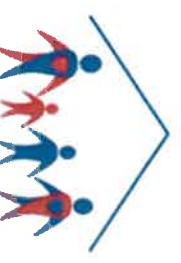


2017-2018 Title I Parent and Family Engagement Plan

Kingsford Elementary



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

Parents, students, and Kingsford Elementary staff will work together to build a bridge between the school and community in order for students to take ownership of their education and dedicate themselves to become responsible and productive citizens. District and school based Title I Parent Involvement Programs in Polk County will strive to build relationships to create real family engagement for every child, every family, every teacher, every day. Studies show that the more parents are involved in the education of their child, the more academically successful that child will be.

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: Sue Bryna Date: 10-26-17

<p>Involvement of Parents</p>	<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>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</p>	<p>All parents and families are invited to review and revise this plan. Parent input is gathered through a parent meeting or SAC meeting. revise the Parent and Family Engagement Plan (PFEP).</p>
<p>How do you use the information from reviewing the plan to design strategies for more effective engagement?</p>	<p>This plan is reviewed two times each school year to check progress and make changes to what has been planned. Reviewing student data provides valuable information to help determine where we need additional support to help our families understand the curriculum, and state assessments and to provide strategies, materials, and resources to help support learning at home.</p>
<p>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?</p>	<p>Parents are invited to be a part of the School Advisory Council (SAC) committee, are invited to attend meetings that address the school Parent and Family Engagement Plan (PFEP), and parents are surveyed to find out what types of trainings/events they would like to have at Kingsford to enhance their child's achievement.</p>
<p>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</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 system known as eTASK.</p>
<p>How will this plan assist in providing high quality instruction for all learners?</p>	<p>This plan helps ensure that Kingsford Elementary provides parents/families with information, materials and resources to support their child's learning at home by offering parent meetings on the Florida Standards, Literacy, Math, and Science to support the high quality instruction provided during the school day.</p>

<p><i>parents/juniors?</i></p> <p>How will this plan be made available to the community?</p>	<p>input for future use the school. While, receive parent suggestions are included in the plan.</p> <p>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 informational notebook that is located in our front office.</p>
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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)

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 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>Date and time, you will hold your meeting?</p>	<p>September 28, 2017 5:00 – 7:00</p>
<p>Notification and Invitation:</p> <ul style="list-style-type: none"> ○ How will you inform and invite parents/families in a timely way about the Annual Meeting. 	<p>Flyers will be sent home with students two times prior to event Labels in student agendas School marquee will announce the meeting Meeting will be noted on our school website</p>
<p>Information: <i>Please describe how your meeting will cover information about:</i></p> <ul style="list-style-type: none"> ● 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. 	<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 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. *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. *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 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>Barriers:</p> <ul style="list-style-type: none"> ○ What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation <p>Evaluations:</p> <ul style="list-style-type: none"> ○ How will you get feedback from parents about the meeting? <p>Parents who do not attend?</p> <ul style="list-style-type: none"> ○ How will you get the information home to parents who do not attend the meeting? 	<p>Translators, Written materials provided in English and Spanish Meals, Disabled access, Parents may bring children if child care is a barrier</p> <p>Surveys Observations Interviews with parents and families</p> <p>PowerPoint and other information will be provided on the 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) (9)

<p>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</p>	<p>Meetings and events are held throughout the day in order for parents to be able to attend. Moreover, translation services are provided, as Kingsford Elementary has a large Spanish speaking population.</p>
<p>Describe what childcare, home visits and/or transportation services are provided by your school.</p>	<p>Parents are encouraged to being their children to Kingsford events, thus eliminating the need for childcare.</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
Curriculum /Florida Standards	Provide information to parents on curriculum and standards by grade level and how they can help their child at home.	Websites showing State Standards. Notes / Flyers for parents to take home Examples of classroom curriculum	October 23 & 24, 2017 5pm –7pm				X
State Tests & Achievement Levels	Provide test-taking strategies to parents to assist their students at home. Give information on the assessments their child will be expected to take.	Sample test questions Test taking tips to help their child. Websites that provide testing practice Additional information on the standards	January 22, 2018				X
Dr. Seuss Reading Night	Parents and students will enjoy an evening of reading fun. They will learn strategies to help create the love of reading and build comprehension skills.	Books Dr. Seuss décor Other materials	February 22, 2018				X
Title I Annual Parent Meeting	Every Title I school must hold an Annual Parent Meeting within the first nine weeks of school, or by October 3rd. The purpose of the Title I Annual Parent Meeting is to provide information to parents of Title I benefits for students.	PowerPoint describing Title I and how it helps students, parents, staff and schools. Statistics for Polk County Schools and Kingsford Elementary School Improvement Plan, School Compact, Parent and Family Engagement Plan.(PFEPP)	September 28, 2017				X
Trunk or Treat Math and Science Night	Students and parents will have the opportunity to participate in and learn fun filled math and science activities.	Math materials Science Materials Music Candy	October 27, 2017				X

