



2018-2019 Title I Parent and Family Engagement Plan

James W. Sikes Elementary



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

At Sikes Elementary, we are committed to building relationships between our school, students, their families, local businesses and our South Lakeland and Mulberry communities. We welcome and encourage parents and families to be a part of their child's learning.

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: _____

Involvement of Parents	
<p>If the school wide program plan under Section 1116 (b) (1) 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 Section 1116(b) (4).</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>The Parent and Family Engagement Plan will be discussed and revised during the PTO Board meetings in September, January, and April. It will also be discussed and revised during SAC meetings in September, January, and April. The PFEP will be discussed during the Annual Parent Meeting in September. Input from parents is also solicited through the use of a survey to determine parent interests for activities throughout the year.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>Parent feedback will be solicited through surveys. The feedback from parents is used to revise the family involvement activities planned during the school year.</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>The parents will be surveyed in the spring to identify areas of interest for the following school year. The areas are used for planning Family Nights. The SAC will also be informed of you school's initiatives and assist with making decisions based on additional parent feedback and school data. More than 50% of the members of the SAC are parent (non-employee) representatives.</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>Evidence of parent involvement will include: results of parent surveys, meeting date notices for parent meetings, agendas, sign in sheets, copy of the Title 1 powerpoint presentation.</p>
<p><i>How will this plan assist in providing high quality instruction for all learners?</i></p>	<p>Our plan will help ensure that we provide parents and families with information and resources to support their child's learning at home by offering parent workshops on Literacy, Math, and Florida Standards Assessment overview.</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. Parent feedback will be shared with the School Board Leadership Team.</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 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>

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.</p> <p>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><u>Date and time you will hold your meeting?</u></p>	<p>Our Annual Meeting will be held on Thursday, August 30, 2018. Parents will visit classrooms and the meeting will begin with a video sharing information about the Title 1 program.</p>
<p><u>Notification and Invitation:</u></p> <ul style="list-style-type: none"> ○ How will you inform and invite parents/families in a timely way about the Annual Meeting. 	<p>Notice of the Annual Meeting will be provided in several ways. First, during the school's Student Orientation meeting taking place on Thursday, August 9th, flyers announcing the meeting will be available. Secondly, flyers will be sent home in the Tuesday Communication folders on Tuesday, August 21st. Third, students will receive a label reminder for the agenda during the week of August 27th. Finally, the meeting will be advertised on the marquee as well as on the weekly video Cyclone News on our school's website.</p>
<p><u>Information:</u></p> <p><i>Please describe how your meeting will cover information about:</i></p> <ul style="list-style-type: none"> ● 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. 	<p>During our Annual Meeting, administration will share a Power Point presentation provided by the Polk County Title I District Parent and Family Engagement Coordinator. This Power Point 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>In addition, Polk County Public Schools Title I program will provide our school with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. We will also display the "Parents Right To Know" letter on our 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><u>Barriers:</u></p> <ul style="list-style-type: none"> ○ What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation 	<p>Transportation: The majority of our families live in close proximity of campus. However, transportation is a barrier for some families. As a staff, we will include activities for parents to do at home with their students.</p> <p>Language: Over 30% of our student population is Hispanic. We will provide staff at Family events to assist with translation.</p>
<p><u>Evaluations:</u></p> <ul style="list-style-type: none"> ○ How will you get feedback from parents about the meeting? 	<p>Every parent who attends our Annual Parent Meeting will be asked to complete a short evaluation of the meeting. The evaluation is there ticket out the door and asks if there is any additional information about Title 1, curriculum, or testing that they would like to learn more about.</p>
<p><u>Parents who do not attend?</u></p> <ul style="list-style-type: none"> ○ How will you get the information home to parents who do not attend the meeting? 	<p>For parents unable to attend this meeting, the video will be made available on our school website. Parents are also able to schedule individual parent/teacher conferences.</p>

Flexible Parent Meetings

The school provides trainings, meetings, and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	Parents are provided with a calendar of events at the beginning of each month on the newsletter. All dates and times are posted on the school marquee and school website. Family nights are offered on different days and times to increase attendance.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	The majority of our family nights are designed for parents and students to enjoy together. Teachers do work with parents to schedule conferences at times that are convenient for the parent. We also request feedback from parents at all meetings to help make changes with events to better serve our families.

