



## Parent and Family Engagement Plan 2020-2021 Sleepy Hill 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:

As Explorers at Sleepy Hill Elementary, we will implement district curriculum to prepare all students to be full participants in the global community of the future. We will show respect, display healthy attitudes, explore responsibly, and use safety always. We will provide our parents the opportunity to attend activities that will build capacity in ways that they can help their child succeed at school. The parents will be invited to give input through our PAC.

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

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

10/8/20



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**EVERY TITLE I SCHOOL IN POLK COUNTY WILL:**

- 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.**

	<b>Date of meeting to gather parent input.</b>	<b>How were parents invited to give input?</b>	<b>Describe the method in which parents were involved.</b>	<b>What evidence do you have to document parent/family participation?</b>
<b>School Improvement Plan (SIP)</b>	Sept 28-Oct 14, 2020 documents were sent to parents who volunteered to give input. October 7, 2020 meeting will be advertised and all invited.	Invited all parents to meeting using flyer, Facebook, Dojo, website, and school marquee	All parents will be invited to attend meetings to review and revise the SIP. Our volunteer Parent Advisory Council (PAC) and School Advisory Council (SAC) which is elected every October, will meet as needed to plan, review, and revise the <u>School Improvement Plan (SIP)</u> .	Evidence will include an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents/mark up plans that were sent home. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an on-line monitoring system.
<b>Parent and Family Engagement Plan (PFEP)</b>	Sept 28-Oct 6, 2020 documents were sent to parents who volunteered to give input. October 7, 2020 meeting will be advertised and all invited.	Invited all parents to meeting using flyer, Facebook, Dojo, website, and school marquee	All parents will be invited to attend meetings to review and revise the SIP. Our volunteer Parent Advisory Council (PAC) and School Advisory Council (SAC) which is elected every October, will meet as needed to plan, review, and revise the <u>School Improvement Plan (SIP)</u> .	Evidence will include an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents/mark up plans that were sent home. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an on-line monitoring system.
<b>School-Home Compact</b>	Sept 28-Oct 6, 2020 documents were sent to parents who volunteered to give input. October 7, 2020 meeting will be advertised and all invited.	Invited all parents to meeting using flyer, Facebook, Dojo, website, and school marquee	All parents will be invited to attend meetings to review and revise the SIP. Our volunteer Parent Advisory Council (PAC) and School Advisory Council (SAC) which is elected every October, will meet as needed to plan, review, and revise the <u>School Improvement Plan (SIP)</u> .	Evidence will include an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents/mark up plans that were sent home. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an on-line monitoring system.
<b>Title I Budget</b>	Sept 28-Oct 6, 2020 documents were sent to parents who volunteered to give input. October 7, 2020 meeting will be advertised and all invited.	Invited all parents to meeting using flyer, Facebook, Dojo, website, and school marquee	All parents will be invited to attend meetings to review and revise the SIP. Our volunteer Parent Advisory Council (PAC) and School Advisory Council (SAC) which is elected every October, will meet as needed to plan, review, and revise the <u>School Improvement Plan (SIP)</u> .	Evidence will include an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents/mark up plans that were sent home. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an on-line monitoring system.
<b>Parent &amp; Family Engagement Allocation</b>	Sept 28-Oct 6, 2020 documents were sent to parents who volunteered to give input. October 7, 2020 meeting will be advertised and all invited.	Invited all parents to meeting using flyer, Facebook, Dojo, website, and school marquee	All parents will be invited to attend meetings to review and revise the SIP. Our volunteer Parent Advisory Council (PAC) and School Advisory Council (SAC) which is elected every October, will meet as needed to plan, review, and revise the <u>School Improvement Plan (SIP)</u> .	Evidence will include an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents/mark up plans that were sent home. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an on-line monitoring system.

*\*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.*

- Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.**

<b>Tentative date &amp; time(s) of meeting</b>	October 6, 2020 Virtual Meetings with be offered to families
<b>How are parents notified of the meeting?</b>	Send out invitations and reminders via backpack, agendas, class dojo, website, and Facebook page.
<b>What information is provided at the meeting?</b>	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.
<b>How are parents informed of their rights?</b>	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.
<b>What barriers will you address to encourage parents/families to attend?</b>	For those with a language barrier we will have translator available at each family night. All flyers will be two sided English on one side and Spanish on the other. We will offer free meals at all of our parent nights to increase attendance, and when appropriate we will offer childcare so that parents may attend meetings.
<b>How will you get feedback from parents about the meeting?</b>	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.
<b>How do parents who are not able to attend receive information from the meeting?</b>	For parents working and cannot attend, we will make sure to send home packets of information to those students that do not attend family nights.



