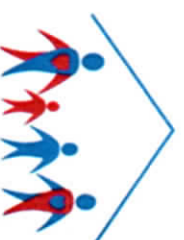


# 2017-2018 Title I Parent and Family Engagement Plan

## Scott Lake Elementary



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

At Scott Lake Elementary our goal is to educate, equip, and partner with our students and their families to create strong home – school relationships in order to increase student achievement. With the support of family and community, our mission at Scott Lake Elementary is to cultivate joy and pride in learning so that students will become caring responsible citizens.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. The plan is available on the school's website and in the Title I informational notebook located in the front office.

Principal: Beth Ramey Date: 8-31-17

### **Involvement of Parents**

**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).**

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.

**Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?**

The School Advisory Council (SAC) members are elected in May. Each member is elected by the stakeholder group he/she represents. We encourage as many parents and community members to join as possible. At the May 3, 2017 meeting of SAC, parents met to review and revise the Parent Involvement Policy (PIP) (now known as the PFEF - Parent Family Engagement Plan), as well as, to discuss how the 1% parent involvement funds would be spent. There was discussion and a proposal that the 1% parent involvement funds would be used to purchase student agendas. Documentation was provided in the form of meeting minutes and copies are being stored in eTASK and our Title 1 notebook. The PFEF and the parent involvement activities will continue to be addressed at monthly SAC meetings as needed.

**How do you use the information from reviewing the plan to design strategies for more effective engagement?**

Several ideas were provided by parents as ideas for workshops that they would find beneficial. Teachers will work together to plan parent workshops to assist parents with helping their students with reading, math, writing, science, and technology.

**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?**

All parents are invited to attend every SAC meeting, as well as, provide input into the development of the PFEF. At these meetings, parents are invited to share their ideas with school personnel to provide activities for parents that they find most beneficial.

**What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)**

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 are 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.

**How will this plan assist in providing high quality instruction for all learners?**

Parent Engagement Activities and Building Staff Capacity Activities will be centered upon areas of need that Scott Lake Elementary has targeted as goals in the School Improvement Plan.

**How will the school share comments received from parents/families?**

All parent comments and suggestions given for the plan are considered, documented, and kept on file as evidence of parents providing input for both the FLDOE and the District. When feasible, parent suggestions are incorporated into the plan.

**How will this plan be made available to the community?**

This plan is available to all parents, business partners, and the School Advisory Council. The plan is also available on the school website and in the Title I parent informational notebook that is located in the front office.

## 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 provided 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; copies of the PowerPoint with specific school information and parent evaluations.

<p><b>Date and time you will hold your meeting?</b></p>	<p>September 14, 2017 5:00-7:00 pm</p>
<p><b>Notification and Invitation:</b></p> <ul style="list-style-type: none"> <li>How will you inform and invite parents/families in a timely way about the Annual Meeting.</li> </ul>	<p>Parents are informed of the Annual Parent Meeting with the use of flyers, marquee postings, newsletter postings, Remind 101, website postings, and stickers in the agenda.</p>
<p><b>Information:</b></p> <p><b>Please describe how your meeting will cover information about:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<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 the child's teacher or paraprofessional; and 5. Information on if the child is assigned or taught by a teacher for four or more weeks who is out of field.</p> <p>Schools may personalize the Power Point by elaborating on how Title I funds are used to increase student achievement and promote parent and family engagement, as well as, 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 the 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 letter on file.</p> <p>A Spanish translator can be provided at request for both the presentation as well as any Title I documents.</p>
<p><b>Barriers:</b></p> <ul style="list-style-type: none"> <li>What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</li> </ul>	<p>A parent survey will be provided at the end of the event to evaluate the meeting.</p>
<p><b>Evaluations:</b></p> <ul style="list-style-type: none"> <li>How will you get feedback from parents about the meeting?</li> </ul>	
<p><b>Parents who do not attend?</b></p> <ul style="list-style-type: none"> <li>How will you get the information home to parents who do not attend the meeting?</li> </ul>	<p>If parents are unable to make an event, they may schedule a time with the Title I Coordinator to meet and be given the requested information. The Title I Annual Parent Night Power point will also be placed on the school's 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) (8)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	Evening events are scheduled on differing weeknights. Morning coffee chats and SAC meetings also offer a different time of day for parents to receive information. If parents are unable to make an event, they may schedule a time with the Title I Coordinator to meet and be given the requested information. Parent teacher conferences are scheduled before and after school and by phone. A Spanish translator can be provided at request.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	The school social worker, guidance counselor, assistant principal, and principal are available to make home visits when parents do not have the transportation to meet at school.

