



## Parent and Family Engagement Plan 2019-2020

### N.E. Roberts 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:

Roberts Rockets working together, encouraging each other to become lifelong learners, who are able to solve problems in the real world. Families, community and staff building the foundation necessary to create productive citizens.

#### 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: Rachel Jones Date: 9/27/19



## Parent and Family Engagement Plan 2019-2020

N.E. Roberts Elementary

### 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)	9/19/19	Flyer home to all parents, and announced on social media	Parents/Families we invited to provide written and verbal suggestions during the meeting.	SAC sign in sheets, SAC minutes, marked forms
Parent and Family Engagement Plan (PFEP)	3/17/19	Written invitation on school letterhead stationery, and announced on social media	Parents/Families filled out a questionnaire and marked suggestions directly on the PFEP	SAC sign in sheets, SAC minutes, marked forms
School-Home Compact	3/17/19	Written invitation on letterhead stationery, and announced on social media	Parents/Families filled out a questionnaire and marked suggestions directly on the PFEP	SAC sign in sheets, SAC minutes, marked forms
Title I Budget	9/19/19	Flyer sent home with students to parents, and social media	Parents/Families were invited to ask questions and make suggestions.	SAC sign in sheets, SAC minutes, marked forms
Parent & Family Engagement Allocation	9/19/19	Written invitation on school letterhead, social media	Parents/Families were asked to share thoughts and ideas pertaining to the allocation.	SAC sign in sheets, SAC minutes, marked forms

*\*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 at 6:00 PM
How are parents notified of the meeting?	Written invitation will be sent home with students, it will be advertised on the marquee, social media, REMIND texting app, and labels in student agendas.
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?	We will offer 2 meeting dates-evening and morning, children are welcome at the meetings, and we will translate information into Spanish and Haitian Creole when possible.
How will you get feedback from parents about the meeting?	Parents/Families will be given the opportunity to fill out an evaluation of the meeting that also allows for them to request more information and meet with the Title I contact for further assistance.
How do parents who are not able to attend receive information from the meeting?	Information from the meeting will be sent home to all students the day after the meeting and uploaded to our school website.





## Parent and Family Engagement Plan 2019-2020

### N.E. Roberts Elementary

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.

<b>Title IV-Homeless</b>	We work with Hearth to identify and provide for help for homeless students. School staff identifies homeless or food insecure students so services can be provided to them. Supplies, uniforms, backpacks, and other needs are provided on a continual basis. Kid Pak food packages are sent home every weekend.
<b>Migrant</b>	Materials are translated into the parents'/family's native language, home visits are arranged as needed, and translations can be made available at parent events and teacher/parent conferences if requested (by teacher or parent).
<b>Preschool Programs</b>	Parents of Pre-K students are invited to attend all school events.
<b>Title III-ESOL</b>	Our school employs a full time ESOL Para that works with students in small groups. We provide translated materials in the parents' native language and work with the ESOL para to meet the needs of our ESOL student population.
<b>SAC</b>	All parents/families are invited to and notified of all SAC meetings through the school calendar, social media, the school website, newsletters, the school marquee, Remind text app, flyers, and labels in student agendas. Members are elected according to the bylaws, which are presented by the principal at the first School Advisory Council meeting of the school year. All parents that attend may speak but only members may vote. Parents members also help plan parent events.
<b>PTO/PTA</b>	All parents/families are invited to and notified of all PTO meetings through the school calendar, social media, the school website, newsletters, the school marquee, Remind text app, flyers, and labels in student agendas. Members are elected according to the bylaws, which are presented by the principal at the first Parent Teacher Organization meeting of the school year. All parents that attend may speak but only members may vote. Parents members also help plan parent events.
<b>Community Agencies/Business Partners</b>	Community members are invited to attend SAC and PTO meetings and parent events. They are kept informed about school events and encouraged to participate.

4. Utilize strategies to ensure meaningful communication and accessibility.

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.</b>	Parents/families are able to schedule conferences with the teacher, counselor, administration, or Title 1 contact as needed. We utilize social media, texting apps, phone conferences, newsletters, and our school website to communicate with parents. Parents/families are also encouraged attend and invited to all SAC and PTO meetings.
<b>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.</b>	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.
<b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	Parents/families are provided this information through parent and teacher face to face conferences. Teachers use a conference agenda with all the this information filled in to conduct conferences. Parents are given a copy to take home with them. This information is also provided during the Annual Title 1 Meeting.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	We provide the school Compact, PFEP, and resource materials at all events to build capacity in Spanish. The Compact, PFEP, and some resource materials are provide in Haitian Creole. We have translators available for parent conferences at the request of the parent or teacher.
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Parents will disabilities are encouraged to volunteer, attend events, and join SAC and PTO. Our campus is wheelchair accessible and we address all other disability related needs on an individual basis.
<b>Describe the opportunities parents have to participate in their child's education.</b>	Parents are encouraged to attend SAC and PTO meetings, schedule parent/teacher conferences as needed, volunteer, and attend events. Parents are notified of these opportunities through the newsletter, social media, text apps, and the school marquee

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>
Successful Parent, Student, Teacher Conferences	This PD instructs teachers how to build relationships with parents in order to better meet the needs of students.	Staff development will be presented via power point presentation and staff collaboration.	All staff	January 15, 2020 @ 1:00 Pm