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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.**

<b>Title IV-Homeless</b>	Homeless students identified by our school counselor, social worker, or by parents will be provided services such as transportation through the HEARTH program
<b>Migrant</b>	Migrant students enrolled at Sleepy Hill Elementary will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates, assigned to schools with high percentages of migrant students, monitor the progress of these high-need students and provide or coordinate supplemental academic support. Migrant Home-School Liaisons identify and recruit migrant students and their families for the MEP. They provide support to both students and parents in locating services necessary to ensure the academic success of these students
<b>Preschool Programs</b>	We have pre-k resource teachers that work with our Head Start staff and conduct monthly building capacity activities with our pre-k parents to assist them in working with their children at home.
<b>Title III-ESOL</b>	Title III provides supplemental resources for English Language Learners (ELL) and their teachers in Title I schools, as well as professional learning opportunities for school staff.
<b>SAC</b>	All parents are invited to attend meetings. Members are elected or appointed by their peers to reflect and represent the make-up of the school population. Notifications are sent home in backpacks, the school marquee, the school website, by Dojo, and our Facebook page. Any parent can speak at the meeting but only elected member may vote.
<b>PTO/PTA</b>	N/A
<b>Community Agencies/Business Partners</b>	Business partners are included on our SAC and we collaborate with a local church for families in need of food, clothing, and school supplies. We receive donations of uniforms and school supplies from the Kiwanis and Rotary Clubs. Business partners are included on our SAC and we collaborate with a local church for families in need of food, clothing, and school supplies. We invite some of our daycares, Sam's Club and local YMCA to be a part of our SAC.

**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>	Our school uses many forms of communication in an effort to reach all parents. They include: The PFEP and the compact, school messenger, flyers, notifications/invitations, class Dojo, website and Facebook page, school marquee, parent workshops, SAC meetings, report cards, interim reports, state assessment/curriculum information.
<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>	Parent/teacher conferences are held at least once a year and daily communication through agendas and/or email is used to address expected proficiency levels, curriculum, and assessments that will be given throughout the year. Interim reports are sent home 4 times a year to keep parents updated on progress. Parents are encouraged to sign up for a Parent Portal account where they can check up on student progress daily. Important dates/information will also be printed in student agendas and can be found on our district/school websites.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	All communications are send home in both English and Spanish
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	The school provides information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, handicap parking, and translators. We also have elevators to ensure access to the second floor by all individuals.
<b>Describe the opportunities parents have to participate in their child's education.</b>	Parents are encouraged to visit our campus at any time. We conduct a volunteer orientation at the beginning of each school year. We offer family nights twice during the school year for families to view students data and learn strategies they can use to help their child at home.

**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>
Effective Positive Communication/ Parent Conferences for School Staff	Making parents feel more welcome will correlate to increased family involvement and higher achievement	Parent Involvement Facilitator	Instructional Staff	October 23, 2020
APTT- Academic Parent Teacher Teams	Learn to implement APTT to form parent/ teacher teams to share student data and strategies for parents to help their child at home.	Parent Involvement Facilitator	Instructional Staff	October 23, 2020



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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.

<b>Building Capacity of Parents and Families</b>							
<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>How will this support learning at home?</u>
				<u>Translation</u>			
Curriculum Areas	Family Night	November 5, 2020 and February 11, 2021 6:00pm. Information will be sent home to any families who could not attend. Appointments can be made to meet with staff to discuss information shared.	Virtual options will be offered. Materials sent home to those who do not attend.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provide information and activities that train parents how to help their students improve at home.
State Assessments & Achievement Levels	Family Night	November 5, 2020 and February 11, 2021 6:00pm. Information will be sent home to any families who could not attend. Appointments can be made to meet with staff to discuss information shared.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provide test taking strategies practice that train parents and assist them in providing practice for their students at home.
Technology, Parent Portal	Family Night	November 5, 2020 and February 11, 2021 6:00pm. Information will be sent home to any families who could not attend. Appointments can be made to meet with staff to discuss information shared.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provide parents information on how to navigate the Parent Portal to check their child's grades, will keep them up to date on progress so they know when to provide extra practice at home.
Transition (Kdg, MS, HS)	Kindergarten Round Up	April 2021		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	These workshops will provide information to parents to help their child make a smooth transition with change in school.
College & Career	N/A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graduation Requirements & Scholarships	N/A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conferences	Individual Parent/Teacher Conferences	Teachers meet with parents one on one to discuss the student's progress, give suggestions for activities to work on at home to improve or maintain academic success, and discuss compact.	Scheduled as needed at least once per year	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provide information and activities that train parents how to help their students improve at home. We will also provide parents with information on the Language Arts and Mathematics Florida Standards.

<b>How will workshops/events be evaluated?</b>	Evaluation is done through data collection from survey results, comments on surveys, and student achievement data.
<b>How will the needs of parents be assessed to plan future events?</b>	Needs are assessed using information from our SAC, PAC meetings, Parent surveys, District parent survey, Evaluations at all workshops, PAC meetings to review compact/PFEP
<b>What are the barriers for parents to attend workshops/events and how do you overcome these?</b>	Have translator available at each family night. All flyers will be two sided English on one side Spanish on the other. Parents working and cannot attend, we will make sure to send home packets of information to those students that do not attend family nights. We will offer free meals at all of our parent nights to increase attendance. When appropriate we will offer childcare so that parents may attend meetings.
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Parent surveys were reviewed to determine the best times to hold meetings. Evenings/afternoons were preferred. We will offer meetings at flexible times of day so that parents may pick the time that best fits their schedule. Conferences are held before and after school and by phone. We will offer childcare and translation when appropriate. (Ex.) Family night are held in the evening. All Pro Dads breakfast is in the morning.
<b>How do parents who are not able to attend building capacity events receive information from the meetings?</b>	For parents working and cannot attend, we will make sure to send home packets of information to those students that do not attend family nights.

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