## 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 State Tests & Achievement Levels	Parents will be given information about the FSA Standards and curriculum as well as Standardized Testing to assist them in helping to prepare their child to master grade level requirements. Information about all progress monitoring tools will be explained in depth.	FSA Standards and Curriculum Power Point, resource materials such as reading assessments, FSA portal, ideas for working at home, Go Math and Reading Wonders textbooks, evaluation form.	November 2, 2017 6:30 pm		X		X
Science Night (Hands on activities and Science Fair)	Parents will be given resources and engage in various activities they can use with their children to increase achievement in Science, as well as, complete the Science Fair projects.	Hands on science experiments for stations, and materials to assist with completing science fair experiments.	April 10, 2018 6:00-7:30 pm				X
PTO meeting/Social Media presentation	A guest speaker will conduct a short informational meeting for parents to instruct them about the use of social media pertaining to elementary aged children. A PTO general meeting will follow.	Power point presentation to share some of the tips relating to social media used by children. PTO will provide general meeting notes as necessary.	March 13, 2018 6:30pm				X
PTO meeting/ Middle School Transition	SLE staff will conduct a short informational meeting for parents about the transition to middle school and steps that need to be taken for 5 <sup>th</sup> grade students. A PTO general meeting will follow.	Power point presentation by SLE staff to share about the process to transition 5 <sup>th</sup> grade students to middle school. PTO will provide general meeting notes as necessary.	October 5 <sup>th</sup> , 2017 6:30 pm				X
Munchkins with Moms	Moms and other guardians are invited to the school to have a breakfast of munchkin donuts with their child focusing on helping parents and educators work together to increase student achievement. Parents are given a list of questions to discuss with their child about school to assist in home to school engagement and communication.	Conversation starters about school. PTO will assist with food needs.	February 21, 2018 6:30 am		X		X
Donuts with dads	Dads and other guardians are invited to the school to have a breakfast of munchkin donuts with	Conversation starters about school. PTO will assist with food needs.	February 28, 2018 6:30 am		X		X

	parents and educators work together to increase student achievement. Parents are given a list of questions to discuss with their child about school to assist in home to school engagement and communication.					
<b>Dads Take Your Child To School Day</b>	Dads and other guardians are invited to walk their child to school and are welcomed with music and a goody bag provided by PTO.	Conversation starters about school. PTO will assist with goody bags.	September 19, 2017 8:00 am			X
<b>Parent – Teacher Conferences</b>	Parents will meet with the classroom teacher at least once during the school year in a face to face setting and discuss progress monitoring assessments, state assessments, and proficiency levels, behavior, and attendance.	SLE compact SLE agenda Student assessment documentation SLE conference form	Ongoing			X
<b>Kindergarten Round up</b>	Parents of children beginning kindergarten in the 2018-19 school year are invited to school to register, visit a classroom, and receive information about entering Scott Lake Elementary.	Registration Packet Information Packet about SLE	April 2018			X
<b>Coffee Chats</b>	The principal and various members of the leadership team will meet with new parents and students to welcome them to the Scott Lake Family and to inform them of policies, academic curriculum, and procedures at the school.	Coffee Informational folders	One per semester September 20, 2017 9:00 am January 17, 2018 9:00 am		X	X
<b>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?</b>	We have assessed parent needs in two ways. The first way is that we take the Parent Survey data and use it to help plan events for the year. We also have a very involved SAC and PTO committees that offer suggestions that are helpful when planning events and workshops.					
<b>How do you evaluate effectiveness?</b>	Effectiveness of Parent Activities is assessed through evaluation forms and end of year parent surveys.					
<b>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.</b>	We will do this specifically in our Hands on Science Night and Technology Night. During Science night, we will not only help students get to "experience" science, but we will also provide individual help on their science fair experiments, log books, and boards. For Technology Night, we will provide tools for parents to stay in communication with school staff regarding events, materials, and assessments. We will also share many of the technological tools that parents can use at home with their children.					
<b>Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?</b>	Community and business partners are invited to participate in SAC and various school activities. PTO also has a business partner facilitator who asks businesses at every opportunity. For example, last year, a business partner helped to fund an iPad classroom.					



