



Parent and Family Engagement Plan 2019-2020

Griffin 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:

Griffin Elementary will provide a cooperative learning environment that values all people. We will support life experiences involving risk-taking and problem-solving that will help us become life-long learners. We welcome all families and our doors will always remain open so that we may build stronger relationships with our Griffin families.

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: _____

Melissa Deane

Date: _____

8/22/19



Parent and Family Engagement Plan 2019-2020

Griffin Elementary

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)	9/10/19	Information was distributed to parents at Open House and asked to provide feedback	Information was discussed. The Parents were advised to provided feedback	Sign In Sheet
Parent and Family Engagement Plan (PFEP)	9/10/19, 3/1/20	Information was distributed to parents at Open House and asked to provide feedback	Information was discussed. The Parents were advised to provided feedback	Sign In Sheet
School-Home Compact	9/10/19, 3/1/20	Information was distributed to parents at Open House and asked to provide feedback	Information was discussed. The Parents were advised to provided feedback	Sign In Sheet
Title I Budget	9/10/19	Information was distributed to parents at Open House and asked to provide feedback	Information was discussed. The Parents were advised to provided feedback	Sign In Sheet
Parent & Family Engagement Allocation	9/10/19	Information was distributed to parents at Open House and asked to provide feedback	Information was discussed. The Parents were advised to provided feedback	Sign In Sheet

**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	9/10/19 6:00-7:00 PM
How are parents notified of the meeting?	All parents will be notified of the Annual Meeting via a "Save the Date" notice 2 weeks prior to the meeting, a flyer in the backpack one week prior to the meeting, via the school's marquee and website and a label in the student agenda.
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?	Transportation is not offered to parents. Translation of materials given out will be translated in English, Spanish and Haitian Creole as well as we provide a translator at the meeting.
How will you get feedback from parents about the meeting?	Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum, or testing that they would like to learn more about.
How do parents who are not able to attend receive information from the meeting?	For parents who are not able to attend this meeting, the PowerPoint with the information will be available on our school website.



Parent and Family Engagement Plan 2019-2020

Griffin Elementary

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	The school works closely with the district's HEARTH program; if a teacher suspects a student is homeless he/she can follow up with the guidance counselor. Teachers may cut back on homework or any other unnecessary stress for homeless individuals.
Migrant	At this time, we do not have any migrant students.
Preschool Programs	Preschool parents receive invitations to workshops that may be beneficial to their preschooler; Kindergarten roundup is held each year in April.
Title III-ESOL	There is an ESOL Para on campus to assist students and parents. Information is sent home in the family's native language if needed. The ESOL department works closely with our Para to ensure students and parents are receiving services and materials.
SAC	All parents are invited to join and attend SAC meetings; teachers and staff volunteer. Meeting notifications are sent home via students, posted on the marquee and placed on the school's website. If parents are not members, they may speak or give suggestions at meetings.
PTO/PTA	We will be in introducing PTO to our school this year.
Community Agencies/Business Partners	Parent Involvement Center, Polk Vision

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.	Forms of communication include: parents receive the school's compact, PFEP summary brochure, messages are placed on the school's marquee and website, and parents may attend SAC meetings, report cards, interim reports, school newsletter, flyers and invitations for school related events, family nights and state assessment reports. All students receive an agenda to promote parent/school 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.	Information will be provided on our website. Parent/Family Informational Notebook located in the front office. Information is sent home via the school newsletter. Flyers are sent home announcing events here at school and in the community. Books Bridge flyer is sent home. Stickers are placed in agendas for events here at school and in the community.
Describe how your school provides information to parents in their native language. What languages do you provide?	All communication is provided in English, Spanish and Haitian Creole (if requested). Translation is provided at school events via one of our Spanish-speaking staff members.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	The most common barrier here at Griffin is work schedules. To accommodate parents we try to schedule events in the AM, possibly before work and the PM, possibly after work. When events are held during a mealtime, we try to provide a light breakfast or an evening meal. For language barriers, we always have a translator on hand and materials are provided in other languages. Parents are always made aware of our Parent Center located at Sleepy Hill Elementary and all its invaluable resources and materials available for them and their children. If you cannot attend these meetings, information will be sent home via your child's folder.
Describe the opportunities parents have to participate in their child's education.	Parents may become school volunteers and help at family nights, book fair, field trips, etc.; they can join SAC and they can attend the family workshops that are scheduled throughout the year. Can attend Community Assessment Team Meetings.

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.

Topic/Title	<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>
Family Friendly schools	The purpose is to make our school family friendly for parents and visitors.	Back to School PLC with use of PPT	Staff	August 2019 9AM
Effective Parent Conferencing	The purpose is to build teacher-parent relationships and learn how to hold an effective conference.	Back to School PLC with use of PPT	Staff	August 2019 9AM



Parent and Family Engagement Plan 2019-2020

Griffin Elementary

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.

Building Capacity of Parents and Families								
<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	ELA Family Night Science Family Night, Math Night	Provide information to parents on standards, by grade level, and how they can help their child at home. Grades 3-5 take the FSA state assessment	October 2019-ELA 5:30 pm February 2020-Math 5:30 pm March 2020-Science 5:30 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Information on where to find the Florida Standards. Junior League will provide a free book to all students in attendance.
State Assessments & Achievement Levels	ELA Family Night Science Family Night, Math Night	Provide test-taking strategies to parents and information on the assessments their child will be expected to take.	October 2020-ELA 5:30 pm February 2020-Math 5:30 pm March 2020-Science 5:30 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parents are given sample test items, test taking tips and resources to help their child prepare for the FL assessment.
Technology, Parent Portal	Open House	Information provided on how to navigate the Parent Portal to check student grades.	September 10, 2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hands On Workshops available. Parents without at home technology will correspond with teachers for further information.
Transition (Kdg, MS, HS)	Kindergarten Round Up MS Counselor Visits	Workshops will provide information to parents to help their child make a smooth transition in school.	April 2019-KDG Roundup December 2019-5th Grade Transition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents of incoming Kindergartners and outgoing 5th graders will be provided with information on how to help their child prepare for school.
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	Ongoing	Teachers will provide information to parents to advise where students are academically and will receive feedback from parents.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers will provide hands-on material and suggestions for improving student's academics.

How will workshops/events be evaluated?	Survey results, student achievement data, comments on evaluations
How will the needs of parents be assessed to plan future events?	SAC, Parent surveys, District parent survey, evaluations from workshops, parent meetings to review the compact and PFEP
What are the barriers for parents to attend workshops/events and how do you overcome these?	Transportation is not offered to parents. Translation of materials given out will be translated in English, Spanish and Haitian Creole as well as we provide a translator at the meeting. Light refreshments will be provided after the meeting. Parents are welcome to bring their child (ren) to the meeting so childcare is not needed.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Parent workshops are offered at different times throughout the school year. Events are posted on the website and on the school's marquee.
How do parents who are not able to attend building capacity events receive information from the meetings?	For parents who are not able to attend this meeting, the PowerPoint with the information will be available on our school website.

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