

**NASSAU SCHOOL DISTRICT**

**2018-2019 SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN**

**SCHOOL NAME: Emma Love Hardee Elementary School**

**Assurances**

- The school will be governed by the statutory definition of parental involvement in section 8101(39), and will carry out programs, activities, and procedures in accordance with section 1116(b);
- Involve the parents and families of children served in Title I, Part A programs in decisions about how funds reserved for parental and family engagement are allotted for activities [Section 1116(a)(3)(B)]
- Jointly develop with and disseminate to parents and family members the school parental and family engagement plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.[Section 1116(b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental and family engagement plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Use the findings of the parental and family engagement plan annual evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental and family engagement plan [Section 1116(a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(3)(1)(A)].
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. [Section 1112(e)(1)(B)(ii)1(h)(6)(B)(ii)];

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*Questions have been reordered to align with the Every Student Succeeds Act (ESSA) of 2015. New questions have been added and guidance is provided for how to respond to each question. Most questions are not new and can be found in the prior year PIP under the same headings.*

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**Mission Statement**

1. Parental and Family Engagement Mission Statement (Optional)

*Include:*

*How the parent and family engagement plan is a shared responsibility.*

*How the parent and family engagement will assist in providing high quality instruction for all learners.*

Response: Emma Love Hardee Elementary School is committed to developing and implementing a positive parental involvement program to support student achievement among the entire community of learners. Completion of PFEP is a shared responsibility with all stakeholders through our School Advisory Council, Leadership Team, and grade levels. The completed document identifies necessary support, strategies and interventions needed for all learners to succeed.

Emma Love Hardee Elementary School will strive to involve parents in all aspects of the Title 1 Program. For example, Emma Love's School Advisory Council reviews and provides guidance in the development of a variety of school level initiatives, including the School Improvement Plan, Parent Compact, and the Parent and Family Engagement Plan. (More than 50% of the School Advisory Council is composed of non-school employees such as parents and community members who are elected by their peers.) In addition, parents provide continuous input about the annual Title 1 Program via parent and climate surveys. The information gleaned from these surveys is used to guide the

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formulation of the following year's program. The School Improvement Plan, Parent Compact, Parent and Family Engagement Plan, and Title I Survey provide Emma Love Hardee stakeholders with a plethora of data and information used to plan and provide high quality instruction for all learners.

Parent Notification of the Parent and Family Engagement Plan

\*NEW\*

2. How are parents and the local community notified of the parent and family engagement plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand? [section 1116(b)(1)]

Response: The Parent and Family Engagement Plan is communicated and made accessible to parents through our school website. A hard copy is also kept in the library and front office and can be accessed upon request. In order to serve our bilingual parent populations a second copy of the plan is translated in Spanish and accessible in the previously mentioned locations.

Annual Parent Meeting

3. How does the school notify and encourage all parents of Title I children to attend the annual Title I parent meeting? [section 1116(c)]

Note: The information shared at the Annual Meeting should include the topics is #4 of the document.

Response: Emma Love Hardee Elementary School will host a variety of events and meetings to promote parental and family involvement. The annual Title I parent meeting is held on the same night as our yearly Open House event. The event is advertised through on our school marquee and through a School Reach phone message and REMIND text. Administration and Guidance are responsible for planning and implementing the night. The actual event takes place from 5:00-7:00 to better accommodate parent's schedules and improve parent participation.

Communication

4. How does the school ensure the parents receive the following required information in a timely fashion according to section 1116(c):

- purpose and requirements of Title I;
• the importance of parent and family member involvement;
• a description and explanation of the curriculum in use at the school; the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards;
• and 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, and respond to any such suggestions as soon as practicably possible.

Response:

Emma Love Hardee's Annual Title I Meeting will take place during Open House in September. Administration will be present to provide parents information on Title I. Parents who attended receive another copy of the Parent Compact, Annual Title I Meeting Agenda, Title I information sheet, and Parent Desk Reference. In addition, information on curriculum and State Standards can be obtained by visiting a teacher's classroom. Parents are encouraged to join our SAC Committee and/or PTO to help

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make decisions that impact their child's education. Identical information is posted on our School webpage while a hard copy is kept in the front office and library. Parents were reminded to look for parent communication folders containing class grades and classroom expectations. Student progress information is made available through these folders as well as the FOCUS Parent Portal.

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#### Flexible Parent Meetings

5. Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1116(c)(2)].

*Include:*

*How the school offers a flexible number of meetings, such as meetings in the morning or evening.*

*How the school will provide (with Title I funds) transportation, child care or home visits.*

**Response:** Emma Love Hardee Elementary School will host a variety of events and meetings to promote parental and family involvement. Parent Nights related to core subjects, and involving technology are held multiple times during the school year to expose parents to current curriculum, learning initiatives and to increase parental involvement. Events are held at multiple points in the year on different dates and times to increase the likelihood of parent participation. PTO meetings are held monthly and SAC meetings are held four times a year in order to keep parents informed of the latest school events and to provide them an opportunity to offer assistance and contribute their ideas to improve the school. Parent and teacher conferences are encouraged and supported at the school level. The school will help in coordinating and scheduling conferences and when necessary provide supervision coverage of a classroom to allow the teacher to meet with parents. The use of Title I funds to provide transportation, child care, and other assistance will be considered as needed.

