Positive Behavior Support Training	Staff awareness of the power of positive reinforcement of behavior strategies. Teachers are instructed on how and when to communicate with parents. This training helps with maintaining a positive school	Workshop School Admin	Instructional and Non-Instructional	August 13, 2019

	climate.			
Youth Mental Health Training	Staff awareness of mental health issues in students and how to play a supportive role with parents.	Workshop District Presenter	All staff	October 15, 2019
Grade Level PLCs	For teachers to communicate clear expectations and goals using the Florida Standards. Teachers discuss data, reflect on strategies and share ideas used to increase student growth and proficiency.	Workshop Lead Teachers & School Admin	Instructional Staff	Weekly beginning September 2019
School-wide PLCs	For Administration and teachers to communicate clear expectations and goals using school wide academic and behavior data as well as grade level data trends. Teachers and Admin work together with collective responsibility to increase student achievement/growth rates and to increase proficiency in both Positive Behavior (less referrals and suspensions) and state-wide and district assessments.	Workshop School Admin	All Staff	Monthly beginning September 2019

Communication	
<i>Describe how you notify each family in a timely manner in an understandable format when their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is out of field?</i>	Each year prior to report cards, a letter is sent to parents informing them of their right to know their child has been taught by a teacher that is out of field. It explains how to look the information up on the Florida Dept. of Education Website as well.

<i>Describe how you provide each family with timely notice in an understandable format information regarding their right to request information on the professional qualifications of their student's classroom teachers and paraprofessionals.</i>	This information is shared during our Title 1 Parent Meeting via PPT and the Title 1 Bifold that is backpacked home in August of each school year.
<i>Describe how parents are informed of the curriculum, forms of assessment used to measure student progress, and the achievement levels students are expected to obtain.</i>	Title 1 Parent Meetings, Open House, Data Chat Nights, Parent Teacher conferences
<i>Describe how the school will provide each family on individualized report about their child's performance on state assessments.</i>	A copy of the report is kept in the front office for parents to pick up at their convenience. They may also view this information on Skyward Parent Portal.
<i>Describe how you ensure that your school holds parent-teacher conferences during which the compact is discussed as it relates to the individual child's achievement. How is this requirement documented that it occurred? <u>(This is a requirement for elementary schools only)</u></i>	At the beginning of the year, parents are given a copy of the compact. The teacher reviews the compact with the parent and student during Open House prior to setting up parent conferences. The compact is used during conferences throughout the year. It is documented on the Open House Agenda.

Coordination and Integration

Describe how you coordinate and integrate parent and family engagement activities in the programs listed below to help parents help their child at home.

• Homeless	Once students are identified, Project Praise under the McKinney Vento Act, provides tutoring and helps with basic needs..
• Migrant	Transportation and services for Migrant children with specific needs.
• Headstart	The school has two PreK classes on campus. We promote voluntary Kindergarten Round up. IES coordinates with local daycares to

	promote Kindergarten Round Up as well. Teachers hold a parent information night in May for upcoming Kindergarten parents. The roundup is advertised through flyers, social media, call out, school sign and website.
• <i>Title II</i>	
• <i>Title III - ELL</i>	Translation/tutors are available for ELL students. We also provide ESOL certified staff.
• <i>Title IV</i>	IES promotes a safe and drug free school. It is a zero tolerance zone. A school counselor is available for students and parents. The Counselor and MTSS coordinator also assist with behavioral plans and teacher support through counseling with students, teachers, and families as needed.
• <i>Title V</i>	
• <i>ESE</i>	The school serves a high population of ESE students.
• <i>Neglected and Delinquent</i>	
• <i>SAC</i>	The school has an active SAC committee. The group meets monthly along with PTO to discuss events and expenditures needed to help promote teacher/student success in the classroom and parent involvement activities.
• <i>PIDAC/MPAC (Migrant Parent Advisory Council)</i>	IES Parent Involvement contact reaches out to parents and gives the names and numbers to the district liaison. The liaison works with the parents to involve them in the district meetings, giving them a voice in the community, and the parent then brings this information back to the school level to share at the PTO/SAC/PIC meetings.
• <i>PTO/PTA</i>	The school has an active PTO/PTA. The group meets monthly to discuss events and expenditures needed to help promote teacher/student success in the classroom and parent involvement activities to involve families..
• <i>Community Agencies</i>	CDS Family and Behavioral Health Services, INC - parents of students who qualify are assisted with transportation to doctor appointments and the pharmacy. Students and parents may also qualify for counseling services and/or resources. Children's Home Society
• <i>Business Partners</i>	Community State Bank in Interlachen volunteer time and resources to help during family/parent events First Baptist Church of Interlachen volunteer time and resources to help students and families. They are also available to mentor. Kona Ice donates time and resources to assist in the behavior and attendance incentives during the school year.
• <i>Other</i>	

Accessibility

<p><i>What opportunities do parents have to participate in their child's education?</i></p> <ul style="list-style-type: none">• Volunteer?• Mentor?• SAC?• PTO/PTA?• Other?	<p>Parents have the options to volunteer, attend field trips, attend PIDAC district led meetings, attend the SAC/PTO or Parent Involvement meetings, parents are encouraged to contact the school if they have a need.</p>
<p><i>What forms of communication do you provide parents in an understandable and uniform format as it relates to:</i></p> <ul style="list-style-type: none">• school and parent programs• meetings• school reports• other activities	<p>Parents are provided flyers, printed progress reports and report cards, printed copies of state assessments. Parents are informed via social media, webpage, email, school sign, and school and classroom newsletters. The school also uses Remind and School Messenger for Call outs.</p>
<p><i>What barriers hinder participation by parents in parental engagement activities?</i></p> <p><i>What steps will you take this school year to overcome these barriers - with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.</i></p> <p><u>Please address the subgroup populations that are included in your schoolwide plan data.</u></p>	<p>Transportation- Transportation is provided when requested or needed. We also alert parents of alternate transportation providers such as Ride Solutions offered in our County.</p> <p>Economic Hardships - The school provides school supplies, clothing, shoes, food backpack program, books in collaboration with Title 1 funding, local churches and other community organizations.</p> <p>Education - Parents will be provided information regarding standards, curriculum, assessments - classroom/district/state, health, mental wellness. Literature is available to parents that offers ways to help students succeed in school. A Parent Handbook is provided at the beginning of the year to each family.</p> <p>Scheduling Conflicts - IES works hard to offer flexible meetings, activities and other events for parents and guardians.</p> <p>These barriers include all subgroups.</p>
<p><i>How does your school provide information to parents in their native language?</i></p> <p><i>What languages do you provide?</i></p> <p><i>Do you provide translators or facilitators at parent events/workshops? Or, do you</i></p>	<p>As soon as it is known that the parent needs information in their native language we obtain the information. Most of the time a Spanish version is already available.</p> <p>We have faculty and staff that are able to translate.</p>

provided workshops in a parent's native language? Explain.

How will the school encourage and support additional opportunities for more meaningful engagement for parents/families in the education of their child?

- *Parent/Family Resource Centers*
- *Parent Liaison*
- *Other*

21st Century After School Program