



2018-2019 Title I Parent and Family Engagement Plan

Frostproof Elementary



General introduction of school’s vision for parent and family engagement.

The mission at Frostproof Elementary is to provide all students with learning experiences that result in high school achievement by demonstrating mastery of their grade level Florida Standards. Frostproof Elementary will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. Our doors are always open and we welcome all parents and families to be a part of their child’s/children’s learning.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

Principal: _____ Date: _____

Involvement of Parents	
<p>If the school wide program plan under Section 1116 (b) (1) is not satisfactory to the parents of participating children, the school will include/submit the parents’ comments with the plan that will be made available to the local education agency Section 1116(b) (4).</p> <p>Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.</p>	
<p><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></p>	<p>All parents and community members are invited to discuss, revise, and provide feedback of the 2018 and 2019 Plan through SAC meetings and parent meetings held February through April.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>This plan is reviewed throughout the year to check progress and make changes to what has been planned.</p>
<p><i>How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?</i></p>	<p>Parents and families are given opportunities to provide feedback after each family engagement activity and the results are used to plan future parent and staff training.</p>
<p><i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i></p>	<p>Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their “Parent and Family Engagement Policy”. Schools are required to provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring.</p>

<i>How will this plan assist in providing high quality instruction for all learners?</i>	The plan helps ensure that we provide parents/families with information, materials and resources to support their child’s learning at home by offering parent workshops throughout the year on the Florida Standards, literacy, and strategies to support the high quality instruction provided during the school day.
<i>How will the school share comments received from parents/families?</i>	All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When feasible, parent suggestions are incorporated into the plan.
<i>How will this plan be made available to the community?</i>	This plan is available to all parents, business partners, and School Advisory Council members. The plan is also available on our school website and in the Title I parent information notebook that is located in our front office.

Annual Parent Meeting

The school will conduct an Annual Meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

<p>Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are in other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.</p>	
<p><i>Date and time you will hold your meeting?</i></p>	<p>Our Annual Parent Meeting will be held on August 30th 1st grade, September 6th 2nd grade, and September 13th kindergarten. We will have a meeting at 8:00am and 5:00pm. The meetings will be held in the individual classrooms. All parents are invited and encouraged to attend one of the meetings. A PowerPoint will be shared via the video network describing the Title I program, Curriculum and Assessments and School-Parent Compact.</p>
<p><i>Notification and Invitation:</i></p> <ul style="list-style-type: none"> ○ <i>How will you inform and invite parents/families in a timely way about the Annual Meeting.</i> 	<p>All parents will be notified of the Annual Parent meeting via a flyer in the backpack, a text message, Facebook, school website, Remind and a sticker in the student planner. The information for this meeting will be posted on our school website and marquee in front of the school.</p>
<p><i>Information:</i> <i>Please describe how your meeting will cover information about:</i></p> <ul style="list-style-type: none"> ● <i>the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.</i> 	<p>The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.</p> <p>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.</p> <p>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 information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.</p>
<p><i>Barriers:</i></p> <ul style="list-style-type: none"> ○ <i>What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</i> 	<p>Materials given out will be translated in English and Spanish as well as a translator being provided at the meeting. Parents are welcome to bring child(ren) to the meeting so childcare is not needed.</p>
<p><i>Evaluations:</i></p> <ul style="list-style-type: none"> ○ <i>How will you get feedback from parents about the meeting?</i> 	<p>Every parent who attends the meeting is asked to complete a short evaluation of the meeting. The evaluation provides feedback on the meeting and asks if the meeting helped to become familiar with Title 1, the curriculum and testing at Frostproof Elementary.</p>
<p><i>Parents who do not attend?</i></p> <ul style="list-style-type: none"> ○ <i>How will you get the information home to parents who do not attend the meeting?</i> 	<p>For parents who are not able to attend this meeting the information is available on our school website.</p>

Flexible Parent Meetings

The school provides trainings, meetings, and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<p><i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i></p>	<p>Parents are provided a calendar of events at the start of the school year. All dates and times of events are posted on our school website, Facebook and text messages are sent using Remind.</p> <p>Frostproof Elementary will host school-wide Conference Night twice per year. The first Conference Night will take place on Thursday, October 11, 2018 from 3:30pm – 6:30pm. The second school wide Conference Night will be on Wednesday, February 20, 2019 from 3:30pm – 6:30pm. To provide flexibility and ensure all parents are accommodated, teachers will also be available before and after school or during planning as needed throughout the year for conferences.</p>
<p><i>Describe what childcare, home visits and/or transportation services are provided by your school.</i></p>	<p>Telephone conferences are provided as a flexible option for parents.</p> <p>Parents are welcome to bring child(ren) to the meetings so childcare is not needed.</p>

