



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2020-2021

Woodland Elementary School

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 on by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

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.

Principal: _____

Date: _____

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EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:

- 1. Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.**

<p>Describe the method in which parents were involved</p>	<p>All Woodland Families were invited to the SAC Meeting to review the Comprehensive Needs Assessment and Title 1 Program. Families received a school flyer with invitation to attend along with 2 School Connect Messages inviting families to the SAC Meeting.</p> <p>Families that attended rotated through tables with various materials to review and discuss. A staff member was assigned to each rotation to collect feedback on chart paper for the school team to review at a later date.</p> <p>Families were also surveyed via Survey Monkey on the CNA survey questions. Flyers were sent home with students with the Survey Monkey link along with several School Connect messages were sent. Responses were collected via Survey Monkey website for the school team to review.</p>
<p>Date of meeting to gather parent input for Comprehensive Needs Assessment</p>	<p>February 12, 2020 – SAC Meeting February 24-28, 2020 - Survey Monkey Parent Survey window</p>
<p>Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan</p>	<p>February 12, 2020 – SAC Meeting February 24-28, 2020 - Survey Monkey Parent Survey window</p>

**Evidence of the input gathered and how it was/will be used should uploaded to Title I Crate.*

- 2. Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.**

<p>How were parents invited to develop or revise the compact?</p>	<p>All Woodland Families were invited to the SAC Meeting to review the Home/School Compact. Families received a school flyer with invitation to attend along with 2 School Connect Messages inviting families to the SAC Meeting.</p> <p>Families that attended rotated through tables with various materials to review and discuss. A staff member was assigned to each rotation to collect feedback on chart paper for the school team to review at a later date.</p>
<p>Date of parent meeting to develop or revise the compact</p>	<p>February 12, 2020 – SAC Meeting</p>

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<p>What communication methods will be used between teachers & parents as well as school & parents?</p>	<ul style="list-style-type: none"> • Monthly newsletter • Student Planners • School Messenger Calls • Written Notes • Emails • School Marquee • School website • School flyers • Monthly Family Events • Open House • Meet Your Teacher/Registration Day • Annual Title 1 Family Meeting • SAC Meetings • PTA meetings and events • Activity calendar posted on the website • Classroom communication: Remind 101 or PBIS App
<p>Elementary schools are required to hold at least one face to face conference with parents. Explain your process?</p>	<p>Staff members schedule parent/teacher conferences with families throughout the school year. Grade level teams hold parent conference nights. PMP conferences are held yearly with students not meeting grade level standards in the areas of Reading, Writing, Math, and Science. Staff members also meet annually with families of students with IEP's to discuss student's progress. Conference notes are filed in student's cumulative folders.</p>

**A parent signed copy of the compact should be uploaded to Title I Crate as evidence of implementation.*

**Evidence of the input should be uploaded to Title I Crate.*

3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

<p>What information is provided at the meeting? How are parents notified of the meeting?</p>	<p>The annual Title 1 Family meeting is advertised to families through School Messenger phone calls, flyers sent home with students, and advertised on the school marquee.</p> <p>The following information will be shared during the meetings:</p> <ul style="list-style-type: none"> • Information on how to access the School Public Accountability Report (SPAR) • How to access individual student assessment data and how to interpret the scores • Description of standards and curriculum materials utilized at Woodland • FSA Assessments & Quarterly/EOC Assessments • Upcoming event information will be shared (i.e. PTA events, PBIS events, family nights) • PTA & SAC Membership • Location of Title 1 Resources • Attendance • PBIS App & Incentive Program
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Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	Tentative date: August 25, 2020
How do parents who are not able to attend receive information from the meeting?	The information presented will be made available on the school website along with the Title 1 Binder which is located in the front office. We may also video the presentation and make it available on the school website as well.
How are parents informed of their rights?	The Title 1 beginning of the year letter will be sent home with every student. The letter contains information on where to locate the School Success Plan, the Title 1 binder, and parental rights. The letter will be sent home with the school and family compact attached to it.

