**17-18**

**Hiland Park’s**

**Parent and Family Engagement Plan**

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| **1. Parent and Family Engagement Plan** |
| **a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?**  Information will be discussed during SAC meeting, discussion and Vote by SAC  **Documentation:**  Agenda, Sign in Sheet, Minutes |
| **b. Based on the needs identified by parents in the Title I Parent Spring Survey, what changes, if any are being made to the strategies/activities in this Parent and Family Engagement Plan?**  Constant Communication: Using Class dojo, Email, IRIS, Calendar of events, Social Media  **Documentation:**  Sign in sheets at events and meetings |
| **c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.**  Work schedule- scheduling meetings at different times.  child care- provide child care during meeting times  **Documentation:**  Flyers, sign in sheets, calendar events, Social Media |
| **d. How will the school distribute to parents and family members of participating students the Parent and Family Engagement Plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand?**  Create a summary and translate for non-English speaking parents and distribute the first day of school as well in new student packets.  **Documentation:** Website, dojo, newsletters, social media |
| **e. How will the school make the Parent and Family Engagement Plan available for the local community and update it periodically to meet the changing needs of parents and the school?**  Present at SAC Meetings, website, newsletters  **Documentation:**  Parent newsletters, minutes |
| **2. Policy Involvement** |
| **a. Title I Annual Meeting – Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation in Title I, how the funds are used, that the school is required to have parents involved in planning, reviewing, and improving the Parent and Family Engagement Plan and in the development of the School Improvement Plan, and that all parents have the right to be involved.**  **List the timeline, person(s) responsible, and steps the school will take to plan/prepare for the annual meeting.**   |  |  |  | | --- | --- | --- | | **Timeline** | **Action Step** | **Person(s) Responsible** | | **9/7/17** | **Open House 5:30 pm - 6:30 pm** | **Administration, Parent Liaison,** | | **9/15/17** | **Title I, morning meeting 7:45 am** | **Parent Liaison** | |  |  |  | |  |  |  |   **Documentation:** Sign-in sheets with actual numbers  **Number of participants:** |
| **b. How will the school ensure that a flexible number of meetings, such as meetings in the morning or evening are offered to accommodate parents’ schedules?**  School calendar over the summer with 2 different meetings (AM and PM)  **Documentation: Calendar, flyers** |
| **c. How will the school involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of the Parent and Family Engagement Plan and the joint development of the School Improvement Plan?**   |  |  |  |  | | --- | --- | --- | --- | | **Committee Name** | **Frequency of Meetings** | **Method of Recruiting Parents** | **Documentation** | | School Advisory Council | Monthly | Dojo, Social Media, IRIS, School Website, Flyers | Sign-in sheets | |
| **d. What process will the school follow to ensure parents are given timely information about parent activities and programs?**  School Wide calendar, Flyers sent home 2 weeks in advance, Social Media, dojo |
| **e. What opportunities/methods will the school use to describe and explain to parents the:**   * **curriculum to be used,** * **forms of academic assessments used to measure student progress** * **achievement levels of the State academic standards that students are expected to obtain**   -Open House (teachers will share)  -FSA parent meeting in January, given by guidance and parent liaison  -FSA informational BOOKS |
| **f. If requested by parents, list other opportunities the school provides for parents to meet regularly to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.**   |  |  |  | | --- | --- | --- | | **Activity Name** | **Frequency** | **Documentation** | | Parent/Teacher Conferences | As Needed | Conference Notes | |
| **g. If the School Improvement Plan is not satisfactory to the parents of participating students, what process will the school use to submit any parent comments on the plan to the district?**  Parent will complete complaint comment form and give to administration. Form will then be sent to the Title I Supervisor. |

