



# 2017-2018 Title I Parent and Family Engagement Plan

Highlands Grove Elementary



## General introduction of school's vision for parent and family engagement.

Highlands Grove Elementary School aims to prepare our students for academic success through rigorous instruction and engaging families through strong home and school relationships. We welcome opportunities to work together to ensure growth in every student.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

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

<b>Involvement of Parents</b>	
<p>If the school wide program plan under <b>Section 1116 (b) (1)</b> is not satisfactory to the parents of participating children, the school will include/submit the parents' comments with the plan that will be made available to the local education agency <b>Section 1116(b) (4)</b>.</p> <p>Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.</p>	
<p><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></p>	<p>This plan will be shared via our school website and during our annual orientation event.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>The plan will be reviewed by the school leadership team to design a parent engagement plan that include all parents.</p>
<p><i>How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?</i></p>	<p>Parents are asked to join the SAC team. This team will be instrumental in providing input to the school administration on the school's family engagement activities.</p>
<p><i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i></p>	<p>Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their "Parent and Family Engagement Policy". Schools are required to provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring.</p>
<p><i>How will this plan assist in providing high quality instruction for all learners?</i></p>	<p>The plan will assist in providing high quality instruction for all learners by providing math and literacy nights to assist parents with understanding the Florida Standards for all grade levels.</p>
<p><i>How will the school share comments received from parents/families?</i></p>	<p>All parent comments, and suggestions given for the plan are considered, documented, and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible, parent suggestions are incorporated into the plan.</p>
<p><i>How will this plan be made available to the community?</i></p>	<p>This plan is available to all parents, business partners, and the School Advisory Council. The plan is also available on our school website and in the Title I parent informational notebook that is located in our front office.</p>

<p><b>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</b></p>	<p>Parents are invited to make an appointment to review a recording of the Annual meeting or to view the PowerPoint on the school website. Extensive Parent/Teacher Conferences to discuss assessments, progress, and other critical areas are offered by appointment on Family Nights. The Family Night conferences will be held 2 times during the year from 5:30-7:30 p.m.. Conferences are also available throughout the year by appointments arranged directly between the family and teacher. Grade Level parent workshops are offered as a part of Open House afternoons from 5:30 to 7:30 p.m. on a drop-in basis. Parents unable to attend will be given the opportunity to take home the materials during a conference or will be sent the materials if requested (a message about available materials will be included in the newsletter). Translators will be provided.</p>
<p><b>Describe what childcare, home visits and/or transportation services are provided by your school.</b></p>	<p>The school will host parent meetings at a school within our bus zone.</p>

## Annual Parent Meeting

The school will conduct an Annual Meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

<p>Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.</p>	
<p><b>Date and time you will hold your meeting?</b></p>	<p>September 26, September 28, October 24, and March 13</p>
<p><b>Notification and Invitation:</b>  <ul style="list-style-type: none"> <li>o How will you inform and invite parents/families in a timely way about the Annual Meeting.</li> </ul> </p>	<p>Flyers, School Website, Marquee, Social Media (Facebook and Twitter) and the school wide messenger (Remind 101)</p>
<p><b>Information:</b>  <b>Please describe how your meeting will cover information about:</b></p> <ul style="list-style-type: none"> <li>• the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.</li> </ul>	<p>The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.</p> <p>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.</p> <p>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 information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.</p>
<p><b>Barriers:</b>  <ul style="list-style-type: none"> <li>o What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</li> </ul> </p>	<p>The main barriers we face, as a school, is location/transportation. Many of our families a distance from our school. In order to reduce this barrier, we will offer a parent night within our bus zone area.</p>
<p><b>Evaluations:</b>  <ul style="list-style-type: none"> <li>o How will you get feedback from parents about the meeting?</li> </ul> </p>	<p>We will get feedback on our parent night via Microsoft Forms.</p>
<p><b>Parents who do not attend?</b>  <ul style="list-style-type: none"> <li>o How will you get the information home to parents who do not attend the meeting?</li> </ul> </p>	<p>Parents who do not attend the meeting will have access to the information via the school website.</p>

## Building Capacity of Parents

School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e) (1-3)]. School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2)].

Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum /Florida Standards	Provide information to parents on standards by grade level and how they can help their child at home. Grades 3-5 take the FSA state assessment	Information on where to locate standards by grade level. <a href="http://www.floridastudentsachieve.org">www.floridastudentsachieve.org</a>	October 2018 *Scheduled at a school within bus zone to meet families who are unable to commute to our school campus.	X*	X	X	
State Tests & Achievement Levels	Provide test taking strategies to parents and also information on the assessments their child will be expected to take.	Families will be given sample test questions and will review strategies for solving literacy and math FSA style questions.	FSA Prep Night April 2018				
Transition (Kdrg, MS, HS)	These workshops will provide information to parents to help their child make a smooth transition with change in school.	Provide parents of incoming Kindergarten information on how to prepare their child for school. Provide a transitional meeting with all our feeder middle schools to our fifth graders to prepare them for the transition to middle school.	Kindergarten Roundup April 2018  5 <sup>th</sup> Grade to Middle School Meeting May 2018				
Literacy 1116 (e)	Provide parents with strategies to help students read at home.	Dr. Seuss themed literacy night with reading activities parents can try at home. Reading tips and strategies for reading.	March 2018		X	X	X
Technology, Parent Portal							
College and Career							
Graduation Requirements/Scholarships							
How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?		<ul style="list-style-type: none"> <li>SAC meetings</li> <li>Parent surveys (also available on school website)</li> <li>District parent survey</li> <li>Parent Teacher Conferences</li> </ul>					

Commented [SJ1]: Math/Literacy Nights?  
Publix Math Night?

