

Hiland Park

23-24 Parent and Family Engagement Plan

Date Revised with Parent Input: 05/18/23 (SAC)

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parents and must be distributed to parents in an understandable and uniform format, and in the language, parents can understand. It must be made available for the community and updated periodically to meet the changing needs of the parents and the school. [Section 1116(b)].

Instructions: Describe the means by which the school will carry out the ESSA requirements below.

1. POLICY INVOLVEMENT

A. By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved [Section 1116(c)(1)]?

Title I Annual Meeting will be held on September 7, 2023 - 30 minutes before Open House. District will provide a PowerPoint that reviews all the requirements of the law.

B. By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP [Section 1116(c)(3)]?

All parents are given the opportunity to complete a paper or on-line Title I Spring Parent Survey. The results of the survey are tallied and shared with the faculty for their thoughts on ways to improve our PFEP for next year. An evaluation of the current PFEP is conducted during a SAC/PLT (School Advisory Council/Parent Lighthouse Team) meeting. Based on the evaluation and survey results, revisions to the plan are made for the next school year. The plan will be reviewed during SAC/PLT meetings throughout the year to make revisions according to the changing needs of parents and the school.

C. By what means will the school involve parents in the joint development of the School Improvement Plan [Section 1116(c)(3)]?

During a SAC/PLT meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's SIP are reviewed. Revisions are made based on needs, barriers, and parent input. SAC/PLT Meetings are held in person four times a year.

D. By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]?

Feedback forms will be available at events, IEP meetings, Parent-teacher conferences, SAC/PLT meetings, CST meetings. Suggestions made by parents, if practical and reasonable, will be implemented in a timely manner.

E. If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district [Section 1116(c)(5)]?

Parents who are not satisfied with the school improvement plan will complete a form to be submitted with the plan to the district.

2. BUILDING CAPACITY FOR INVOLVEMENT

In Table A, list the activities that will address topics F - J.

F. Assist parents in understanding:

- **State academic standards;**
- **State and local academic assessments;**
- **requirements of Title I;**
- **monitoring a child's progress; and**
- **work with educators to improve the achievement of their children [Section 1116(e)(1)]**

G. Description and explanation of:

- **Curriculum in use at the school [Section 1116(4)(B)]**

H. Description and explanation of:

- **Academic assessments used to measure student progress [Section 1116(4)(B)]**

I. Description and explanation of:

- **Achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]**

J. Provide materials and training to:

- **help parents work with their children to improve their children's achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement [Section 1116(e)(2)] (LEA note: this includes Parent Portal training)**

Table A

Parent Training Opportunities

List all activities for requirements F through J and transition activities that involve parents.

Timeline	Title of Training/Event	Topics	Requirement(s) Addressed (F,G,H,I,	Time (AM or PM)	# of Parents Attended*
Sept. 19	SAC/PLT Meeting #1	SAC/PLT Business, SIP Goals/Progress, Title 1 Goals/Progress,	F, G, H, I	PM	
Dec. 5	SAC/PLT Meeting #2	SAC/PLT Business, SIP Goals/Progress, Title 1 Goals/Progress,	F, G, H, I	PM	
Feb. 20	SAC/PLT Meeting #3	SAC/PLT Business, SIP Goals/Progress, Title 1 Goals/Progress,	F, G, H, I	PM	
Apr. 24	SAC/PLT Meeting #4	SAC/PLT Business, SIP Goals/Progress, Title 1 Goals/Progress,	F, G, H, I	PM	
August 9	Orientation	Teacher contact info, LIM info, Grading policies, Standards, best ways for Parent communication for	F, G	AM	
Sept. 7	Title I Annual Meeting	Requirements of Title I	F, I, J	PM	
Sept. 7	Open House	Classroom Expectations, curriculum, assessments	G	PM	
Sept. 14	First Grade Family Night	Classroom Expectations, curriculum, assessments	G	PM	
October/February	Learn, Read, Eat!	Classroom Expectations, curriculum, assessments	F, G, H, I, J	PM	
Nov. 9	Parent Leadership Day	Student-led sharing behavior program (Houses), Razorback Clubs, and Student Leadership Clubs	G, H, I, J	AM	
Nov. 30	Science Night	Science curriculum	G, J	PM	

TBA	HPE ASD and BDS Family Night			PM	
Feb 15	Math Night- We Love Math	Curriculum and standards	F, J	PM	
Apr. 30	Pre-K to K Transition	Kindergarten standards and expectations	F, G, H	AM	

*To be updated throughout the year.