	students will have the opportunity to enroll their child. During the event, positive relationships will be fostered between students, parents and teachers. Further, children have the opportunity to tour the school building, and learn expectations before starting of kindergarten.	books for circulating nurseries Décor Other materials					
Donuts for Dads.	Male role models bring their children to school to bond over activities and learning strategies. Event includes breakfast, special speakers and informational packets to be taken home.	Food PowerPoint Information flyers Scheduled speakers	Fall 2017				X
Moments with Moms	Female role models bring their children to school to bond over activities and learning strategies. Event includes breakfast, special speakers and informational packets to be taken home.	Food PowerPoint Informational flyers Scheduled speakers	May 9 & 11 2018				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?		Kingsford Elementary invites all parents to attend school events. Upon completion of an event, parents are asked to complete an evaluation. Updates and changes are made based on parent responses.					
How do you evaluate effectiveness?		Evaluations are completed through observations, data collection, and parent surveys.					
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.		Reading, Math and Science nights are offered at Kingsford. During these events, parents are taught ways to work with their children at home. Parents are instructed in different strategies, given examples and websites that will help the parents assist their children when at home. During Orientation, Kingsford provided students with workbooks and library books to be used at home.					
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?		Kingsford does reach out to local businesses in hopes of gaining mentors and donations. Likewise, the Reading Pals and Ameri-corps programs are active at Kingsford.					

- 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.

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 ...

- 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 do this.

Topic -Title	Purpose?	Implementation format: (Workshop, book study, etc.) Presenter?	Who is the audience?	Tentative Date/Time
Sailing Towards Successful Parent Conferences	How does this help staff build school/parent relationships? Gives teachers an understanding of how to communicate successfully with diverse parents.	Workshop	Kingsfords teachers	January 2018

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)].

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?

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?

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?

Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?

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?

As a Title I School, Kingsford teachers are required to hold at least one face-to-face conference with each student's parent/family. Kingsford Elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Kingsford keeps individual teacher logs documenting the date, time, and parent signature showing that the conference did take place. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.

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:

○ Homeless	The HEARTH program provides support for identified homeless students. Title I will provide support to the HEARTH program and other activities implemented by the HEARTH program. Kingsford Elementary offers services to HEARTH students such as Kids Pack Meals, Free jackets, and advice to parents regarding other services that are available through HEARTH.
○ Migrant	Kingsford works with the Migrant department to ensure that all migrant children have what they need for a successful school experience. This year the Migrant department donated much needed school supplies and backpacks to our school. Likewise, school t-shirts and uniforms are given to each migrant student. All events, workshops and meetings offer both English and Spanish speaking personnel to ensure that parents and students understand all the concepts being discussed. Additionally, information will be sent home in both English and Spanish.
○ Preschool	Kingsford offers a preschool program. The students are invited to events that benefit them such as Trunk or Treat, the book fair, and other age appropriate events. When invited, information is provided in both English and Spanish. Preschool students are invited to the yearly Kindergarten Round-up, which introduces incoming Kindergarten students to the school.
○ ESOL	Kingsford currently has three ESOL paraprofessionals and one ESOL teacher, all of which work with Title I to ensure that materials are sent home in Spanish and English. These persons also interpret at school events.
○ SAC School Advisory	Kingsford has an active School Advisory Committee. Each year teachers, community members, school staff and all parents are invited to become members of the SAC. Invitations are emailed, sent home with students, placed on the school website and advertised in the school newsletter. During each meeting parents are encouraged to speak and share ideas for improving Kingsford Elementary. During the meetings materials that are available to parents are discussed, parent resource centers are mentioned and upcoming events are noted.
○ PTO/PTA	Each year parents are encouraged to join, Kingsford's PTA. Invitations are sent home, prior to each meeting, with students in both English and Spanish. Parents are encouraged to express their ideas and concerns at each meeting. When invited, the Title I coordinator will share information on how parents can help their child
○ Community Agencies	Kingsford does work with local community agencies in the Mulberry area. Currently a member of the city of Mulberry serves on our SAC. Likewise, we have reached out to other local agencies.

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><i>cinna (rens) euuuruun:</i> Volunteer? Section 1116 (d) (c) Mentor?</p>	<p>to parent conferences, curriculum nights, family events and our annual Title I night. At every school event, Kingsford encourages parents to volunteer at the school and to mentor students.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • and other activities 	<p>Flyers Student agendas Newsletters School Marque School website</p>
<p>What barriers hinder participation by parents in parental involvement activities? 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)</p>	<p>Kingsford offers language interpreters at all of our events, likewise events are family friendly so children can attend with parents, thus eliminating the need for childcare. Events and meetings are held at different times in order to ensure parents can attend a few each school year.</p>
<p>How does your school provide information to parent's in their native language? What languages do you provide? Section 1116 (e) (5) Do you provide translators or facilitators at parent events/workshops? Alternatively, do you provide workshops in a parent's native language? Explain</p>	<p>Flyers, provided in English and Spanish. Translators, provided as needed. PowerPoints, shown in both English and Spanish.</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Parent University • Other 	<p>Kingsford promotes the Title I Parent/Family Resource Center by sending home a monthly calendar of events, posting information on our Title I bulletin board located at the entrance of the school, and having flyers available on the front counter of the school. Likewise, information regarding, Books Bridge Buses, upcoming classes and other resources is available on our school website.</p>