



## Parent and Family Engagement Plan 2019-2020

### Scott Lake 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 Scott Lake Elementary our goal is to educate, equip, and partner with our students and their families to create strong home – school relationships in order to increase student achievement. With the support of family and community, our mission at Scott Lake Elementary is to cultivate joy and pride in learning so that students will become caring responsible citizens.

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

*Tangula M. Durhan*

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

*8/21/19*



## Parent and Family Engagement Plan 2019-2020

Scott Lake Elementary

### 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)	September, 2019	Marquee, website, flyer, newsletter, social media	Parents will be able to provide oral and written suggestions as we reviewed the plan	We will use the SAC agenda, SAC minutes, SAC sign in sheet, marked up copies of the document
Parent and Family Engagement Plan (PFEP)	May 15, 2019	Marquee, website, flyer, newsletter, social media	Parents were able to provide oral and written suggestions as we reviewed the plan	We will use the SAC agenda, SAC minutes, SAC sign in sheet, marked up copies of the document
School-Home Compact	May 15, 2019	Marquee, website, flyer, newsletter, social media	Parents were able to provide oral and written suggestions as we reviewed the plan	We will use the SAC agenda, SAC minutes, SAC sign in sheet, marked up copies of the document
Title I Budget	September, 2019	Marquee, website, flyer, newsletter, social media	Parents will be able to provide oral and written suggestions as we reviewed the plan	We will use the SAC agenda, SAC minutes, SAC sign in sheet, marked up copies of the document
Parent & Family Engagement Allocation	September, 2019	Marquee, website, flyer, newsletter, social media	Parents will be able to provide oral and written suggestions as we reviewed the plan	We will use the SAC agenda, SAC minutes, SAC sign in sheet, marked up copies 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	August 29, 2019 at 5:00 pm
How are parents and families notified of the meeting?	Marquee, website, flyer, newsletter, social media
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?	A Spanish translator can be provided at request for both the presentation as well as any Title 1 materials.
How will you get feedback from parents and families about the meeting?	Parent survey will be provided at the end of the event to evaluate the meeting.
How do parents and families who are not able to attend receive information from the meeting?	If parents are unable to make an event, they may schedule a time with the Title 1 Parent Facilitator to meet and be given the requested information. The Title 1 Annual Parent Night power point will also be made available on the Scott Lake Elementary website.



## Parent and Family Engagement Plan 2019-2020

### Scott Lake Elementary

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.

<b>Title IX-Homeless</b>	The school social worker informs staff on homelessness during staff PD.
<b>Migrant</b>	Students will be prioritized by the Migrant Education Program (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 Transitions provide support to both students and parents in locating services necessary to ensure the academic success of these students whose education has been interrupted by numerous moves. Materials are provided for migrant students in their home language.
<b>Preschool Programs</b>	Scott Lake Elementary has a pre-K program on our campus. Throughout the school year, we reach out to these parents to involve them in any activities that would help them prepare their children for kindergarten. Support staff, administration, and office staff hold Kindergarten Roundup for preschool parents every spring to register their children for kindergarten, visit the kindergarten classrooms, and receive information about things that parents can do to prepare their children for kindergarten.
<b>Title III-ESOL</b>	The ESOL paraprofessional provides inclusion services for the student population. She offers translation services for documents, parent conferences, and parent workshops as needed.
<b>SAC</b>	SAC members are elected in May. Each member is elected by the stakeholder group he/she represents. We encourage as many parents and community members to join as possible. SAC members are involved in reviewing the Title I Compact as well as the PPEP. SAC members discuss how the Title I parent involvement funds will be spent and review the parent survey to look for ways to improve our communication. SAC members make recommendations about parent workshops to help students with reading, math, and science.
<b>PTO/PTA</b>	The PTO board is elected in May. The board assists with raising funds that benefit the school, staff, and students. The PTO board provides teacher grants for classroom supplies, and is working in correlation with Title I to present workshops requested by parents before some of their scheduled events.
<b>Community Agencies/Business Partners</b>	Various restaurants in our community host spirit nights which donate a portion of the proceeds to our school. Scott Lake PTO has a business partner manager who contacts businesses to partner financially with Scott Lake in support of our classrooms.

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>	To ensure meaningful, ongoing communication between home and school, Scott Lake provides a variety of avenues. For day-to-day communication, we use student agendas, email, class dojo, and the Remind application. This helps to keep families informed daily about student academic/behavioral concerns and class and school activities. Interim reports and report cards are also sent home at the district mandated intervals to share student progress with families. A school-wide newsletter is sent home monthly that provides families with important dates of upcoming school-wide activities, grade level news, upcoming curriculum, and helpful home/school tips for reading, math, and science. The school's website, event flyers, and marquee serve as reminders for important events, celebrations, and general information about the school. Should parents need more information than what is provided by the written communication, administration, teachers, and support staff are available during school hours to answer questions by telephone or in person. Parent conferences with administration and/or teachers can also be scheduled as needed.
<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 and families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	A curriculum and assessment workshop is held during the first semester of each year where teachers and coaches inform parents about curriculum, standardized assessments and progress monitoring through a power point and other digital resources. Throughout the school year, a minimum of one parent/teacher conference is also held where an in-depth conversation discusses student progress on progress monitoring and classroom assessments and how this relates to the student's mastery of the grade level curriculum. Additional reports are sent home through interim reports, report cards, and any additional reports that teachers may send home. The Parent Portal is also available for parents to use as a means of monitoring how their student is performing in class.
<b>Describe how your school provides information to parents and families in their native language. What languages do you provide?</b>	A Spanish translator can be provided at request for both the presentation as well as any Title 1 materials. Written notices and documents are available in English and Spanish.
<b>How are the needs of parents and families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Scott Lake Elementary is fully equipped with ramps and doors which enable those with disabilities to participate in opportunities equally. Activities that are planned for curriculum nights (science and math) are planned with disabilities in mind so that all who come are able to participate in the hands-on learning that is taking place either independently or with minimal assistance. The Principal and/or social worker also conduct home visits as needed to share information that may have been missed if the family were unable to attend.
<b>Describe the opportunities parents and families have to participate in their child's education.</b>	Scott Lake Elementary will provide full opportunities for participation in parent involvement activities for all parents (including parents of children with limited English proficiency and disabilities). Parents are offered opportunities to serve on the SAC team and PTO Board. Parents may also communicate with teachers using email through the staff directory, student agenda, or by phone. Parents are always encouraged to provide input and suggestions to improve Scott Lake, and may volunteer after they are approved to do so by county screening.