Communication

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)**

<i>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?</i>	We will notify families in writing, 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 in the school's office.
<i>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?</i>	The Right to Know letter is sent home to all families, in English and Spanish, in September.
<i>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?</i>	Parents are informed through several methods: annual parent meeting in August, the school website, monthly newsletters, family nights, and parent/teacher conferences.
<i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i>	The school will provide each family a printed copy of the state FSA scores once they are received from the department of Education. It will be advertised on the school website, marquee, and on social media that reports are available. Any reports still left at school when the new year starts, will be forwarded to the student's new school.
<i>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?</i>	Teachers submit a parent conference log to administration at the end of each nine weeks that documents all conferences held with each teacher. Teachers will also discuss the school compact with parents and have the parents sign the compact at one of the conferences. Administration will initial all compacts. Teachers will submit a copy of all parent conferences at the end of the year to be stored for one year.

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.
- 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.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshment	Childcare	Translation
Curriculum /Florida Standards	Parents/Families will be provided information on grade level curriculum and grading.	Teacher prepared handouts Websites for parent resources Parent Portal (to view grades)	August 28, 2018 K-2 5:30 – 6:30 PM August 30, 2018 3-5 5:30 – 6:30 PM Parent conferences				x
State Tests & Achievement Levels	Parents/Families will be provided information on state assessments.	Teacher prepared Power Point Sample test questions Read to Learn brochure	August 20, 2018 3-5 5:30 – 6:30 PM Parent conferences				
Transition (Kdg, MS, HS)	During Kindergarten Round-Up, Parents/Families will be given the opportunity to tour kindergarten classes and ask the teacher questions. Parents/Families of 5 th grade students will be invited to visit several area middle schools to tour facilities and hear informational sessions.	Teacher prepared handouts for incoming kindergarten students and families. Suggested activities for parents to work on over the summer to help ease the transition to kindergarten. Parents of outgoing middle school students will be provided information about the transition to middle school. Parents will assist students with schedule requests.	Kindergarten Round-Up, open enrollment, is scheduled for all of April 2019 with an Open House visitation night for families tentatively scheduled for April 25, 2019. Our fifth grade students will visit Mulberry Middle school in May.				
Literacy 1116 (e)	Parents/Families will be provided with strategies to help students read at home.	Teacher prepared make and take activities for parents and families.	September 27, 2018 Parent/Teacher conferences throughout school year.		x		
Technology, Parent Portal	Parents/Families will be provided information on how to use the Parent Portal to assess student information.	Laptop computers available for parents.	Orientation August 9, 2018 9:00 - 11:00 AM				x
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?		We assessed our parent needs through a paper survey at the end of the 2017-2018 school year. Parents were asked to comment on what they had liked about this year and if there were any new topics or areas or interest they would like to see us address for next year. This information was used to plan for this year.					
How do you evaluate effectiveness?		Parents will be provided a feedback survey during each family night at Sikes. We will use this date to make changes and improve on future events.					
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.		We provide our families information to support their children's learning through various methods such as: monthly newsletters, tips on our website, a weekly video update on the school website, parent/teacher conferences and information that is translated to Spanish.					
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?		We partner with several businesses in the South Lakeland, Mulberry area. Scott Lake Baptist Church supplies KidPacks weekly to our students to make sure all student each over the weekend and holidays. McDonalds, PDQ and Chick-fil-a partner with us to fundraise on spirit nights. Kidz Day Care and Huntington Learning Center have members who serve on our SAC. Several community members come to our Great American Teach-In, held in November, and share with students, information about their careers, hobbies, and local interests.					

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)**

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...				
<ul style="list-style-type: none"> ○ <i>how to reach out to, communicate with, and work with parents/families as equal partners,</i> ○ <i>the value and utility of contributions of parents/families</i> ○ <i>how to implement and coordinate parent/family programs</i> ○ <i>how to build ties between parents/families and the school</i> 				
<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>
Parent Conferencing	To help promote positive relationships with the families we serve.	Principal: Workshop to develop uniform parent conference protocol with staff input.	All teachers	Preplanning week: August 6-10, 2018
Effective Communication Strategies	To improve the communication between school and home	Principal and Assistant Principal: introduce Title 1 Compact, conferencing expectations	All teachers	Preplanning week: August 6-10, 2018
ESOL support	To support teachers with effective strategies for working with ESOL students.	District ESOL Support: Attend planning meetings, after school beginning teacher meetings	New teachers	Monthly: beginning in October
Volunteer Orientation	To inform teachers of the guidelines for volunteers on campus and to promote more volunteers on campus.	Assistant Principal: Present information to teachers and encourage teachers to make contact with families to assist in school. Present volunteer information at Open House	All staff	Open House: August 28 and 30, 2018 Orientation for Staff: September Orientation for volunteers: October