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
Building Relationships with Parents and Families – Part 1 and 2 Title 1 Parent Conferencing and documentation training	How does this help staff build school/parent relationships?  Making parents feel more welcome will encourage them to be more involved and in turn, will increase student achievement.	Power Point during grade level PLC/PD time. Title 1 Parent Involvement Facilitator	SLE staff	1 <sup>st</sup> semester PLC/PD time for grade levels.
The Leader in Me	Teachers, students, and parents will be informed and helped to implement The Leader in Me program school-wide. Evidence of the 7 Habits of Highly Effective People will be visible across the campus	In depth training will be offered during PD/PLC staff development times and grade level planning to train staff on ideas for teaching the 7 Habits. Trainers from the Leader in Me/Franklin Covey organization, the principal, guidance counselor, and leadership team will facilitate.	SLE Staff	2017-18 School year

## 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?	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 for auditing purposes. Title I school program coordinators monitor that each Title I school is in compliance.
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?	Parental notification letters are sent home notifying parents of teachers who are considered not highly qualified. These letters are sent home only to the students to whom this situation is applicable. Parents are also made aware of this requirement at the annual Title 1 meeting in August.
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?	A curriculum and assessment workshop is held by teachers and leadership personnel to inform parents about curriculum, standardized assessments, and progress monitoring through Power Point and other digital resources.
Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?	FSA reports from the state are sent home with parents as soon as the school receives them. If this is during the summer, it is advertised on the marquee and through Remind 101. If it is during the school year, reports are sent home with each child by the child's teacher.
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?	Each Title I elementary school is required to hold at least one face to face conference with every 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.

## 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:**

○ <b>Homeless</b>	School social worker informs staff on homelessness during staff PD.
○ <b>Migrant</b>	Migrant students enrolled at Scott Lake Elementary will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates assigned to schools with high percentages of migrant students, monitor the progress of these high need students and provide or coordinate supplemental academic support. Migrant Home-School Liaisons identify and recruit migrant students and their families for the MEP. They provide support to both students and parents in locating services necessary to ensure the academic success whose education has been interrupted by numerous moves. Materials are provided for migrant students in their home language. Migrant contact for Polk County – Andrew Baldwin – 863-534-0791
○ <b>Preschool</b>	Scott Lake Elementary has a Pre-K program on campus. Throughout the school year, we reach out to these parents to involve them in any activities that would help them prepare their children for kindergarten. Support staff, administration, and the office staff hold Kindergarten Roundup for preschool parents every spring to register their children for kindergarten, visit the kindergarten classrooms, and receive information about things parents can do to prepare their children for kindergarten.
○ <b>ESOL</b>	The ESOL paraprofessional provides inclusion services for the student population, as well as, offers translation services for documents, assists in parent conferences, and parent workshops as needed.
○ <b>SAC School Advisory</b>	SAC members are elected in May. Each member is elected by the stake-holder group he/she represents. We encourage as many parents and community members to join as possible. SAC members are involved in reviewing the Title I Compact as well as the PEEP. SAC members discuss how the 1% parent involvements funds will be spent and review the parent survey to look for ways to improve school to home communication. SAC members make recommendations about parent workshops to help students with reading, math, writing, and science.
○ <b>PTO/PTA</b>	The PTO board is elected in May. The board assists with raising funds that benefit the school, staff, and students. The PTO board is funding their 2 <sup>nd</sup> iPad classroom for the 2017-18 school year, provides teacher grants for classroom supplies, and is collaborating with Title I to present workshops requested by parents before some of their scheduled events.
○ <b>Community Agencies</b>	Woodmen of the World donates dictionaries for classroom use. Kicks for Kade donated shoes for several needy students. Various restaurants in our community host spirit nights and then donate a portion of the proceeds to our school. Scott Lake PTO has a business partner liaison who contacts businesses to partner financially with the school in support of classrooms.
○ <b>Business Partners</b>	The PTO has a board member who is responsible for finding businesses who are willing to partner with our school. This past year, SLE had over 20 business partners that participated in various ways such as the donation of goods, time, and money that are then put to immediate use in the classrooms.