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.

<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>
Building Relationships with Parents and Families Title I Parent Conferencing and Documentation training	These trainings will provide teachers/staff with the tools needed to help parents feel more welcome and a part of the school community. As the parents begin to feel more of a part of the school, they become more involved which, in turn, can lead to higher student achievement.	A PowerPoint will be used during a grade level PLC/PTO. Opportunities for role play practice and time for questions will also be provided. The training will be provided by the Title I Parent Involvement Facilitator.	SLE Staff	1st semester PLC/PTO time for all grade levels
Poverty Simulation	Teachers and staff will participate in a two-hour simulation of how it would be to live in extreme poverty. A time of reflection and discussion is provided at the end.	A two-hour workshop is provided by the Health Department of the Polk County School Board.	SLE Staff	2nd semester Early Release Staff Development Day



**Parent and Family Engagement Plan 2019-2020**  
**Scott Lake Elementary**

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.

<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>Translation</u>	<u>How will this support learning at home?</u>
Curriculum Areas	Math Night Science Night	Math and Science curriculum nights will provide a fun, family oriented way for families to see both math and science in action. If students and families are excited about the content, a greater interest is developed and student achievement will increase.	Math Night, 1st semester 6:00 - 7:30 Science Night 2nd semester 6:00 - 7:30		✓		✓	Families are provided with information about the stations along with websites so that they can continue working on the curriculum once they are home.
State Assessments & Achievement Levels	FSA Curriculum Night	Parents will be given information about the FSA Standards and curriculum as well as the opportunity to visit online resources, such as the FSA Portal, Accelerated Reader, and iStation for home. By providing parents with this information and practice time, they will be able to better assist their child(ren) at home with the mastery of grade level material.	October, 2019 6:00 - 7:30				✓	Parents will be able to better support their students at home by having a better understanding of the online resources that are available to them at home.
Technology, Parent Portal	Open House	During Open House, parents will be provided the opportunity to sign-up for the parent portal, with the opportunity to sign on and maneuver through the site. This will assist parents in monitoring their student's progress and encourage home/school communication.	August 17, 2019 6:00 - 7:30				✓	If parents are able to see how their students are progressing at any time, then teacher/parent communication should increase as necessary and parents can better support their students at home.
Transition (Kdg, MS, HS)	5th Grade Transition to Middle School & Kindergarten Round-up	By the guidance counselor providing students and parents with the expectations, requirements and online resources needed for making appropriate course selections and smooth transitions, families can set appropriate goals, thus encouraging students to do their best which in turn aids student achievement.	KG Round up April, 2019 9:00 - 12:00 5th Grade Transition to Middle School October, 2019 6:00 - 7:30				✓	The information provided by these two events will support learning at home by giving families the necessary information that will help them prepare for their students' next or first academic adventure.
College & Career								
Graduation Requirements & Scholarships								
Conferences	Parent/Teacher Conferences	Parents will meet with the classroom teacher at least once during the school year in a face to face setting and discuss testing, state assessments, and student progress. The teacher/parent/student compact will also be discussed.	On-going				✓	Parent/teacher conferences support learning at home by providing parents with information on students' strengths and weaknesses along with resources that will assist parents in better supporting their students at home.

<b>How will workshops/events be evaluated?</b>	We have assessed parent needs in two ways. The first way is that we take the Parent Survey data and use it to help plan our events for the year. We also have a very involved SAC and take many of their suggestions and try to implement them when they express what would be helpful to them as they work with their children.
<b>How will the needs of parents and families be assessed to plan future events?</b>	Effectiveness of Parent Activities is assessed through evaluation forms and end of year parent surveys.
<b>What are the barriers for parents and families to attend workshops/events and how do you overcome these?</b>	For the families that have a language barrier, we will have a translator available at each family night. Additionally, all flyers will be sent home in both English and Spanish. We also offer refreshments on our curriculum nights which helps to break down the mealtime barrier.
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Evening events are scheduled on differing nights. Morning SAC meetings also offer a different time of day for parents to receive information, if parents are unable to make an event, they may schedule a time with the Title I Parent Facilitator to meet and be given the requested information. Parent teacher conferences are scheduled before and after school and by phone. A Spanish translator can be provided as requested.
<b>How do parents and families who are not able to attend building capacity events receive information from the meetings?</b>	Our school social worker, guidance counselor, assistant principal, and principal at times make home visits when parents do not have the transportation to meet at school.

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