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#### Shared Responsibilities for High Student Academic Achievement

6. Describe how the school will involve parents in an organized, ongoing, and timely manner, in:

- the planning, review, and improvement of Title I programs;
  - the planning, review, and improvement of the school parent and family engagement policy;
  - the joint development of the schoolwide program plan under section 1114(b);
  - the decisions regarding how funds for parental involvement will be used.
- [Section 1116(c)]

*Include:*

*How the school involved parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, the School Parent and Family Engagement Plan, the Schoolwide Plan (School Improvement Plan), and in the decisions made regarding how funds for Title I will be used.*

**Response:** Emma Love Hardee Elementary School will strive to involve parents in all aspects of the Title 1 Program. For example, Emma Love's School Advisory Council reviews and provides guidance in the development of a variety of school level initiatives, including the School Improvement Plan, Parent Compact, the Parent and Family Engagement Plan and decisions on how Title I money will be used. (More than 50% of the School Advisory Council is composed of non-school employees such as parents and community members who are elected by their peers.) In addition, parents provide continuous input about the annual Title 1 Program via parent and climate surveys. The information received from these surveys is used to guide the formulation of the following year's program.

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7. Describe how the school will jointly develop with parents for all children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high in accordance with section 1116(d).

*Include:*

*How parents are involved in the development of the compact.*

*Note: This requirement used to be an upload of the School-Parent Compact.*

**Response:**

Parents are directly involved in the development of the School-Parent Compact. Each year our School Parent Compact is shared with our SAC committee. Input and suggestions are obtained from the quorum created. The committee will then vote approval of the School Parent Compact for the upcoming school year. This compact is distributed to teachers at the beginning of the school year so they can go over it with their students. Once students and teachers sign the compact, it is sent home and returned with a parent signature.

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### Building Capacity/Staff Development

8. Describe how the school will implement the following required 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)]

- How will the school provide assistance to parents in understanding the challenging State academic standards, State and local academic assessments, how to monitor their child's progress, and work with educators to improve the achievement of their children?

**Response:** Communication with parents is key in helping them understand how they can support their child with academic standards and State and local assessments. Teachers keep parents aware of academic levels by uploading grades to FOCUS and by sending weekly work home. Parents are exposed to our school curriculum and State Standards by attending one of our several parent involvement nights.

- How will the school provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement?

**Response:** Daily agendas and weekly communication folders are used to communicate with parents and send home materials necessary for home support. Our after school tutoring program also sends home "Take Home Reading Bags" filled with prescriptive leveled materials that can be used by the parent to work with their child. Our parent involvement nights, in conjunction with parent teacher conferences, bring parents into our school to learn and ask questions about curriculum, state standards and what they can do to support their child. At our Bookaneer Bonanza Night, teachers hone in on key reading and writing standards and discuss the harms of copyright piracy.

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- How will the school educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school?

**Response:** Emma Love Hardee recognizes the importance of parent involvement. How to appropriately interact with parents as well as how to increase their involvement is an ongoing topic of discussion at weekly collaboration meetings, Leadership Team meetings, Faculty Meetings, PTO meetings and our School Advisory Council. At each meeting, barriers are identified and then solutions or strategies are brainstormed on how to overcome the identified barriers.

- How will the school coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children?

**Responses:** A portion of our Federally funded Title I funds is directly related to parental involvement. These funds are used to purchase communication folders and agendas and are used to purchase supplies for parent involvement nights. We ensure parents are involved in making school-based decisions each year. Our PTO and SAC Committee always involve equal parent participation. In addition we are planning on working with outside programs such as Big Brother Big Sister, and Girls on the Run to help increase student exposure to parental figures and role models.

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## Accessibility

9. Describe how the school will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. [Section 1116(f)]

Include:

*A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.*

*A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand*

**Response:**

Each year we have a volunteer orientation and encourage volunteers to help at Emma Love. Volunteer applications are distributed to parents at the beginning of the year. In order to encourage participation, each form has a location where they can mark the area they are interested in. Information is sent home to parents in a way that supports the primary language used in the home. Forms are available in multiple languages to meet diverse needs. When needed, ELH will use a teacher who is fluent in the necessary language for meetings or phone calls. Our district utilizes an ESL coordinator who secures curriculum and supplies to ESL students and monitors their progress. Information is also available on the Nassau County District website. All schools in Nassau County are handicapped accessible.

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Discretionary Activities (optional)

10. Will the school provide any of the following optional activities? [section 1116(e)(6)-(12)]

- involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
train parents to enhance the involvement of other parents;
arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
adopt and implement model approaches to improving parental involvement; and
establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs.

Response:

Evaluation of the prior year Parent and Family Engagement Plan

Building Capacity Summary

11. Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. [Section 1116(e)]

Include participation data on the Title I annual meeting.

Table with 4 columns: Content and Type of Activity, Number of Activities, Number of Participants, Anticipated Impact on Student Achievement. Rows include Annual Title I Meeting, Bookaneer Bonanza Night, and STEAM Night.

Barriers

12. Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. [Section 1116(a)(2)(D)(i)]

Include the steps the school will take during the upcoming school year to overcome the 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)

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<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Families have busy schedules.	Food is provided so dinner does not have to be a concern. The night consists of a 2 hour open format to allow flexibility on when to arrive.
Limited English families are not aware of the event.	Flyers are sent home in family's native language. Phone calls are made to the homes by someone at the school who speaks the native language.
Nights are not viewed as beneficial.	Surveys are distributed at the end of the night so parents can provide feedback. This allows us to constantly make improvements.