



Parent and Family Engagement Plan 2019-2020

Spessard Holland 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:

The vision for Spessard L. Holland Elementary's parent and family engagement is to increase student achievement by creating an inviting environment while building the capacity of all stakeholders involved.

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.
- ☐ Provide staff development to 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: Melody Rutler

Date: 8/23/19



Parent and Family Engagement Plan 2019-2020 (School Name)

EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. Involve parents and families 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)	9/27/2019	E-mail & Class Dojo reminders	SAC meeting discussions and collaborative task	Written summaries of the document
Parent and Family Engagement Plan (PFEP)	5/10/2019	E-mail & Class Dojo reminders	SAC meeting discussions and collaborative task	Suggestions and changes were made directly on the document
School-Home Compact	5/10/2019	E-mail & Class Dojo reminders	SAC meeting discussions and collaborative task	Suggestions and changes were made directly on the document
Title I Budget	9/27/2019	E-mail & Class Dojo reminders	SAC meeting discussions and collaborative task	Written summaries of the document
Parent & Family Engagement Allocation	9/27/2019	E-mail & Class Dojo reminders	SAC meeting discussions and collaborative task	Written summaries of the document

**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 and families to be involved.

Tentative date & time(s) of meeting	
How are parents and families notified of the meeting?	The vision for Spessard L. Holland Elementary's parent and family engagement is to increase student achievement by creating an inviting environment while building the capacity of all stakeholders involved.
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 and families 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?	Childcare- all children and siblings are invited to attend A staff member will be on site for translation needs Refreshments will be provided since the meeting is held during a meal time
How will you get feedback from parents and families about the meeting?	Parents will be provided with a link to complete an online evaluation for this event. Paper copies will be provided to those without computer access.
How do parents and families who are not able to attend receive information from the meeting?	All information will be located on the school's website, following the meeting. Paper copies of the information will be provided, as needed



Parent and Family Engagement Plan 2019-2020 (School Name)

3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents and families in more fully participating in the education of their children and/or to help support learning at home.

Title IX-Homeless	We connect our homeless families with the county's Hearth Program which provides support.
Migrant	Translation is provided on documents sent home, as well as through translation of presentations at school events.
Preschool Programs	At kindergarten roundup, preschool parents are provided with information on preparing their child for the transition to kindergarten.
Title III-ESOL	Translation is provided on documents sent home, as well as through translation of presentations at school events.
SAC	All parents are invited to become a member for the School Advisory Committee.
PTO/PTA	All parents are invited to become a member for the PTA.
Community Agencies/Business Partners	Business partners support parent and family engagement programs by providing resources, funds and volunteers.

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.	Daily agendas, Class Dojo messenger, Social media, N ewssletter in Tuesday folders
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 and families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	A parent and family engagement night is hosted to provide parents with this information. Those unable to attend can access this information online or in our Parent and Family Engagement Notebook, found in the front office.
Describe how your school provides information to parents and families in their native language. What languages do you provide?	Translated information in Spanish and Haitian Creole is sent to particular families.
How are the needs of parents and families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Elevators are provided in 2-story buildings, phone calls or home visits may be scheduled on a case-by-case basis as needed.
Describe the opportunities parents and families have to participate in their child's education.	Monthly school events, parent conferences, printed resources

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 and family 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>
Effective Parent Conferences	Making parents feel more welcome will increase parent involvement and ultimately contribute to higher student achievement.	PLC	Teachers	August 6, 2019

Parent and Family Engagement Plan 2019-2020 (School Name)

6. Provide assistance, training, workshops, events, and/or meetings for parents and families 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							
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum Areas	Literacy/Curriculum Night	Provide information and activities that will support parents in helping their children become independent readers. We will provide them with resources and suggested at-home activities to strengthen their children's literacy skills.	November 2019- evening		✓	✓	✓
State Assessments & Achievement Levels	FSA Night	Provide information on Florida Standards Assessment, the Florida Standards, and curriculum to raise student achievement in ELA, math and science.	February 2020- evening. This will be held in conjunction with Curriculum/Florida Standards		✓	✓	✓
Technology, Parent Portal	Literacy/Curriculum Night	Parents will learn about the free online resources provided by the district. Through the use of Parent Portal, parents can access their child's grades, increasing student achievement through communication and parent involvement.	November 2019- evening. This will be held in conjunction with Literacy Night		✓	✓	✓
Transition (Kdg, MS, HS)	Kindergarten RoundUp	Provide information about kindergarten expectations to Pre-K students and parents to prepare them for the upcoming school year.	April 2020, morning and evening		✓	✓	✓
College & Career	Great American Teach In	Parents and community stakeholders are invited to share with students about college and career information at the Great American Teach-In. Students are exposed to college and career options.	Guest speakers, refreshments, and patrols to serve as guides.		✓	✓	✓
Graduation Requirements & Scholarships	N/A						
Conferences	Parent/Teacher Conferences	Provide information on Florida Standards Assessment, the Florida Standards, and curriculum to raise student achievement in ELA, math and science.	Ongoing		✓	✓	✓

How will workshops/events be evaluated?	Following each event, evaluations are collected from parent and family participants and results are used to more effectively plan future events.
How will the needs of parents and families be assessed to plan future events?	To assess the needs of parents throughout our school, parents are surveyed. Events are planned based on the needs of our school.
What are the barriers for parents and families to attend workshops/events and how do you overcome these?	Childcare- all children and siblings are invited to attend A staff member will be on site for translation needs Refreshments will be provided since the meeting is held during a meal time
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Meetings are held on different days and at flexible times throughout the year so that parents may pick the day/time that best fits their schedules. Conferences are held before, during and after school in person and/or by phone.
How do parents and families who are not able to attend building capacity events receive information from the meetings?	All information will be located on the school's website, following the meeting. Paper copies of the information will be provided, as needed

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