

Title I, Part A Parent and Family Engagement Policy

[Ballard Elementary School, 0051]

2020-2021

Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy.

Review of 2019-20 Parent and Family Engagement

Describe which parts of your 2019-20 PFEP were the most effective and how you feel it positively impacted family engagement and student learning. Be sure to include any barriers and how you will address these barriers in the 2020-21 PFEP. Using the stakeholder input (parent/teacher surveys, meeting notes, evaluations, etc.), identify and briefly discuss the needs you will address this year through your PFEP.

The Soar in 4 program connected with parents of students in Pre-K to 3rd grade. The Program's goal is to empower parents' central role in supporting their child's healthy development, readiness for school, and grade-level reading proficiency. The program hosts events throughout the school year and in the summer months. Pre-K parents are given an opportunity to attend functions and preview their child's curriculum and expectations prior to the start of the school year.

The Literacy Night was a successful event, many families attended, and parents and students participated in visiting classrooms to learn about the curriculum and strategies they can use at home with their children. This event will continue for the 2020-2021 school year depending on the coronavirus situation.

The adult English classes were taught by our ESOL Resource Teacher as part of the School of Hope Grant. There was a total of 10 classes in Quarter 1 and Quarter 2. Six parents signed up for the classes, but only 2 parents attended regularly. Parents received English instruction in person and were also able to access the Step Forward Curriculum online component at home. We plan to continue to offer these classes to parents in 2020-2021 depending on the coronavirus situation. Virtual classes may increase participation.

The ESOL parent meetings were held by our ESOL Resource Teacher. Information was presented on reading strategies, at-home activities, free resources, and information about Spring 2020 tests in grades 2-5. Parents were also informed of the English Family Learner Toolkit. We scheduled these meetings at times when other events were happening on campus, such as Parent University, in hopes to reach more parents. We plan to continue to hold these meetings in the 2020-2021 school year. We will continue to schedule these meetings at convenient times for parents by coordinating with other events and reviewing parent survey data.

Hispanic Heritage Month Celebration was held during Quarter 1 Conference Night. Parents shared artifacts from their cultures, booths were set up for students to participate in activities, and food was served. Additionally, students in the K-2 music enrichment program performed for parents. In 2020-2021, we would like to continue to hold the event on Conference Night depending on the coronavirus situation.

Parent Universities were offered to parents as part of the School of Hope Grant. Topics included; Keeping Your Child Healthy, Nutrition & Childhood Obesity, Career Preparation & Continuing Education, Kindergarten Standards-Based Report Cards, Next Steps in Literacy Assessment, and FSA 101. The average session attendance was around 8 participants. However, we were able to reach more families when we scheduled workshops on dates where other school events took place. For example, The Women's Resource Center and Project Heart set up informational booths at Literacy Night and MTC set up an informational booth at the K-2 Holiday show. In these cases, we were able to disseminate more information on these services and resources to parents and families as they were getting ready to attend the coinciding events. Parent University workshops will continue in the 2020-2021 school year with the following themes: Health and Wellness for Children, Personal Growth and Development, Student Achievement, and Supporting Online Learning at Home. We will look at a virtual format due to the coronavirus.

Student attendance is a barrier to student success. This year a student attendance committee met weekly to review students who are having poor attendance. The team reached out to parents to offer support as well as include incentives for students to have better attendance. The Graduation Enhancement Technician led this team. We will continue this in the 2020-2021 school year.

Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. Describe how parent and family engagement will assist in providing high quality instruction for all learners. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parent and family engagement program;
- Be written in parent friendly language;
- Inspire stakeholders to be engaged and supportive of the program; and
- Be different from your school mission statement.

RESPONSE:

The mission of the Parent and Family Engagement program is to bridge the gap between parent, school and community and to create positive relationships between home and school. The school community empowers families to become proactive in their children's education on a continuous basis by providing information, training and assistance through family/parent education courses, activities and referral services.

2020-2021 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

RESPONSE:

Building relationships between students, parents, and teachers is a collaborative effort of all Ballard staff and community. Parents and students are invited to Open House before school starts to begin

building a partnership with the school. Other activities that help build relationships with students are Ballard Parents events focusing on strategies parents can use with their children to improve relationships and academics, Fall/Spring Activities such as Literacy Night and Spring Fling, Ballard Family Association, and Parent-Teacher conferences. Parent Universities are held throughout the school year and provide parents important information on topics such as: FSA 101, Online program support/Parent Portal, Cyber Safety, Florida Standards Expectations, Academic Home/School Connection, etc.

