



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2018-2019

Shady Hills Elementary School

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 on by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

"Empowered to achieve our goals with pride!"

-Every member of our school family works together to help each other grow.

-Every action we take leads us to deeper learning outcomes.

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.

Principal: _____

Date: _____

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EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:

- 1. Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.**

Describe the method in which parents were involved	At the end of the 17/18 school year, parents participated in providing input to administration on how to prioritize areas of need for Title 1 funds within the School Advisory Council. From the information gained in this forum, plans were developed for inclusion in our Title I budget and School Improvement Plan. Our SAC includes parents and community members that assist with monitoring the effectiveness of these changes on a monthly basis and provide feedback.
Date of meeting to gather parent input for Comprehensive Needs Assessment	April 2, 2018
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	April 2, 2018

**Evidence of the input gathered and how it was/will be used should be available at the school site.*

- 2. Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.**

How were parents invited to develop or revise the compact?	Invitation to SAC meeting
Date of parent meeting to develop or revise the compact	April 2, 2018
What communication methods will be used between teachers & parents as well as school & parents?	Back to school packets, SAC information, phone calls, and email reminders.
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	We have a Parent Conference Night. Parents are invited to sign up and attend a conference with their child's teacher. Conference night is held during the second quarter.

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**A parent signed copy of the compact should be submitted to the Title I office as evidence of implementation.*

**Evidence of the input gathered and how it was/will be used should be available at the school site.*

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

What information is provided at the meeting? How are parents notified of the meeting?	Parents are invited to come and receive important information about Title 1, meet their child's classroom teacher, and learn about instructional standards and assessments. Parents will be notified through an invitation, our website, Facebook, and Instagram.
Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	Our annual Title 1 Open House is on August 29, 2018.
How do parents who are not able to attend receive information from the meeting?	Title 1 brochure sent home and located on our website along with the information covered at Open House.
How are parents informed of their rights?	Title 1 brochure provided at Open House and on our school website.

4. 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.

Title III-ESOL	
Title IV-Homeless	
Preschool Programs	
IDEA/ ESE	
Migrant/Homeless	
Other	

5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

Minimum allocation	\$13,400
Explain how these funds will be used this school year	A full-time Parent Involvement Coordinator along with money set aside for Parent Trainings nights, and Conference Night.

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How are parents involved in deciding this?	Through input from PTO and SAC
How will you document parent input?	SAC documentation

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.

<u>Building Capacity of Parents</u>		<u>How will this impact Student Achievement?</u>		<u>Check all that apply.</u>				
<u>Title/Topic of Event</u>			<u>Tentative Date/Time</u> Are they flexible?	<u>Transportation</u>	<u>Meal Refreshments</u>	<u>Childcare</u>	<u>Translation</u>	How will this support learning at home?
Curriculum Areas	STEM Night	Parent education on math and science curriculum and standards	TBD		X	X	X	Build parent’s understanding of the math and science standards and curriculum.
Achievement Levels, Expectations and Assessments	FSA Night	Parent education on FSA assessment along with Q&A	February 2019		X	X	X	Parent information about the state FSA assessment. Provide Q&A to assist with understanding the impact of this test.
Progress Monitoring	-Conference Night -SAC will review quarterly school-wide data.	-Collaboration of parent and teacher about academic achievement -Communication of progress related to school-wide academic goal setting.	-October 2019 -Monthly SAC meetings				X	-Parents can learn about ways to assist their child at home. -Understanding of standards and how it impacts their child’s learning.
Other Activities	-Orientation Day -Open House -Harmony Training -Publix Math Night -All Pro Dads, Mother’s Day Breakfast, PTO events (Fall Festival, BINGO for books)	-Meet your teacher -Information about Title 1 -Parent Education -Ways to keep and improve student reading level -Promotes a positive parent/child/school relationship	-August 2018 -August 2018 -November 2018 -May 2019 -Every other month, Fall & Spring		X X	X	X X X	Information and expectations for new school year -Build an understanding of what is being taught at school. -Review of our new program “Harmony Project.” -Hands on math practice at Publix. -Connection between home and school.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.		Through Open House, Conference Night, and Parent Trainings (listed above).						
How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?		Yes, through a survey provided at the end of each workshop. Result from survey will help plan for future events.						
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.		An interpreter will be available along with Spanish handouts (if needed).						

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What are the barriers for parents to attend workshops/events and how do you overcome these?	Childcare along with dinner/refreshments will be provided for most workshops. Incentives for those parents that attend the workshops. We will also include YouTube videos of the trainings, Facebook and website links.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Conference Night is from 5-8 to allow for flexibility. Most workshops are offered after traditional work hours.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend events.

**These events should be included on the Data Collection Sheet for School Events.*

7. Utilize strategies to ensure meaningful Communication

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school	Each week a Thursday folder goes home with important information for parents. We will also communicate through our website, monthly newsletter, outside bulletin board cases, parent resource area, social media, PTO meetings, SAC meetings, and all-school phone messages.
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8. 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.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Staff Parent Involvement Training	Outlines our parent programs, and ways to encourage parent involvement.	PowerPoint presentation during a faculty meeting	Teachers	September 2018

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9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

<u>Location of Resource Center/Area</u>	<u>Person responsible for monitoring and updating Resource Center/Area</u>	<u>List a sampling of materials made available in the Resource Center/Area</u>
Main Office Admin Suite (near Parent Involvement Coordinator's office)	Parent Involvement Coordinator	Bulletin Board with current flyers, parent brochures, and academic resources.

10. Evaluation of the 2017-2018 Plan:

- ☐ Data Collection Sheet for School Events submitted to Title I. Date of submission: _____
- ☐ Compliance items submitted to the Title I office. Date of notice of completion: _____
- ☐ N/A – not a Title I school in 2017-2018

Principal: _____

Date: _____

Drafts of PFEP's are due to the Title I office by June 1, 2018.

**Copies should be placed on the school website as well as in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

**A "Family Friendly" version of this plan should be distributed to families and submitted to the Title I office.*

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