





## Parent and Family Engagement Plan 2019-2020 (School Name)

### **EVERY TITLE I SCHOOL IN POLK COUNTY WILL:**

1. Involve parents and families 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)				
Parent and Family Engagement Plan (PFEP)				
School-Home Compact				
Title I Budget				
Parent & Family Engagement Allocation				

*\*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 and families to be involved.

Tentative date & time(s) of meeting	
How are parents and families notified of the meeting?	
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 and families 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?	
How will you get feedback from parents and families about the meeting?	
How do parents and families who are not able to attend receive information from the meeting?	

## Parent and Family Engagement Plan 2019-2020 (School Name)

3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents and families in more fully participating in the education of their children and/or to help support learning at home.

Title IX-Homeless	
Migrant	
Preschool Programs	
Title III-ESOL	
SAC	
PTO/PTA	
Community Agencies/Business Partners	

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.	
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 and families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	
Describe how your school provides information to parents and families in their native language. What languages do you provide?	
How are the needs of parents and families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	
Describe the opportunities parents and families have to participate in their child's education.	

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 and family 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>



## Parent and Family Engagement Plan 2019-2020 (School Name)

6. Provide assistance, training, workshops, events, and/or meetings for parents and families 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>	<u>How will this support learning at home?</u>
Curriculum Areas								
State Assessments & Achievement Levels								
Technology, Parent Portal								
Transition (Kdg, MS, HS)								
College & Career								
Graduation Requirements & Scholarships								
Conferences								

How will workshops/events be evaluated?	
How will the needs of parents and families be assessed to plan future events?	
What are the barriers for parents and families to attend workshops/events and how do you overcome these?	
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	
How do parents and families who are not able to attend building capacity events receive information from the meetings?	

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