



Parent and Family Engagement Plan 2019-2020

Sandhill 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:

Sandhill Elementary school's vision is to increase the amount of parent and family engagement at the school, while creating an atmosphere where parents feel comfortable and welcome. We also want to maintain open lines of communication with parents and families and encourage them to assist their child at home.

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: Kathy Conely Date: 8/16/2019



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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)	Sept. 2019	Parents are invited at Orientation and in email to join SAC. Then the topics are discussed at SAC	Parents discuss, ask questions, & give ideas during the SAC meeting and then the group votes.	SAC meeting minutes, agenda and sign in sheets. Plus if the wrote down their ideas.
Parent and Family Engagement Plan (PFEP)	April 2020	Parents are invited at Orientation and in email to join SAC. Then the topics are discussed at SAC	Parents discuss, ask questions, & give ideas during the SAC meeting and then the group votes.	SAC meeting minutes, agenda and sign in sheets. Plus if the wrote down their ideas.
School-Home Compact	April 2020	Parents are invited at Orientation and in email to join SAC. Then the topics are discussed at SAC	Parents discuss, ask questions, & give ideas during the SAC meeting and then the group votes.	SAC meeting minutes, agenda and sign in sheets. Plus if the wrote down their ideas.
Title I Budget	April 2020	Parents are invited at Orientation and in email to join SAC. Then the topics are discussed at SAC	Parents discuss, ask questions, & give ideas during the SAC meeting and then the group votes.	SAC meeting minutes, agenda and sign in sheets. Plus if the wrote down their ideas.
Parent & Family Engagement Allocation	Sept. 2019	Parents are invited at Orientation and in email to join SAC. Then the topics are discussed at SAC	Parents discuss, ask questions, & give ideas during the SAC meeting and then the group votes.	SAC meeting minutes, agenda and sign in sheets. Plus if the wrote down their ideas.

**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	Sept. 19, 2020 at 5:30 pm
How are parents notified of the meeting?	All parents will be notified of the Annual Parent meeting with a flyer in their child's backpack, school marquee, and a label in the agenda the day before the event. The information will also be on the school website.
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 provided, but if we know of a family that wants to come and needs transportation we will work to help find a solution. Materials given out will be translated into Spanish and a translator will help during the meeting. Light refreshments will be provided during the meeting. Parents are welcome to bring their kids.
How will you get feedback from parents about the meeting?	Each parent that attends the meeting will be asked to complete a survey about the meeting using it as the ticket out the door to their child's classroom.
How do parents who are not able to attend receive information from the meeting?	For parents unable to attend the meeting the information will be sent home and on the school website.



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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	We work HEARTH to identify children and families in need. The teachers are then notified by the school counselor or the parent of their situation. We try to help feed and supply what they need.
Migrant	Materials are provided in their home language, and home visits are made when it is needed. We also try to keep them in the same class if a child leaves during the year and then comes back.
Preschool Programs	We work with the headstart program on our campus. The parents receive invites to our different functions. We also have Kdg round up in the spring and hand out a kdg workbook for students to work on over the summer to help prepare them for school.
Title III-ESOL	We have 1 ESOL teacher and three ESOL paras that work closely with our ESOL students and their families.
SAC	All parents were invited to join our SAC on orientation night and in a letter sent home to the parent. Meeting notices are emailed or sent to the parents. Parents are welcome to speak at these meetings.
PTO/PTA	All parents are invited to join PTO on orientation night and throughout the year.
Community Agencies/Business Partners	Kids Pack

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.	Meaningful ongoing communication between home and school will occur through, phone calls, daily agenda, email, class dojo, and face to face meetings.
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.	We communicate with parents through our agendas, Friday folders, compact, flyers for events, invitations, newsletters, website, school marquee, social media, parent nights, and report cards. All of our communication is translated into Spanish as it is needed.
Describe how your school provides information to parents in their native language. What languages do you provide?	We send home notices in English and in Spanish. We also offer a staff member to translate when it is needed. We provide Spanish and Haitian Creole if needed.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	When the school is aware of a parent that might need accommodations to attend a meeting or an event, we do what we can to make sure that parent can attend.
Describe the opportunities parents have to participate in their child's education.	Parents are informed of our various events and how to be involved in their child's education. They can volunteer at the school or from home as long as they are an approved volunteer and have attended the volunteer orientation.

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
Parent Communication	This shows the staff the correct way to interact with parents and shows parents that we want the open line of communication.	Modeling how orientation, annual meeting, and phone calls should look.	All Staff	Aug. 9, 2019
Student Led Conference	This will help teachers & students take ownership of the grade, work and testing that is being done.	Model for staff how to run a student led conference and the importance behind it.	All teachers	PLC in Oct. 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.

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>
Curriculum Areas	Reading Book BINGO & Math Carnival	Provide information to parents on standards and how to help at home.	11/12/19, 6:00 1/23/20, 6:00	☐	☒	☐	☒
State Assessments & Achievement Levels	FSA Trivia Night	Provide information to parents on standards and how to help at home.	2/20/20, 6:00	☐	☒	☐	☒
Technology, Parent Portal	Annual Meeting & all other nights	Parents can keep up with their child's grades.	9/19/19, 5:30	☐	☒	☐	☒
Transition (Kdg, MS, HS)	Kdg round up and 5th grade transition to 6th.	This workshop will provide information to parents to help their child make a smooth transition with change in schools.	Transition to 6th will be in Dec. Kdg. round up April 2020 during the day.	☐	☐	☐	☒
College & Career				☐	☐	☐	☐
Graduation Requirements & Scholarships				☐	☐	☐	☐
Conferences	Student Led Conference Night	Students will take ownership of their grades, work, & behavior.	10/28/19 or 10/29/19	☐	☐	☐	☒

How will workshops/events be evaluated?	All events and workshops will be evaluated by a short parent evaluation asking how we did, what they liked, and how we can improve it or change it.
How will the needs of parents be assessed to plan future events?	After parents have filled out the evaluation we look at their thoughts and ideas and make changes accordingly.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Some possible barriers are language, transportation, and schedules. We will offer events on different days and times, translate when possible, and offer refreshments when possible.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We offer different events at different times of the school year. We try to vary the start time to reach most of our parents.
How do parents who are not able to attend building capacity events receive information from the meetings?	If parents would like information from the event that they missed we will send the information home with their child or cover some of it in the school newsletter.

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