



## Parent and Family Engagement Plan 2019-2020

### Ben Hill 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:

At Ben Hill Griffin Jr. Elementary, we believe in order to consistently improve student achievement positive change must take place through the collaboration of school leaders, community members, and school families to break down the barriers that might otherwise limit academic achievement of our students.

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

*Patti McAllister*

Date: \_\_\_\_\_

*8/26/19*



## Parent and Family Engagement Plan 2019-2020

Ben Hill 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)	August 23rd, 2019	Parents were invited by sending an invitation to all students to indicate an interest in reviewing documents. Parents were then contacted and asked to attend a scheduled meeting or convenient time.	Parents were given draft copies of all documents and asked to make suggestions.	Sign-in sheets, edited documents with suggestions, notes from meeting.
Parent and Family Engagement Plan (PFEP)	August 23rd, 2019	Parents were invited by sending an invitation to all students to indicate an interest in reviewing documents. Parents were then contacted and asked to attend a scheduled meeting or convenient time.	Parents were given draft copies of all documents and asked to make suggestions.	Sign-in sheets, edited documents with suggestions, notes from meeting.
School-Home Compact	August 23rd, 2019	Parents were invited by sending an invitation to all students to indicate an interest in reviewing documents. Parents were then contacted and asked to attend a scheduled meeting or convenient time.	Parents were given draft copies of all documents and asked to make suggestions.	Sign-in sheets, edited documents with suggestions, notes from meeting.
Title I Budget	August 23rd, 2019	Parents were invited by sending an invitation to all students to indicate an interest in reviewing documents. Parents were then contacted and asked to attend a scheduled meeting or convenient time.	Parents were given draft copies of all documents and asked to make suggestions.	Sign-in sheets, edited documents with suggestions, notes from meeting.
Parent & Family Engagement Allocation	August 23rd, 2019	Parents were invited by sending an invitation to all students to indicate an interest in reviewing documents. Parents were then contacted and asked to attend a scheduled meeting or convenient time.	Parents were given draft copies of all documents and asked to make suggestions.	Sign-in sheets, edited documents with suggestions, notes from 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 17th, 2019 6:00 p.m.
How are parents notified of the meeting?	Two written notices are sent in student backpacks and stickers in agendas. We also place the date and time on our school marquee.
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 barriers that we face at our school are language and large physical area that our students live. We have a large ELL population, therefore we translate all of our Title I documents and notices into Spanish to facilitate these parents. For Parent Nights and Meetings we will have translators available to assist those families. In order to encourage participation of all students, we offer varying times to accommodate travel time and work schedules.
How will you get feedback from parents about the meeting?	We provide parents with a written survey regarding the content of the meeting and the convenience of the day and time of the meeting. We also gather feedback on how the meeting is organized. We gather all parents in the Cafeteria to review the Title I requirements and to introduce staff members. Then we have two breakout sessions where parents visit their children's classrooms for a Status of the Class Meeting. In that meeting the first Progress Monitoring results are shared with parents.
How do parents who are not able to attend receive information from the meeting?	We will maintain a copy of the Power Point presentation containing the information regarding Title I information in the Parent Information Notebook (PIN) that is housed in the front office. Also, the Power Point presentation will be available on our school website on the Title I page.



## Parent and Family Engagement Plan 2019-2020

### Ben Hill 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.

<b>Title IV-Homeless</b>	Our guidance counselor works with teachers to identify any students that are homeless and works with the District "Hearth" Program to provide support to those families.
<b>Migrant</b>	Migrant Advocate provides backpacks to students, conducts home visits, and assists with school and housing supplies. These efforts assist our students
<b>Preschool Programs</b>	N/A - We do not have preschool programs at our school.
<b>Title III-ESOL</b>	Ben Hill Griffin Jr. Elementary employs an ESOL Paraprofessional who provides services to our identified students. Our ESOL para works with students on English language development and assists with translation with student families.
<b>SAC</b>	We have a SAC that meets four times during the school year. At our Title I Annual Parent Meeting we encourage parents to become members and provide input on our expenditures, activities, and educational focus.
<b>PTO/PTA</b>	PTO welcomes parents at our Annual Title I Meeting and Open House and introduces appointed officers for the school year. The PTO encourages membership of families and participation in PTO sponsored events.
<b>Community Agencies/Business Partners</b>	CAT - The Community Action Team is comprised of business and community members who work with our school to find ways in which the community can assist the school in achieving success for all our students. They will attend a "State of the School" meeting quarterly to where a report on Ben Hill Griffin Jr. Elementary's progress will be given by Principal Patti McGill. Also, our school partners with the local Care Center to provide basic resources to our families in need. They assist with clothing, school supplies, and basic housing needs.