4. 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 III-ESOL	ESOL IA, ESOL Resource Teacher, ESOL Coach
Title IX-Homeless	Student in Transition Teachers, Social Workers, Parent Involvement Coordinator
Preschool Programs	Head Start, Early Head Start
IDEA/ ESE	ESE Support Facilitators, Student Services Team
Migrant	
Other	

5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

Allocation	\$3000.00
Explain how these funds will be used this school year	Family nights, consumable materials for family nights, food
How are parents involved in deciding this?	SAC Meetings & the Comprehensive Needs Assessment Survey for families
How did you document parent input?	SAC Meeting notes and CNA results – copies located in the Title 1 Family Binder (located in the front office)

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.

- Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.
- Think of Family Engagement as a strategy to reach the goal of student achievement
- 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.

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<u>Building Capacity of Parents</u>	<u>How will this impact Student Achievement ?</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Check all that apply.</u>					<u>How will this support learning at home?</u>	<u>SUP Goal (s) this Strategy supports</u>
			<u>Transportation</u>	<u>Meal Refreshments</u>	<u>Childcare</u>	<u>Translation</u>			
Open House/Title 1 Meeting	Strategies to support home learning will be shared so that parents can assist their child with homework or additional help.	August, 2020		X			X	Parents will be provided with information on how to help their child at home engage in school.	High Impact Instruction & Collaborative Culture
STEM Fair Night	Nature of Science – scientific process will be reviewed for families & students	October, 2020		X			X	Families will be provided resources and support to complete the STEM Fair Project	High Impact Instruction
Student & School Goal Setting	Allow time for students to share their goals and progression of their goals through their own data so far in the year.	November, 2020		X			X		High Impact Instruction & Data Driven Decisions
Engaging Students and Families		December, 2020 – Winter Wonderland January, 2021 – Social/Emotional Skills & Motivation		X			X		High Impact Instruction & Collaborative Culture
Family Reading Night		February, 2021		X			X		High Impact Instruction
Family Math Night	Students will use learned math skills to engage in real world application.	March, 2021		X			X	Families will engage in solving real application math problems.	High Impact Instruction
Wrangler Community Night		April, 2021		X			X	Summer resources will be shared with families (i.e. Summer Camps, YMCA, Parks and Recreation, Public Library)	Collaborative Culture
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.		FSA Parent Night, Title 1 Annual Meeting in August, PMP or Parent/Teacher Conferences, Curriculum Nights (ELA, Math, and Science)							
How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?		Surveys, parent feedback after events, SAC meetings, PTA meetings							
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.		The ESOL Resource Teacher and Instructional Assistant attend many events to translate for families. Flyers will also be translated and sent to families in native language (Spanish).							

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What are the barriers for parents to attend workshops/events and how do you overcome these?	Transportation, work schedules
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Family conferences are scheduled throughout the day and evening to accommodate families. SAC meetings are held before school. School recognition ceremonies are held before school so that families can attend. Some family events will be lunch and learns or offered via Facebook Live or other sources so families can view the live event (when applicable).
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Accommodations are provided to any family members that need assistance. The school facility is ADA compliant.

**These events should be included on the Data Collection Sheet for School Events.*

7. Utilize strategies to ensure meaningful Communication

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school	Staff members utilize the PBIS Reward App and Remind 101 to communicate to families. Other sources of communication include: <ul style="list-style-type: none"> • School Messenger • Emails • School Newsletter • Flyers of events • Phone calls • Family and staff feedback on communication
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8. 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>
School Volunteers	Staff will learn ways to engage volunteers in the classroom.	Presenter	Woodland Staff	August/September
PBIS Rewards App	Engage staff in finding meaningful and useful ways to communicate with families using the PBIS Rewards App	Presenter	Woodland Staff	Pre-Planning Week in August

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9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

<u>Location of Resource Center/Area</u>	<u>Person responsible for monitoring and updating Resource Center/Area</u>	<u>List a sampling of materials made available in the Resource Center/Area</u>
Front Office – Info section Title 1 Binder – Front Office Student Planner Beginning of the Year folders Video about the school – Front Office School website	Administration Learning Design Coach Parent Involvement Coordinator Social Worker Front Office Staff	Homework Helper School Policies and Procedures in student planner Websites for Eureka Math & Reading resources Video about school for newly registering families

Principal: _____

Date: _____

Drafts of PFEP’s are due to Title I Crate by April 28th, 2020.

**Copies should be placed on the school website as well as in the Title I Family and Community Binder in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

**A “Family Friendly” version of this plan should be distributed to families and uploaded to Title I Crate.*

¹ (4/8/20)