



2018-2019 Title I Parent and Family Engagement Plan



Spessard L. Holland Elementary

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

The vision for Spessard L. Holland Elementary's parent and family engagement is to increase student achievement by creating an inviting environment while building the capacity of all stakeholders involved.

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>The Parent and Family Engagement Plan is developed by Spessard L. Holland Elementary (SLHE) staff members, parents and community stakeholders. Annually the plan is reviewed at the initial beginning of the year SAC meeting. All parents are also invited to review the plan and provide feedback through a provided link, or paper copy, as needed.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>Staff members will analyze the feedback from reviewing the plan to determine areas of need regarding more effective engagement. Events will be planned throughout the year to address these needs.</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>Through SAC meetings, school-to-home school-wide communications, and program evaluations, we gain feedback from parents regarding the use of Title I funds to provide Parent and Family Engagement Activities.</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>
<p><i>How will this plan assist in providing high quality instruction for all learners?</i></p>	<p>This plan assists in providing high quality instruction for all learners by through parent and family engagement activities. These activities are aligned with our School Improvement Plan (SIP) and provide resources and support for parents.</p>
<p><i>How will the school share comments received from parents/families?</i></p>	<p>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.</p>
<p><i>How will this plan be made available to the community?</i></p>	<p>This plan is available to all parents, business partners, and School Advisory Council. 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>

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 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.	
<u>Date and time you will hold your meeting?</u>	September 6, 2018 at 5:00 p.m.
<u>Notification and Invitation:</u> ○ How will you inform and invite parents/families in a timely way about the Annual Meeting.	Parents will be informed through flyers, Class Dojo notifications, social media and school calendar.
<u>Information:</u> Please describe how your meeting will cover information about: <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 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>
<u>Barriers:</u> ○ What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation	<ul style="list-style-type: none"> - Childcare- all children and siblings are invited to attend - A staff member will be on site for translation needs - Refreshments will be provided since the meeting is held during a meal time
<u>Evaluations:</u> ○ How will you get feedback from parents about the meeting?	<ul style="list-style-type: none"> - Parents will be provided with a link to complete an online evaluation for this event. - Paper copies will be provided to those without computer access.
<u>Parents who do not attend?</u> ○ How will you get the information home to parents who do not attend the meeting?	<ul style="list-style-type: none"> - All information will be located on the school's website, following the meeting. - Paper copies of the information will be provided, as needed.

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)**

<u>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</u>	Meetings are held on different days and at flexible times throughout the year so that parents may pick the day/time that best fits their schedules. Conferences are held before, during and after school in person and/or by phone.
<u>Describe what childcare, home visits and/or transportation services are provided by your school.</u>	During various events, childcare will be provided to children under five years of age. Home visits may be scheduled on a case-by-case basis, as needed.

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 on Florida Standards Assessment, the Florida Standards, and curriculum to raise student achievement in ELA, math and science.	Presentation, refreshments, handouts and evaluations.	February 2019- evening		X	X	X
State Tests & Achievement Levels	Provide information on Florida Standards Assessment, the Florida Standards, and curriculum to raise student achievement in ELA, math and science.	Presentation, refreshments, handouts and evaluations.	February 2019- evening. This will be held in conjunction with Curriculum/Florida Standards		X	X	X
Transition (Kdg, MS, HS)	Provide information about kindergarten expectations to Pre-K students and parents to prepare them for the upcoming school year.	Center rotation tasks, name tags, computers, and registration materials.	April 2019, morning and evening		X	X	X
Literacy 1116 (e)	Provide information and activities that will support parents in helping their children become independent readers. We will provide them with resources and suggested at-home activities to strengthen their children's literacy skills.	Station cards, computers, books, and resource handouts.	October 2018- evening		X	X	X
Technology, Parent Portal	Parents will learn about the free online resources provided by the district. Through the use of Parent Portal, parents can access their child's grades, increasing student achievement through communication and parent involvement.	Computers, projector, online resources, refreshments, and parent portal pin numbers.	October 2018- evening. This will be held in conjunction with Literacy Night		X	X	X
Donuts with Dad: Math, Literacy and Mentoring	Father figures will be invited to learn ways to build math and literacy skills at home, as well as how to become a school mentor.	Refreshments, guest speakers, resources, computer, projector	September 2018- morning		X	X	X

Moments with Mom: Bridging the Summer Learning Gap	Mother figures will be invited to learn ways to bridge the summer learning gap at home.	Refreshments, guest speakers, resources, computer, projector	April/May 2018- morning		X	X	X
College and Career	Parents and community stakeholders are invited to share with students about college and career information at the Great American Teach-In. Students are exposed to college and career options.	Guest speakers, refreshments, and patrols to serve as guides.	November 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?	To assess the needs of parents throughout our school, parents are surveyed. Events are planned based on the needs of our school.						
How do you evaluate effectiveness?	Following each event, evaluations are collected from parent and family participants and results are used to more effectively plan future events.						
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.	Through each parent and family engagement event, parents are provided with materials and trainings to assist them in supporting their children's learning at home. For example, our Donuts with Dad event will provide information on ways to support math and literacy at home, as well as information for dads to get involved as school mentors.						
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	SLHE reaches out to business partners to support our events throughout the school year. Stakeholders are invited to participate in many of our events to show support for our students. Spessard L. Holland is developing a relationship with a budding church, in the use of our facilities. Student achievement will benefit from the funds raised through this relationship.						

- 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> 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
Effective Communication and Parent Conferences for Classroom Teachers	Making parents feel more welcome will increase parent involvement and ultimately contribute to higher student achievement.	PLC meeting- Instructional Coaches	All classroom teachers.	August 7, 2018 at 9 a.m.

Communication

<p>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>	
<p>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?</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>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?</p>	<p>Right to Know letters are sent out the first week of each school year, providing each family with information regarding the right to request information on the professional qualifications of the student's teachers or paraprofessionals.</p>
<p>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?</p>	<p>A parent and family engagement night is hosted to provide parents with this information. Those unable to attend can access this information online or in our Parent and Family Engagement Notebook, found in the front office.</p>
<p>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</p>	<p>Each family will be notified when results from the state assessments arrive. These will be available for pick up in the school office, and any remaining will be sent home through the students' agendas.</p>
<p>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?</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>

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	We connect our homeless families with the county's Hearth Program which provides support.
○ Migrant	Translation is provided on documents sent home, as well as through translation of presentations at school events.
○ Preschool	At kindergarten roundup, preschool parents are provided with information on preparing their child for the transition to kindergarten.
○ ESOL	Translation is provided on documents sent home, as well as through translation of presentations at school events.
○ SAC School Advisory	All parents are invited to become a member for the School Advisory Committee.
○ PTO/PTA	All parents are invited to become a member for the PTA.
○ Community Agencies	N/A
○ Booster Clubs	N/A
○ Business Partners	Business partners support parent and family engagement programs by providing resources, funds and volunteers.

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) Mentor?</p>	<p>An invitation is sent out to all parents, welcoming them to become involved in our SAC and PTA in order to offer input and suggestions. Meetings are offered at flexible times so that parents may pick the time that best fits their schedules. We will also offer childcare and translation services when appropriate. Additionally, we have elevators in each of our two-story buildings to accommodate wheelchairs and strollers.</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>Our staff directory is located on our school website along with school phone numbers so parents may contact any staff member with suggestions, concerns, or input. Student agendas and Class Dojo are used for daily home/school communication. A voluntary email service is used in an effort to communicate events and information to parents and families. Our school and our PTA utilize Facebook pages to keep in touch with parents as they send out announcements for school functions.</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>Within our school population, childcare, meal-time meetings and translation are the most common barriers we face in parent and family involvement meetings. To overcome these, we provide childcare, refreshments and translation.</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? Or, do you provide workshops in a parent's native language? Explain</p>	<p>Translated documents and on-site translators are available to provide parents information in their native language. We currently provide English and Spanish, and have access to Haitian-Creole documents, but they are currently not needed. Translated documents and presentations are provided at events, and translators are on-site, if needed.</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>On our school's website, in our Parent and Family Engagement Notebook, as well as during parent and family engagement events, parents will be notified of the additional resources provided by the district's Title I office.</p>