



Parent and Family Engagement Plan 2019-2020

Sikes 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:

At Sikes Elementary, we are committed to building relationships between our school, students, their families, local businesses and our South Lakeland and Mulberry communities. We welcome and encourage parents and families to be a part of their child's learning.

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: Kerry S. Chapman Date: 8/23/19



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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? |
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| School Improvement Plan (SIP) | 4/16/2019 | Flyer, Newsletter | Parent Survey/SAC Meeting | SAC Minutes, Survey Results |
| Parent and Family Engagement Plan (PFEP) | 5/1/2019 | Flyer, Newsletter | Parent Survey | Survey Results |
| School-Home Compact | 5/1/2019 | Flyer, Newsletter | Parent Survey | Survey Results |
| Title I Budget | 5/1/2019 | Flyer, Newsletter | Parent Survey | Survey Results |
| Parent & Family Engagement Allocation | 5/1/2019 | Flyer, Newsletter | Parent Survey | Survey Results |

**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.

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| Tentative date & time(s) of meeting | Our Annual Meeting will be held on Tuesday, September 10, 2019 and Thursday, September 12, 2019 from 5:00-7:00p.m. |
| How are parents notified of the meeting? | Parents will be notified through flyers, school newsletters, and the school social media page. |
| 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? | The majority of our families live in close proximity of campus. However, transportation is a barrier for some families. This event will be announced in advance to allow time for families to plan accordingly. This meeting is also planned before open house to help increase attendance. |
| How will you get feedback from parents about the meeting? | Every parent who attends our Annual Parent Meeting will be asked to complete a short evaluation of the meeting. |
| How do parents who are not able to attend receive information from the meeting? | The presentation will be made available on our school website for parents that are unable to attend. Parents can also meet with the school-based Title I facilitator to learn about the information from the Meeting. |



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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.**

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| Title IV-Homeless | The Hearth program provides support and resources for identified homeless students. The school based Hearth Liaison works closely with teachers to identify and assist homeless students. The backpack food program, uniforms, and other academic resources are provided for students that are identified as homeless |
| Migrant | The Migrant Program provides eligible migrant students and their family access to quality educational, health, and other social service opportunities through partnerships with local schools and community agencies. |
| Preschool Programs | Our ESE PreK classrooms help promote school readiness by providing a foundation for young students. PreK Parents will be included in parent nights and events on campus. |
| Title III-ESOL | We currently have 2 ESOL paraprofessionals. Through guidance from the district office, we prioritize their schedule based on student population and needs. |
| SAC | The Student Advisory Council consists of parents, staff, and community members that assist in making recommendations on how our school operates. |
| PTO/PTA | All families are members of the PTO without any fee. Meetings are held prior to school events to help increase participation. |
| Community Agencies/Business Partners | Community agencies and business partners are invited to participate in events at our school such as the Great American Teach-In, PTO Fall Festival, and to serve on our School Advisory Council. |

- 4. Utilize strategies to ensure meaningful communication and accessibility.**

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| Describe the methods that will be used to ensure meaningful, ongoing communication between home and school. | We use a variety of methods to communicate with our families. Monthly newsletters are provided at the beginning of each month to keep parents informed on curriculum and events. We also send a weekly communication folder home each Tuesday with graded papers and various flyers. |
| 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. | Parents are informed through information at the Title I Annual Parent Meeting, school website, monthly newsletters, family nights, and parent/ teacher conferences. |
| Describe how your school provides information to parents in their native language. What languages do you provide? | Translation in Spanish is provided for school communication and flyers. We have several staff members on campus who help translate at presentations and conferences. |
| How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events? | Parents with disabilities will be accommodated on an individualized basis to provide as much support as needed. |
| Describe the opportunities parents have to participate in their child's education. | Parents are encouraged and invited to be a part of their child's education and the decision making process. They are invited to join the SAC committee and PTO. We also send out requests for volunteer forms in beginning of year packet. Through these committees parents are able to give input, ideas, and suggestions. |

- 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 | How does this help staff build school/parent relationships? | Format for Implementation: workshop, book study, presenter, etc. | Who is the audience? | Tentative Date/Time |
|-------------------------------|--|---|-----------------------------|----------------------------|
| Effective Parent Conferencing | Parent conference training provides teachers with information on how to successfully and effectively communicate with parents. | Workshop | Staff | 8/6/19 |
| Effective Communication | To help promote positive relationships with the families we serve. | Workshop | Staff | 8/6/19 |



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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.

| Building Capacity of Parents and Families | | | | | | | |
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| <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 | Reading Night | Provides families with information on standards and standards-based activities. | 10/2019 | | ✓ | | ✓ |
| State Assessments & Achievement Levels | FSA Night | FSA Family Night provides information about the FSA, question samples, achievement levels, and test taking strategies. | 11/2019 | | ✓ | | ✓ |
| Technology, Parent Portal | Open House | Families will be provided information on how to access the Parent Portal. | 8/8/19 | | | | ✓ |
| Transition (Kdg, MS, HS) | Kindergarten Round Up/ Fifth Grade Transition | Kindergarten Round Up and 5th Grade Middle School Day are provided to help students | 4/2020 | | | | ✓ |
| College & Career | Great American Teach In | Students will learn about various careers from community members and families. | 11/2019 | | | | ✓ |
| Graduation Requirements & Scholarships | Not Applicable | | | | | | |
| Conferences | Student Portfolio Night | Parents will learn about standards, assessments, and their child's progress. | 1/2020 | | ✓ | | ✓ |

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| How will workshops/events be evaluated? | Parents will be provided a feedback survey during each family night at Sikes. We will use <u>these suggestions to plan or improve future events.</u> |
| How will the needs of parents be assessed to plan future events? | We assessed our parent needs through a paper survey at the end of the 2018-2019 school year. Parents were asked to make suggestions or comment on previous events. |
| What are the barriers for parents to attend workshops/events and how do you overcome these? | Transportation is one barrier for families at Sikes. Parent events are announced in advance to allow time for families to plan accordingly. |
| How are flexible dates and times for meetings, events and/or workshops offered? (Give examples) | Parents are provided with a calendar of events at the beginning of each month on the newsletter. All dates and times are posted on the school marquee and school website. Family nights are offered on different days and times to increase attendance. |
| How do parents who are not able to attend building capacity events receive information from the meetings? | Information/copies of presentations will available on our school website or parents can meet with the school-based Title I Facilitator to discuss information. |

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