



## Parent and Family Engagement Plan 2019-2020

### Stephens 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:

James. E. Stephens Elementary will create an environment where all parents and family members are engaged in promoting success for our students, school, and community.

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

A handwritten signature in black ink, appearing to read "Amber", written over a horizontal line.

Date: July 22, 2019



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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)	September 12, 2019	Survey	Parents were asked to complete a survey seeking their input on areas James E. Stephens Elementary can improve.	Maintain copies of completed surveys
Parent and Family Engagement Plan (PFEP)	October 2019	SAC meeting	Presented at Title I Family Night on September 12, 2019 and asked to provide input. All parents were invited to SAC meeting in October to vote on PFEP	Sign in sheets from Sept. 12, 2019 and October 2019 SAC meeting
School-Home Compact	September 12, 2019	Survey	Presented at Title I Family Night on September 12, 2019 and asked to provide input. All parents were invited to SAC meeting in October to vote on PFEP	Sign in sheets from Sept. 12, 2019 and October 2019 SAC meeting
Title I Budget	September 12, 2019	Survey	Presented at Title I Family Night on September 12, 2019 and asked to provide input. All parents were invited to SAC meeting in October to vote on PFEP	Sign in sheets from Sept. 12, 2019 and October 2019 SAC meeting
Parent & Family Engagement Allocation	September 12, 2019	Survey	Presented at Title I Family Night on September 12, 2019 and asked to provide input. All parents were invited to SAC meeting in October to vote on PFEP	Sign in sheets from Sept. 12, 2019 and October 2019 SAC meeting

*\*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 12, 2019, 6:00pm
How are parents notified of the meeting?	Notes in student agendas, flyers passed out in car rider line, web site, social media
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?	A second meeting may be scheduled in morning hours to accommodate parents who work evening/night shifts.
How will you get feedback from parents about the meeting?	Through written feedback forms given to attendees at the close of the meeting
How do parents who are not able to attend receive information from the meeting?	Information from the meeting will be posted to our school web page.



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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.

Title IV-Homeless	Guidance counselor coordination with HEARTH program
Migrant	Native language information provided
Preschool Programs	Books Bridge Bus
Title III-ESOL	ESOL Paraprofessional; all written communications to parents provided in native language
SAC	All parents invited to attend and participate in meetings.
PTO/PTA	N/A
Community Agencies/Business Partners	School Volunteer Board

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.	Weekly grade reports will be placed in student agendas. A weekly progress folder will be sent home for parents to review student work. Facebook and Instagram are updated with events and news regularly. Class Dojo is used school-wide for parent communication.
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.	Weekly progress folders will contain graded student work with feedback. Progress monitoring results will be sent home in this folder.
Describe how your school provides information to parents in their native language. What languages do you provide?	We have bilingual (Spanish/English) employees to translate verbally to our parents on campus. Written communications will be provided in Spanish and other native languages as needed.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Our LEA maintains telephone and written communication to the parents of our SWD to inform them of these important dates and times.
Describe the opportunities parents have to participate in their child's education.	Parents may serve on our SAC, school volunteer board, and as a school volunteer. Parents are encouraged to maintain open communication with their child's teacher and are welcome to join their child for lunch and on field trips.

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>
Class Dojo	Dojo provides a two-way communication platform for use by teachers and parents. Either party can initiate communication. Parents can track their child's daily behavior and get feedback from teachers.	Presentation	All teachers	August 9, 2019
Student-led Conferences	Parents will experience the type of data chats teachers have with students.	Workshop	All teachers	September 16, 2019



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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>
Curriculum Areas	Data Nights	Parents will engage with their children to review students' progress in math and language arts	10/15/19 5-7pm 2/6/20 5-7pm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	State Testing Information Session	Parents will gain knowledge of state assessments (content and scoring) to help them coach and motivate their children.	3/19/20 9am and 5pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Open House	Parents will be able to monitor student's grades and be sure all assignments are being completed	9/12/19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Middle School Transition Night	Parents and students will learn about MS academic expectations and requirements	TBA Spring 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How will workshops/events be evaluated?	Parents will complete feedback forms at the close of these workshops
How will the needs of parents be assessed to plan future events?	Parents will be surveyed to determine what they would like to see us offer in the future
What are the barriers for parents to attend workshops/events and how do you overcome these?	Work schedules can be barriers. We will offer flexible scheduling and provide printed materials in the office and linked to web page.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Workshops can be done at different times during the day or evening.
How do parents who are not able to attend building capacity events receive information from the meetings?	Printed materials will be available and also linked to the school web page.

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