Table B

Other Events/Activities

Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children [Section 1116(e)(4)].

Timeline	Title	Purpose	Time (AM or PM) or Method	# of Parents Attende
	School Advisory Council/ Parent Leadership Team	Plan/review/improve the PFEP	AM/PM	
Aug-May	Monthly Leader in Me Parent Informational Newsletter (implemented and submitted in Dojo and Facebook)	Educate parents about the 7 habits and how they are being used to support academics Florida State Standards. Florida Standards' achievement levels and what their students are expected to obtain.. Curriculum in use at the school. State and local assessments (i.e. FSA, i-Ready, EOC, etc.). Progress monitoring assessments and how they are used to measure their child's progress.	electronically-dojo/ facebook	

*To be updated throughout the year

K. By what means will the school educate the faculty, staff, and administrators, 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 [Section 1116(e)(3)]?

Based on parents' responses on the Parent Survey, 43 parents suggested that the faculty/staff could benefit from professional development that addresses communicating with parents. During pre-school in-service days, the Title I coordinator will review the results of the Spring Parent Survey with teachers and staff so they are aware of the best days and times for parent

conferences and events, the methods of communication parents prefer, and other input parents offered to improve parent engagement. This will be followed by training to address why communication is important and suggestions for what needs to be communicated to help engage parents in their child’s education. Then teachers will be trained on the use of the technology the school uses to communicate with parents and other means of communication for parents without access to technology.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
Communicating with Parents (communication continues to be through Peachjar, Dojo, and Facebook)	September	
Title 1 Compact (provided by K. Smith) (provided virtually through video)	PreService	

L. To the extent feasible, by what means will the school coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children [Section 1116(e)(4)]?

Pre-k students and parents are invited to Open House, Science Night, SAC/PLT meetings and Title I Annual meetings.

M. By what means will the school provide other reasonable support for parental involvement activities as parents may request [Section 1116(e)(13)]? (Based on the Title I Parent Survey results, what activities did the parents request that are included in this plan?)

Based on the results of our Title I Parent Surveys, parents are requesting help with understanding progress monitoring, Florida Standards to include curriculum. In order to address, Hiland Park will host Lunch and Learn for parents to learn about the school grade, how the FAST and iReady impact the school, and how they may help at home. Student-led conferences will include student leadership of Leader in Me 7 Habits which will include progress monitoring (specifically Leadership Notebooks). Additionally, parents requested reading, math and science support equally. We will be integrating helpful tips for home that support reading in each of our Title I events and science/math will be addressed at Science Night and We Love Math events.

N. Elementary Only - How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed [Section 1116 (d)(2)(A)]?

Parents will be encouraged at Open House to sign-up for a parent-teacher conference to complete a compact. Title 1 will pay for subs (one in the fall/one in the spring) for each teacher

to have student led conferences. Having an entire day will allow for flexibility in scheduling. For parents who don't sign-up, teachers will make contact requesting a conference.

O. Optional – How will the school develop appropriate roles for community-based organizations and businesses in parent involvement activities [Section 1116(e)(13)]?

P. Optional – By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training [Section 1116(e)(6)]?

Q. Optional – By what means will the school provide literacy training for parents if the LEA has exhausted all other sources of funding [Section 1116(e)(7)]?

R. Optional – By what means will the school pay reasonable and necessary expenses, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1116(e)(8)]?

When training is scheduled during meal times, the school will provide food. When possible, the school will provide child care during meetings.

S. Optional – By what means will the school train parents to enhance the involvement of other parents [Section 1116(e)(9)]?

T. Optional – By what means will the school conduct in-home conferences for parents who are unable to attend at school [Section 1116(e)(10)]?

When a social worker, guidance counselor, or behavior specialist makes home visits they will use that opportunity to discuss a student's academics. We will also use virtual means through Google Meet or Zoom.

U. Optional – By what means will the school adopt and implement model approaches to improve parent involvement [Section 1116(e)(11)]?

Implement Leader in Me parent training

3. ACCESSIBILITY

V. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). [Section 1116(f)]? (List the barriers identified by parents in the Title I Spring Survey and the methods by which the school will assist to overcome the barriers.)

Based on the Spring Parent Survey results, work schedule was listed as the top barrier to participation with respondents. We plan to offer both morning and evening events to give every

parent an opportunity to participate. