



## Parent and Family Engagement Plan 2020-2021

### Griffin 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:**

Griffin Elementary will provide a cooperative learning environment that values all people and recognizes the importance of family engagement and involvement. We welcome all families and our doors will always remain open so that we may build stronger relationships with our Griffin Families as we work together to provide a high quality education.

#### **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: \_\_\_\_\_

*Melissa A. Durance*

Date: 6/15/20



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### **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)	8/27/20			Sign In Sheet
Parent and Family Engagement Plan (PFEP)	8/27/20			Sign In Sheet
School-Home Compact	8/27/20			Sign In Sheet
Title I Budget	8/27/20			Sign In Sheet
Parent & Family Engagement Allocation	8/27/20			Sign In Sheet

*\*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	8/27/20
How are parents notified of the meeting?	All parents will be notified of the Annual Meeting via the use of Remind App, School Messenger, school news letter, flyer, marquee, facebook, and school website.
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?	All materials will be provided in English, Spanish, and Haitian Creole. Spanish translator will also be available.
How will you get feedback from parents about the meeting?	Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation will contain a comment section where parents can request more information as well as suggest topics for future meetings.
How do parents who are not able to attend receive information from the meeting?	Parents that are not able to attend the meeting may view the PowerPoint and materials that will be available on our school website.





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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>	The school works closely with the district's HEARTH program. If a teacher suspects a student is homeless, then they will request follow up with the guidance counselor. Teachers may cut back on homework or any other unnecessary stress for homeless individuals.
<b>Migrant</b>	At this time, we do not have any migrant students.
<b>Preschool Programs</b>	Preschool parents receive invitations to workshops that may be beneficial to their preschooler. Kindergarten roundup is held in April
<b>Title III-ESOL</b>	There is an ESOL teacher on campus to assist students and parents. Information that is sent home to parents can be translated to the native language if needed.
<b>SAC</b>	All parents are invited and encouraged to join and attend SAC meetings. Teachers and staff may volunteer to participate. Meeting notifications are posted on the marquee, social media, School Messenger, and sent home in student agendas.
<b>PTO/PTA</b>	Griffin does not have a PTO/PTA.
<b>Community Agencies/Business Partners</b>	Community Agencies/Business Partners are invited and encouraged to attend the Community Assessment Team and SAC meetings.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	Forms of communication include: School Messenger, agendas, social media, phone calls, newsletters, flyers, interim reports, and report cards.
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.	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.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Information is provided during Orientation, Open House, and Family Nights. In addition, information is posted on our school website and social media.
Describe how your school provides information to parents in their native language. What languages do you provide?	We provided all communication in English, Spanish, and Haitian Creole. We have several bi-lingual staff members available to translate during face-to-face meetings.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	The school campus is handicap accessible. Parents that have hearing difficulties will be provided information in print form.
Describe the opportunities parents have to participate in their child's education.	Parents may become school volunteers, SAC members, attend family workshops, and can attend Community Assessment Team meetings.

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>
Engaging Families in a Positive Manner	The purpose is to provide teachers with strategies that will help parents feel comfortable in being involved with their child's education.	Presenter	Staff	August 2020
Effective Parent Communication	Provides strategies and resources for teachers on way to communicate with parents.	Presenter	Staff	August 2020



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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.
- 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.

<b>Building Capacity of Parents and Families</b>							
<b>Topic</b>	<b>Title</b>	<b>How will this impact Student Achievement?</b>	<b>Tentative Date/Time</b> Are they flexible?	<b>Transportation</b>	<b>Refreshments</b>	<b>Childcare</b>	<b>Translation</b>
Curriculum Areas	Literacy Nights, Science Night, Math Night	Provide information to parents on standards being taught and resources on how they can assist from home.					Students will receive books and resources at these events.
State Assessments & Achievement Levels	Literacy Nights, Science Night, Math Night	Provide test-taking strategies to parents and information on the dates of assessments.					Parents are given sample test items, test taking tips, and resources to help their child prepare for assessments.
Technology, Parent Portal	Open House	Parents will be provided information on how to navigate the Parent Portal to check student grades.					Parents will be aware of student progress and can contact school for any additional support needed.
Transition (Kdg, MS, HS)	Kindergarten Round Up and MS Counselor Visits	Workshops will be provide information to parents to help their child make a smooth transition in school.					Parents of incoming Kindergarteners and outgoing 5th graders will be provided with information on how to help their child prepare for school.
College & Career							
Graduation Requirements & Scholarships							
Conferences	Ongoing	Teachers will provide information to parents to advise where students are academically and resources to help their child achieve.					Teachers will provide materials and suggestions for improving student's academics.

How will workshops/events be evaluated?	Survey results, student achievement data, comments on evaluations
How will the needs of parents be assessed to plan future events?	Parent surveys, SAC, CAT, parent meetings
What are the barriers for parents to attend workshops/events and how do you overcome these?	Materials are provided in Spanish and Haitian Creole, translators are available, and parents may bring their children to events.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Parent workshops are offered at different times throughout the year.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information is available on our school website and social media.

*\*These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*