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| **3. Building Capacity for Involvement** |
| **a. List the activities planned that will assist parents in the understanding of such topics as the Florida State Standards, FSA, MAP and other state and local assessments, use of Parent Portal, how to monitor a child’s progress and work with educators to improve the achievement of their children.**  **Also, list the activities planned that will provide materials and trainings to assist parent/families to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy).**  **Elementary must include their planned pre-k to k transition activities.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Timeline** | **Name of Activity** | **Topic(s) Covered** | **Person(s) Responsible** | **# of attendees** | | August | Watch DOG kick-off | Volunteer, Watch DOGS | Parent Liaison/ Administration |  | | August | Orientation | Parent Compacts, Parent Portal, LIM | Teachers |  | | September | Open House | Parent Compacts, Title I information, LIM, Student progress | Teachers |  | | September | Title I meeting | Parent Compacts, Title I information | Parent Liaison |  | | February | Science Night | Science Standards/STEM activties | Parent Liason/Guidance/ Teachers |  | | March | FSA Parent Workshop | FSA requirements, question examples | Parent Liason/Guidance |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **Documentation:** |
| **b. How will the school educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents,**   * **in the value and utility of contributions of parents** * **in how to reach out to, communicate with, and work with parents as equal partners** * **in implementing and coordinating parent/family programs, and in building ties between parents/families and the schools**   Teacher In-service- August  Monthly Faculty Meetings  Monday Memo from Admin  Monthly Lighthouse meeting/action teams  **Documentation:** Sign in sheets  **Number of participants:** |
| **c. To the extent feasible and appropriate, how will the school coordinate and integrate parent involvement programs and activities with other federal, state and/or local programs, including public pre-school programs.**  Access assistance in parent center, Backpack blessings, Dental bus, Church partnership, Watch DOGS, Mentoring, partnership with Florida Therapy.  **Documentation:** sign-in sheets, list of students receiving about services. |
| **d. List any other activities, such as the parent resource center, the school will conduct to encourage and support parents and families to participate more fully in the education of their children?**   |  |  | | --- | --- | | **Name of Activity** | **Person(s) Responsible** | | Watch D.O.G.S | Parent Liaison | | Leader in Me | Parent Liaison |   **Documentation:** |
| **e. What process will the school follow to ensure that all information related to school and parent/family programs, meetings, school reports, and other activities is sent to the parents of participating children in a format and, to the extent practicable in a language the parent can understand?**  The school will translate materials for non-English speaking families as well as attempt contact with Spanish speaking families by phone by school’s ESOL para.  **Documentation:** Translated materials |
| **f. List, as requested by parents, other reasonable supports for parental involvement activities.**  **Documentation:** |

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| **4. Accessibility** |
| **a. What process will the school follow to disseminate to each family in a timely manner a notice concerning their right to request information on the professional qualifications of the classroom teacher and paraprofessional?**  District provided right to know letter will be sent home on the first day of school in the new student packets.  **Documentation:** |
| **b. What process will the school follow 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?**  Out of field letters sent to parents as needed. Payroll clerk will inform district of all out of field teachers.  **Documentation:** District out of field letters |
| **c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?**  Individual reports will be given to parents during parent/teacher conferences.  Parents will be provided dates in which they may pick up the individualized reports during summer hours. Dates will be posted on marquee, social media, and dojo.  **Documentation:** Copy of dates sent home, conference notes |
| **d. Elementary only – How will the school ensure that parent-teacher conferences are held for individual students at least annually, during which the compact is discussed?**  At open house teacher have a calendar for parents to sign up for a conference  **Documentation:** Compact Participation. |
| **5. Discretionary Activities (optional)** | |
| **a. If needed, how will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.** | |
| **b. If needed, how will the school provide necessary literacy training from funds received if the LEA has exhausted all other reasonable available sources of funding for such training?** | |
| **c. If needed and/or not discussed in other areas within this plan, how will the school pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions?**  Title I will be used to purchase refreshments for parent events. | |
| **d. If needed, how will the school train parents to enhance the involvement of other parents?** | |
| **e. If needed, how will the school arrange to conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation?** | |
| **f. If needed, how will the school adopt and implement model approaches to improving parental involvement?** | |