## 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><b>child (ren)s education?</b>  <b>Volunteer?</b> <b>Section 1116 (d) (c)</b>  <b>Mentor?</b></p>	<p>children with limited English proficiency and students with disabilities). Parents are offered opportunities to serve on the SAC team and PTO board. Parents may also communicate with teachers using email through the staff directory, student agendas, or school newsletters. Parents are always encouraged to provide input and suggestions to improve the school and may volunteer after they are approved to do so by county screening.</p>
<p><b>What forms of communication do you provide parents, in an understandable and uniform format related to:</b></p> <ul style="list-style-type: none"> <li>• <b>school and parent programs</b></li> <li>• <b>meetings</b></li> <li>• <b>school reports</b></li> <li>• <b>and other activities</b></li> </ul>	<p>Parents will receive information about the Title 1 program during parent involvement nights, the Annual Title 1 meeting, the school website, and in school newsletters. Information about the School Parent Compact and the School Parent Family Engagement Plan will be explained at the Annual Title 1 meeting, Parent/Teacher conferences, Parental Involvement events, and during School Advisory Council meetings.</p> <p>Curriculum, expectations, and forms of assessments will be discussed during Open House and parent conferences. Parent/Teacher conferences are held at least once per year and daily communication through agendas and/or email is used to address expected proficiency levels, curriculum, and assessments that will be given throughout the year. Interim reports are sent home four times a year to keep parents updated on progress. Parents are encouraged to sign up for a Parent Portal account where they can check on their child's progress daily. Important dates/information will also be printed in student agendas and can be found on our district/school websites.</p>
<p><b>What barriers hinder participation by parents in parental involvement activities?</b>  <b>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)</b></p>	<p>Scott Lake Elementary will offer no less than three parent meetings per year to formulate suggestions and make decisions relating to their child's education. The Parent Involvement Team/School Advisory Council will meet to discuss the school's Compact and the school Parent Family Engagement Plan. These meetings are open to parents, staff, and administration to provide input for the coming year's parent involvement events. The School Advisory Council will assist the administration and staff with the revision of the current year's Compact and Parent Family Engagement Plan. These meetings will be coordinated by the administration and the Title 1 Liaison.</p>
<p><b>How does your school provide information to parent's in their native language?</b>  <b>What languages do you provide? <b>Section 1116 (e) (5)</b></b>  <b>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</b></p>	<p>The guidance counselor and teachers meet monthly in MTSS meetings to discuss concerns and needs for all students with particular attention given to those with behavioral and academic deficits.</p> <p>Scott Lake Elementary School is fully equipped with ramps and doors that enable those with disabilities to fully participate and have access to all school-wide programs, activities, and facilities.</p> <p>Written notices and documents are available in English and Spanish.</p> <p>A Spanish translator will be provided at parent request.</p>
<p><b>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</b></p> <ul style="list-style-type: none"> <li>• <b>Title I Parent/Family Resource Centers</b></li> <li>• <b>Books Bridge Buses</b></li> <li>• <b>Parent University</b></li> <li>• <b>Other</b></li> </ul>	<p>Written notices and documents are available in English and Spanish.</p> <p>A Spanish translator will be provided at parent request at both conferences and school events/workshops.</p> <p>The school will notify parents through student agendas, PIN notebook in the front office, school website, fliers, labels, regarding opportunities to attend Parent University or to visit a Parent Information Resource Center (PIRC).</p>