4. Utilize strategies to ensure meaningful communication and accessibility.

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.</b>	We provide parents with a Calendar of Events for the entire school year in order to assist in order to communicate important dates to our families. At the Annual Parent Meeting we provide a hand-out of the Title I Workshops that we are offering and the times of each event for families to place on their calendars. We also keep our Title I page on our school website updated. In order to ensure effective communication with our families, teachers are required to conduct at least one face-to-face conference with each student's family. Many teachers have the "remind" app that allows important dates and information sent to families quickly.
<b>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.</b>	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.
<b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	Our school conducts two Status of the Class meetings with parents. One after the first Progress Monitoring is complete and then after the Mid-Year Progress Monitoring. During these meetings individual student results are shared with parents/guardians. We also provide an FSA Parent Night to inform parents of the testing dates and required tests for each grade level. An emphasis is placed on the 3rd Grade FSA ELA due to retention ramifications. We also send home a Parent Letter with dates and tests per grade level.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	Due to the large number of Hispanic students, we provide all written correspondence to Parents in both Spanish and English.
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Parents with disabilities are accommodated by asking them on the invitation fliers if they need assistance with attending meetings/workshops, and/or events.
<b>Describe the opportunities parents have to participate in their child's education.</b>	Parents have the opportunity to participate in their child's education by becoming a member of our PTO, SAC, or Community Action Team.

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.

<b>Topic/Title</b>	<b>How does this help staff build school/parent relationships?</b>	<b>Format for Implementation: workshop, book study, presenter, etc.</b>	<b>Who is the audience?</b>	<b>Tentative Date/Time</b>
How to conduct a "Status of the Class Meeting"	This helps staff by providing the framework for conducting a successful meeting with their families. Staff learns how to organize their data and communicate the grade level expectations to their families. Progress Monitoring data is organized by classroom where charts are created with data of each student... Parents are provided individual results of their child's progress in order to compare to the class average. A	Professional Learning with Literacy and Math/Science Coach. Video clips, Power Point Presentation, Reports to include in meeting.	Classroom Teachers	September 9th, 2019 PLC - during teacher planning time.
Effective Communication with parents/families	By providing classroom teachers with an agenda to be utilized during Parent Conferences, teachers effectively inform families of their child's progress.	Professional Learning with Literacy Coach. Teachers are provided with a Conference Agenda to utilize during conferencing. Also, ways to engage parents to become involved in their child's education.	Classroom Teachers	October 14th, 2019 PLC - during teacher planning time.



## Parent and Family Engagement Plan 2019-2020

### Ben Hill 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.

<b>Building Capacity of Parents and Families</b>							
<b>Topic</b>	<b>Title</b>	<b>How will this impact Student Achievement?</b>	<b>Tentative Date/Time</b> Are they flexible?	<b>Transportation</b>	<b>Refreshments</b>	<b>Childcare</b>	<b>Translation</b>
Curriculum Areas	Edible Math Night/Hands-On Science Night/Media Night	Families will engage in activities that can be conducted at home with edible items. All activities are tied to FSA Math standards. During Science Night, families will engage in hands-on experiments that can be conducted at home with simple materials and instructions modeled by the teachers. During Media Night, families will be provided resources	October 22nd, 2019 February 25th, 2020 April 16th, 2020 4:30 p.m.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Status of the Class Family Night	This will impact student achievement by informing parents of their child's progress and ways to work with their children at home.	January 14th, 2020 6:00 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Technology/Media Night	This will impact student achievement by informing parents of the technology resources available at our school and available for home use. These include Renaissance, Istation, Fractions, Research tools, etc.	December 3rd, 2019 4:30 p.m.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Shadow Day	Upcoming 3rd graders that are at our feeder school (Frostproof Elementary), will visit our school for a walk-through of our classrooms, special areas, cafeteria, and office area.	April 29th, 2020 9:00 a.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Individualized Parent Conferences	Teacher's will conduct at least one face-to-face conference with each child's family. These individualized conferences will be guided by the Conference Agenda.	Before and after school. During teacher's planning time during school day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	We have a written survey that we provide all families at the end of each event. We also have surveys available in the front office for families to provide suggestions.
How will the needs of parents be assessed to plan future events?	Survey results will be analyzed by the Leadership Team and the School Advisory Council to adjustments will be made for future events.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Most of our parents are working parents, therefore we design days and times to maximize attendance. We also strive to welcome all parents by providing invitations in their heritage language.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We have different days of the weeks and different times for the workshops to take into account families schedules. For example, the Title I Annual Meeting is a Tuesday night at 6:00 p.m. In contrast, our Edible Math Night is on a Thursday at 4:30 p.m.
How do parents who are not able to attend building capacity events receive information from the meetings?	All the information, such as hand-outs and Power Point presentations, are copied and included in our Parent Information Notebook which is housed in the front office.

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