Communication

The school will provide parents of participating children; a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet **Section 1116(c)(4)(B)**; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children **Section 1116(c)(4)(C)**

<p><i>How do 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?</i></p>	<p>Schools are required to 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. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.</p>
<p><i>How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?</i></p>	<p>At the beginning of the year a Right to Know letter is provided to all parents.</p>
<p><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></p>	<p>Parent reports are sent home after each progress monitoring assessment (three times a year).</p> <p>Teachers provide assessment information during Annual Parent meeting, open house, newsletters and parent conferences.</p>
<p><i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i></p>	<p>N/A</p>
<p><i>How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?</i></p>	<p>Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.</p>

Building Capacity of Parents

School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e) (1-3)]. School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2)].

Explain how parents 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 or proficiency and how to monitor their child's progress.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Conference Nights	Teacher will communicate with parents specific information about the progress of their child and how to help them at home.	Teachers will provide strategies for parents to help their child at home. Student assessment data.	October 11, 2018 February 20, 2019				X
Dads Take Children to School Day – School will provide fathers with resources and materials to support their child's education.	Fathers will be involved in their child's learning.	Free book for each family and bookmark with reading strategies	September 25, 2018		X		X
Transition (Kdg) – Kindergarten Round-up	Students Show What you Know and parents are provide a Summer packet for each child.	Provide parents of incoming Kindergarten information on how to prepare their child for school. Summer packet – book, crayon, reading strategies bookmark, scissors, glue, pencil and kindergarten readiness student packet.	Spring 2019				X
Literacy Night	Provide parents with strategies and activities to promote student success in English Language Art (ELA) and mastery of the Florida Standards.	Reading tips and strategies for reading. Reading activities for home. Provide information on assessments in the area of reading.	September 27, 2018		X		X
Math Night	Engage parents and students in hands on math activities that align with Florida Standards.	Hands on workshop	October 30, 2018				X
Family Media Nights	Engage students and parents to increase reading and writing skills for students.	Books Websites that promote reading. Accelerated Reading	October 2018 - April 2019		X		
STEM Night	Engage students and parents in science standards and experiments.	Orlando Science Center Hands on Workshop	January 17, 2019				X
How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?		Evaluations at previous workshops Parent meetings to review compact and old PIP. SAC, PTO, Parent Advisory meetings					

<p>How do you evaluate effectiveness?</p>	<p>We provide evaluation forms at each parent activity to get parent feedback</p>
<p>Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.</p>	<p>FES has a Parent Resource Room that is available for families: Southeast Region@ Frostproof Elementary 863-635-8600 Hours of Operation Monday, Wednesday, and Friday from 7:30 AM to 3:00 PM and Tuesday and Thursday from 10:30 AM – 6:00 PM or 10:30 AM – 8:00 PM for evening classes. Here are a few things the center will offer families of a Title I student:</p> <ul style="list-style-type: none"> • Parent Resource Room • Informational brochures and pamphlets on a variety of topics • Information on local community resources, including ACCESS • Educational materials to check out and use at home with your child • Learn English USA Learn • Bilingual Materials • HOMEWORK HELP on Tues/Thurs from 3-6pm • Computers for parents to use • First Aid CPR classes • Family games • GED study guides and adult school information <p>The center will offer many classes and workshops. Here are some of the workshop topics that will be offered: Sailing Toward a Successful Student Conference, 7 Habits of Happy Kids, Free Financial Fitness Workshop, Ways to Encourage Responsibility and Independence with Your Child, internet safety, stranger danger, and many other topics.</p> <p>Parents can register for classes on our website or by calling the center.</p> <p style="text-align: center;"> www.polk-fl.net/parents/involvement/pirc.htm http://www.polk-fl.net/parents/involvement/plug.htm </p>
<p>Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?</p>	<p>Classroom Business Partners provide teachers resources to purchase items to increase student learning We partner with community agencies and organizations to offer free courses, family events, and activities that will equip families with new or additional skills, knowledge, and resources. Workshops and classes will engage parents in innovative and meaningful partnerships for learning. Churches donate Kids Packs.</p>

- *The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.*

Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school **Section 1116(e) (3)**

