

## Parent and Family Engagement Plan 2020-2021

### Sleepy Hill Middle

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:**

Sleepy Hill Middle School aims to create a learning community that is safe and orderly in a caring and supportive environment. We will eliminate barriers of achievement and create a wide array of possibilities for success. Our Motto: Learning For All: Whatever It Takes!

#### **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: William L. Rupp Date: 5-7-2020

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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)	SAC Meeting I October 8th 2020 4:30 to 5:30	Email, Remind 101 website, Marquee	SAC committee meeting discussions	Minutes and sign-in sheet
Parent and Family Engagement Plan (PFEP)	SAC Meeting II January 12th, 2021 4:30 to 5:30	Email, Remind 101, website, Marquee	Parents/guardians would be asked to review and give input during SAC Meeting and during Family engagement activities	Minutes and sign-in sheet, written feedback during family engagement activities
School-Home Compact	SAC Meeting 3 Mar 9th, 2021 4:30 to 5:30	Email, Remind 101 website, Marquee	Parents/guardians would be asked to review and give input during SAC Meeting and during family engagement activities	Minutes and sign-in sheet, written feedback during family engagement activities
Title I Budget	Annual Title I Meeting Sep 10th, 2020 5:30 to 7:00	Flier, Remind 101, Website, Marquee	Discussions held during annual Title I budget	Feedback form
Parent & Family Engagement Allocation	Annual Title I Meeting Sep 10th, 2020 5:30 to 7:00	Flier, Remind 101, Website, Marquee	Discussions held during annual Title I budget	Feedback form

*\*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	September 10th, 2020. 5:30 pm to 7:00 pm
How are parents notified of the meeting?	Fliers, Remind Messages, Marguee, SHMS 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?	Materials translated in Spanish and Haitian-Creole. Parents can bring their children to eliminate the need for daycare.
How will you get feedback from parents about the meeting?	Parents will be asked to complete a survey form.
How do parents who are not able to attend receive information from the meeting?	Information will be placed on the school's website and PIN



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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 HEARTH program, funded through Title X, provides support for identified homeless students. Students are supported through the guidance department.
<b>Migrant</b>	The guidance counselor supports students through the Migrant Education Program (MEP).
<b>Preschool Programs</b>	N/A
<b>Title III-ESOL</b>	An ESOL teachers and para-professionals on staff will assist students in their classes that are struggling with the English language. The ESOL team provide written and verbal translation between parent and the school.
<b>SAC</b>	SAC meetings create an opportunity for parents to provide input into the SIP, COMPACT, PFEP and budget.
<b>PTO/PTA</b>	The PTO/PTA are normally the members of the SAC and provides the same function as the SAC.
<b>Community Agencies/Business Partners</b>	Business Partners and community agencies are invited to the SAC meetings and provides the same function as the SAC.

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.	Teachers and other staff will communicate using the following tools: Remind 101, email, school's newsletter, fliers and parent/guardian phone calls.
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.	Annual parent meeting, school's website, school's Newsletter, parent conferences, family engagement activities, progress monitoring, and the PIN
Describe how your school provides information to parents in their native language. What languages do you provide?	Communication through remind 101 and other correspondence is translated in Spanish and HC.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	A summary of the event placed on the school's website. Communication would include an avenue to respond if special accommodation is needed. The school will provide accordingly if able to facilitate.
Describe the opportunities parents have to participate in their child's education.	Access to PIN, regular grade reports, parent conferences and family engagement activities. PCSB approved volunteers

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>
One step further in reaching the family	Explore all avenues where family can be given continuous feedback on their child (using loading assignments on focus, teams, remind etc.)	Title I Liaison	Academic Staff	September 21st, 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>							
<u>Topic</u>	<u>Title</u>	<u>How will this impact Student Achievement?</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Transportation</u>	<u>Refreshments</u>	<u>Childcare</u>	<u>Translation</u> <u>How will this support learning at home?</u>
Curriculum Areas	Give me 3	Demonstrations along with parents/guardians interaction with standard based activities	Any 3 hours flexible time during school day Jan 22nd, 2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Identify areas to focus on during the academic year
State Assessments & Achievement Levels	Give me 3	Provide explanation of state achievement test results and the levels.	Any 3 hours flexible time during school day Mar 31st, 2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Interpret grades and achievement levels
Technology, Parent Portal	Academy Night	Improve parent/guardian ability to keep track of their student's grades	Oct 29th 5:30 to 7:00 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Parents can identify which subjects their child is struggling in.
Transition (Kdg, MS, HS)	5th grade transition information session	Incoming 6th graders are more prepared for the new environment	April 15th 5:30 to 7:00pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Parents can give advice based on what is expected of their child
College & Career	N/A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graduation Requirements & Scholarships	N/A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conferences	N/A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

How will workshops/events be evaluated?	Participants will be asked to complete feedback forms.
How will the needs of parents be assessed to plan future events?	Information from feedback forms will be used to plan future events.
What are the barriers for parents to attend workshops/events and how do you overcome these?	At least one event will be held in the evening at at least one event held at different times during the day to provide flexible times for parents. Important information provided during the events will be posted Online.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	At least one event will be held in the evening at at least one event held at different times during the day to provide flexible times for parents.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information will be placed on the School's website and PIN.

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