Parents are also invited to attend our Annual Title I Meeting and School Advisory Council meetings every other month. Parents receive communication on events via Classroom DoJo, Connect Ed and flyers.

(Note: Due to Coronavirus and limited contact on campus most parent engagement activities will take place in a virtual format).

2020-2021 Coordination and Integration

- Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Include how the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Count (add or remove rows as needed)	Program	Coordination
1	Soar In 4	The school participates in the districts Soar In 4 program which offers parents of Pre-k, kindergarten and first grade students opportunities to participate in educational programs related to their student's curriculum and work at home with them on skills expected at school. This program is connected to community resources such as the Bishop Museum, Public Library and Art League.
2	Parent ESOL Meetings	The school provides parents of ELL students information on the ESOL program and the supports it provides at two meetings per year. Information that is covered includes strategies for parents to use with their children at home to improve their educational experience. Imagine Learning program will be previewed to help parents understand how to use the program. Maintaining Parental Authority classes are also facilitated by a district social worker in Project Heart, for parents who are Spanish speaking multiple times per year. (May be done virtually.)
3	Parent Universities	We will host at least 8 sessions over the course of the school year. Topics will include: Health and Wellness for Children, Personal Growth and Development, Student Achievement, and Supporting Online Learning at Home. We collaborate with Project Heart, MTC, The Women's Resource Center, and the ELL department. We will look at a virtual format due to the coronavirus.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school's Title I program, the nature of the Title I program

(schoolwide or targeted assistance), and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

Count	Activities and Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials that address the required components	Principal or designee	July/August 2020	Copies of documents uploaded to the online crate
2	Develop and disseminate invitations (flyers, ConnectEd calls, texts, newsletters, etc.)	Principal or designee	August 2020	Copies of invitations, call logs, and sign-in sheets uploaded to the district's One Drive folder
3	Hold the Meeting	Principal or designee	August/September 2020	Agenda/Sign-in Sheet uploaded to the district's One Drive folder
4	Evaluate the Meeting	Principal or designee	August/September 2020	Aggregated Evaluation Form/Notes uploaded to the district's One Drive folder

Parent Notifications

Describe how the school will provide each family with timely notice information regarding the following:

- the parent's right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals
- how the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments
- how the school will 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 teachers who is out of field? [ESEA Section 1116]

RESPONSE:

The Parent Right-To-Know letter is sent home with students in English and Spanish in September. State assessment information is made available for parents to pick up after the results arrive, any reports not picked up are mailed to families. Parents also have access to student assessment information via the FOCUS Parent Portal. Teacher out of field letters are sent home in English and Spanish to the families in September to those students who are taught by teachers considered out of field. These letters are signed and dated. Copies are held at the school and copies are available in the district's Title I One Drive folder.

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare, or home visits, as such services related to parental involvement [ESEA Section 1116]

RESPONSE:

We have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. We offer all parent meetings either in the morning, right after school, or in the evenings and childcare is provided. Our Graduation Enhancement Technician will make home visits to accommodate families who are in need. Childcare is provided for our Adult English classes that occur weekly. Parent conferences are offered on conference night, teachers also will schedule meetings in the mornings to accommodate parents. (May be done virtually)

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement, 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. Describe the actions the school will take to provide materials and training to help parents/families work with their child(ren) to improve academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116.