Commented [SJ2]: 5th grade transition event?

<b>How do you evaluate effectiveness?</b>	<ul style="list-style-type: none"> <li>• Data collection</li> <li>• Feedback from surveys</li> <li>• Student Achievement</li> <li>• Levels of participation in family engagement events</li> </ul>
<b>Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.</b>	<ul style="list-style-type: none"> <li>• Annual Title I Meeting</li> <li>• Family Engagement Nights</li> <li>• Parent Teacher Conferences</li> <li>• Newsletters with tips</li> <li>• Projects</li> <li>• Information in other languages</li> </ul>
<b>Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?</b>	<ul style="list-style-type: none"> <li>• Spirit Nights at local restaurants</li> <li>• VISTE outreaches</li> <li>• Green Celebration</li> <li>• WE3 Expo</li> <li>• Churches donate Kids Packs</li> <li>• Toys for Tots</li> <li>• United Way fundraisers</li> </ul>

- *The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.*

## Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [Section 1116(e) (3)].

<p><b>Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...</b></p> <ul style="list-style-type: none"> <li>○ <i>how to reach out to, communicate with, and work with parents/families as equal partners,</i></li> <li>○ <i>the value and utility of contributions of parents/families</i></li> <li>○ <i>how to implement and coordinate parent/family programs</i></li> </ul> <p><b>how to build ties between parents/families and the school</b></p>				
<b>Please describe below how you do this.</b>				
<u>Topic -Title</u>	<u>Purpose?</u> How does this help staff build school/parent relationships?	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
DJ Baptise and Donna Porter	Provide staff background on teaching students from low social economic background	workshop	Pre-K to 5 <sup>th</sup> grade	September 18
The Smartest Kids in the World	Provide staff background on teaching students from various background	Book study	Pre-K to 5 <sup>th</sup> grade	On-going

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## Communication

<p>The school will provide parents of participating children; a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1116(c)(4)(B)]; If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1116(c)(4)(C)];</p>	
<p><b>How do 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></p>	<p>Schools are required to 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. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.</p>
<p><b>How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?</b></p>	<p>School Website, Marquee, Social Media (FaceBook and Twitter) and the school wide messenger (Remind 101)</p>
<p><b>Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</b></p>	<p>At our annual Open House event</p>
<p><b>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</b></p>	<p>Families will have access to their child's individualized report via parent/teacher conference.</p>
<p><b>How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?</b></p>	<p>Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.</p>

## Coordination and Integration:

The school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e) (4)].

**Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:**

○ <b>Homeless</b>	The school will sponsor an ELA and Math night within our bus zoned area.
○ <b>Migrant</b>	In home language survey is used to identify the linguistic needs of the Highlands Grove Community. Translator will be available as needed during all school sponsor events.
○ <b>Preschool</b>	The school will offer events to introduce kindergarten curriculum to our Pre-K parents
○ <b>ESOL</b>	In home language survey is used to identify he linguistic needs of the Highlands Grove Community. Translator will be available as needed during all school sponsor events.
○ <b>SAC School Advisory</b>	Parent are asked to join the SAC team. The school will provide background on curriculum during SAC meetings.
○ <b>PTO/PTA</b>	Parent are asked to join the PTO team. Administration will meet with PTO on a monthly basic and provide updates on curriculum.
○ <b>Community Agencies</b>	
○ <b>Booster Clubs</b>	
○ <b>Business Partners</b>	

## Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators.  
 Sec 1116(e)(5) and 1116(f)

<p><b>What opportunities do parents have to participate in their child (rens) education?</b>  <b>Volunteer?</b> Section 1116 (d) (c)  <b>Mentor?</b></p>	<p>The school solicit parents to become active volunteers as well as mentor.</p>
<p><b>What forms of communication do you provide parents, in an understandable and uniform format related to;</b></p> <ul style="list-style-type: none"> <li>• school and parent programs</li> <li>• meetings</li> <li>• school reports</li> <li>• and other activities</li> </ul>	<p>School Website, Marquee, Social Media (FaceBook and Twitter) and the school wide messenger (Remind 101)</p>
<p><b>What barriers hinder participation by parents in parental involvement activities?</b>  <b>What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)</b></p>	<p>The main barriers we face as a school are location/transportation. Many of our families live a distance from our school. In order to reduce this barrier, we will offer a parent night within our bus zone area.</p>
<p><b>How does your school provide information to parent's in their native language?</b>  <b>What languages do you provide?</b> Section 1116 (e) (5)  <b>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</b></p>	<p>In home language survey is used to identify the linguistic needs of the Highlands Grove Community. Translator will be available as needed during all school sponsor events.</p> <p>Flyers encouraging parents to volunteer, be a member of SAC or PTO, and other committees are sent home in the Wednesday folder.</p>
<p><b>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</b></p> <ul style="list-style-type: none"> <li>• Title I Parent/Family Resource Centers</li> <li>• Books Bridge Buses</li> <li>• Parent University</li> <li>• Other</li> </ul>	<p>Parent University - The university will focus on:</p> <ul style="list-style-type: none"> <li>• Parental engagement,</li> <li>• student strengths and weaknesses</li> <li>• student achievement</li> </ul>