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...				
<ul style="list-style-type: none"> ○ <i>how to reach out to, communicate with, and work with parents/families as equal partners,</i> ○ <i>the value and utility of contributions of parents/families</i> ○ <i>how to implement and coordinate parent/family programs</i> ○ <i>how to build ties between parents/families and the school</i> 				
<u>Topic -Title</u>	<u>Purpose?</u> How does this 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>
PIRC – Information Staff Training	Familiarize and provide staff with information and resources to share with families the programs and resources that are offered through the Parent Center.	PLC/PIRC Classroom/Administration/ Reading Coach/ Anna Loaiza	Classroom Teachers	September 6, 2018
Effective Parent Conferencing	To equip teachers with best-practices on parent teacher conferences	PLC/Pamphlet/Administration/ Reading Coach	Classroom Teachers	Fall 2018

Coordination and Integration:

The school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e) (4)].

Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:

○ Parent Family Resource Room	Anna Loazia - Classes, Training and workshops are offered throughout the year to help parents be successful in their child's education. Child Care, dinner and transportation is provided with some of the many workshops and trainings. Homework help is available Every Tuesday and Thursday from 3-6pm. Resources and materials are available for parent check out.
○ Florida First Start	Kyra Clark 0-3 years – She works with parents and children on readiness skills
○ Head Start/VPK	Oleda Johnson, Kindergarten Round Up – Readiness packages provided to support learning at home, Pre-K-2 Math Night, PreK-2 Science Night, Parent Resource Room
○ ESOL	The ESOL teacher meets with parents throughout the year to review ESOL placement and services.
○ SAC School Advisory	Meetings are held monthly throughout the year. Parent are asked to join the SAC team. The school will provide background on curriculum during SAC meetings.
○ PTO/PTA	Parents are asked to join the PTO Team. Meetings are held monthly throughout the year.
○ IDEA	ESE Teachers will meet with ESE families once each year to update and review IEP
○ Homeless	Students are identified and referred to the Hearth program that provides assistance and support to the families.

Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. Sec 1116(e)(5) and 1116(f)

<p>What opportunities do parents have to participate in their child (rens) education? Volunteer? Section 1116 (d) (c)</p>	<p>Frostproof Elementary will invite all FES families to different activities throughout the year. Our volunteer coordinator provides a volunteer meeting in October informing parents of the volunteer opportunities that are available at FES. We encourage parents to volunteer in various capacities: Teacher support, mentoring and special activities. Parent Teacher Organization: Parents and staff meet monthly to discuss ongoing activities at the school. School Advisory Council: Parents, staff members, and community members meet monthly to discuss the implementation of the school Improvement Plan, how certain monies are allocated, and to vote on various matters related to the school.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to; • school and parent programs</p>	<p>We communicate with parents about school programs, meetings, school reports and other various activities in the following ways:</p>

<ul style="list-style-type: none"> • <i>meetings</i> • <i>school reports</i> • <i>and other activities</i> 	<p>FES Website, Facebook, Remind, student agendas, school calendar, parent newsletters, PTO and SAC Meetings , Progress Reports, report cards, school marquee, flyers, notifications/invitations, Title 1 Parent and Family Engagement Plan and FES Compact.</p>
<p><i>What barriers hinder participation by parents in parental involvement activities?</i> <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>FES has many ESOL parents with limited English, therefore translation is provided at all school events. FES provides various days and times for school events to accommodate parent work schedules. All school communication is provided in both English and Spanish. School events that offer food/refreshments are provided free of charge or at a minimal cost to the parent(s). The school is equipped with handicapped ramps and facilities to accommodate parents.</p>
<p><i>How does your school provide information to parents in their native language?</i> <i>What languages do you provide? Section 1116 (e) (5)</i></p>	<p>FES has many ESOL parents with limited English, therefore translation is provided at all school events. FES provides various days and times for school events to accommodate parent work schedules. All school communication is provided in both English and Spanish. School events that offer food/refreshments are provided free of charge or at a minimal cost to the parent(s). The school is equipped with handicapped ramps and facilities to accommodate</p>
<p><i>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</i></p>	<p>We will provide school information to parent's in English and Spanish. Translators will be provided at all activities and workshops for the parents to ensure clear communication with the parents.</p>
<p><i>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</i></p> <ul style="list-style-type: none"> • <i>Title I Parent/Family Resource Centers</i> • <i>Books Bridge Buses</i> • <i>Other</i> 	<p>Frostproof Elementary will support additional opportunities for more meaningful engagement through our school website and PIN Notebook located in the front office. Also, grade level newsletters, school flyers, monthly calendars, Title 1 Parent/Family Resources Centers located on our campus and stickers in agenda.</p>