Count <i>(add or remove rows as needed)</i>	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
2	Open House	Administration	Parents will get to know their student's teachers and school wide expectations. Teachers share information on the curriculum and classroom expectations.	August 2020 (virtual)	Sign in sheets
3	School Advisory Council Meetings (SAC)	Principal	Increase parent involvement and parent input into school wide decisions. Inform parents of the curriculum and	9/3/20 – 5/27/21 every other month-virtual	Parent Sign In sheets, SAC Minutes and agendas-End of year evaluation

			expectations of state standards.		
4	Family Literacy Night, Math Night, Science Night	Reading Coach, Teachers, Admin.	Increase parent knowledge of expectations for their students and activities they can do with them at home to improve skills. (Virtual)	Spring 2020/2021	Parent Sign In Sheets and Parent participation Increase in the percentage of parents attending
5	Student led conferencing	Administration	Students will lead their parents in an overview of their work in class. Parents will be made aware of the expectations and learn what strategies they can employ at home to assist their child.	Quarter 1 and 3 (May be virtual)	Parent sign in sheets and surveys Increase in the percentage of parents attending conferences and students participating
6	ESOL Parent Workshops	ESOL Teacher	Parents are invited to attend workshops to learn about ways they can help their child with learning new vocabulary and awareness of grade level strategies for reading, math, and science to support student learning.	Quarter 2/4 (virtual)	Parent sign in sheets Increase in the number of parents attending parent workshops
7	Parent University Classes	School of Hope Grant Coordinator	Host 8 Parent University Classes to include topics addressing Health and Wellness for Children, Personal Growth and Development, Student Achievement, and Supporting Online Learning at Home.	Quarter 2/4 virtual	Parent sign in sheets, Agendas Increase in the number of parents attending workshops

Staff Development

Describe the professional development activities the school will provide, with the assistance of parents/families, to educate the teachers, specialized instructional support personnel, school leaders, and other staff in the following:

- the value and utility of contributions of parents/families
- how to reach out to, communicate with, and work with parents/families as equal partners, and
- implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

Count	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Book Study <i>Engaging Students with Poverty in Mind: Practical Strategies for Raising Achievement</i> continuation	Administration	Inspire students of all racial, ethnic, and socioeconomic backgrounds to strive for academic excellence; Develop strong relationships with students, their parents, and the greater community;	Oct-May	Sign in sheets at mini-PD to review chapters in the book, teacher feedback, evidence of implementation/ reflection.
2	PD on online learning (i.e. hybrid learning, flipped classroom) and how to stay connected to families	Reading Coach, Reading Resource Teacher	Parents will be better informed of the hybrid/flipped classroom format and learn about how they can support their child with learning at home.	August 2020	Sign-in sheets, feedback, evidence of implementation

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more meaningful engagement in the education of their child(ren). [ESEA Section 1116].

RESPONSE:

In Parent University sessions, we will connect families to community resources such as MTC, The Women's Resource Center, Project Heart, etc. We have parent resources available in the front lobby as well as on the Ballard Website.

Communication

Describe how the school will provide parents and families of participating children the following [ESEA Section 1116]:

- Timely information about the Title I programs
- 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 obtain
- 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
- If the schoolwide program plan under 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.

RESPONSE:

At the annual meeting information will be presented about the program, the curriculum and academic assessments. Parents will learn about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. We will also provide information that explains our curriculum, how parents can be involved in their child's education and how to have meaningful two-way communication. Information will also be posted on our school's website. Parents are provided opportunities to participate in the Annual Title One Meeting and regular SAC meetings to give input into the school's plan. Parents can provide input into the school plan and their comments will be recorded in the meeting minutes. The school will keep parents informed of student progress by sending home progress reports, report cards, assessment reports and informational letters.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [ESEA Section 1116]:

RESPONSE:

We offer all of our communication in Spanish, our predominate second language in the school. We utilize the Connect Ed phone system and Classroom DoJo to communicate on a regular basis with parents. The school website hosts school related information and can be translated into multiple languages. For parent conferences twice a year we utilize several staff members for help with translations as well as with a local church. Our ELL staff including one teacher and two paraprofessionals are available to translate letters and are on call when the office staff needs them. The school has wheelchair access and

handicapped parking. Our ESE inclusion teachers are present on conference night to participate in parent conferences for students with disabilities. Sign language interpreters are requested for parents who need that service.

Discretionary Activities

Describe any activities that are not required, but will be paid for through Title I, Part A funding [for example, home visits by school staff (including GETs and Home School Liaisons), transportation for meetings, activities related to parent/family engagement, etc.]

RESPONSE:

The Graduation Enhancement Tech makes visits to families' homes to educate parents on the importance of their child attending school and encouraging regular timely attendance. The Home School Liaison communicates events and resources to parents and assists with forging business and community relationships to bring resources into the school.