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:

○ Homeless	Our school Guidance Counselor serves as our school's Hearth liaison. She meets with teachers and provides information to help them be informed about their students. Our Guidance Counselor also meets with families to provide supports offered through our district. We also offer additional support through our KidPack program and providing donated school supplies and new school uniforms.
○ Migrant	We have a very small population of migrant students. We do work with our district's migrant office to support such as after school tutoring and transportation afterwards.
○ Preschool	We serve two ESE PreK classrooms on campus. We help with these parents with the transition to kindergarten by inviting them to visit and meet our teachers during Kindergarten Round-Up. Our PreK students who will be entering kindergarten will take field trip to visit the kindergarten classrooms towards the end of the year.
○ ESOL	We currently have 2 ESOL paras. Through guidance from the district office, we prioritize their schedule based on student population and needs. These paras also support teachers by translating during conferences. The ESOL department has approved our after school tutoring program for our 3 rd , 4 th , and 5 th grade students as well as transportation by bus.
○ SAC School Advisory	SAC members are selected through a volunteer process in the spring of each year. In order to have the membership reflect our student demographics, the school administration does contact parents directly and ask them to serve. Administration also contacts local business partners to serve as well. All meetings are listed on our website and marquee and advertised in the monthly newsletter, and on social media.
○ PTO/PTA	All families are members of the PTO without any fee. Meetings are held prior to school events such as musical programs. Parents are notified of meetings through the school website, monthly newsletters and email directly from the PTO Board.
○ Community Agencies	We invite community agencies to participate in events at our school such as the Great American Teach-In, the PTO Fall Festival and to serve on our School Advisory Council (SAC). We also support lighthouse Ministries with a canned food drive during our Fall Festival in October. Scott Lake Baptist Church provides the KidsPack program for our students.
○ Booster Clubs	We do not have booster clubs at our school.
○ Business Partners	Our business partners serve both on campus activities as well as off campus through donations such as those raised during family nights at local restaurants.

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>What opportunities do parents have to participate in their child (rens) education? Volunteer? Section 1116 (d) (c) Mentor?</p>	<p>Parents are encouraged to volunteer at Sikes Elementary. The information about volunteering is shared during Orientation and the Annual Parent Meeting. In addition to several family nights at school, we offer other nights for families such as the PTO Fall Festival and Family Skate Night. Parents are asked to share about their careers during the Great American Teach-In hosted in November.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • and other activities 	<p>We use a variety of methods to communicate with our families. Monthly newsletters are provided at the beginning of each month to keep parents informed on curriculum. We also send a weekly communication folder home each Tuesday with graded papers and various flyers. The school marquee is changed frequently with dates and times. We also provide a weekly news show on our website to update parents on school events. Report cards and interims are sent on a regular basis during the school year. We also have a Facebook page that we use to advertise activities and events taking place at school.</p>
<p>What barriers hinder participation by parents in parental involvement activities? 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)</p>	<p>As a school, we try to provide ever opportunity for our families. We are sensitive to the fact that many of our families struggle to make ends meet financially. We keep the back to school supply lists to a nominal list. We are able to provide student with free uniforms if needed. We also have several groups such as Rotary and Kiwanis that provide supplies to our schools. Our class field trips are planned to be either free or charge or a nominal fee to parents to make sure all students can attend. During family events, we try to provide refreshments and all materials needed to make the activities and/or games.</p>
<p>How does your school provide information to parents in their native language? What languages do you provide? Section 1116 (e) (5)</p>	<p>Translation in Spanish is provided for flyers going home as much as possible. We have several staff members on campus who speak Spanish and assist teachers and office staff with communicating with parents. Our ESOL paras attend family night events when possible.</p>
<p>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p>	<p>Our ESOL paras attend family night events when possible.</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Other 	<p>We encourage and support opportunities for families by providing information about the Family Resource Center at Mulberry Middle School. We send home monthly newsletters and calendar dates. We place stickers in student agendas with reminder dates in them for various activities. We have requested additional monies and have been approved for extended tutoring for our ESOL students in grades 3, 4, and 5. Transportation costs have also been approved.</p>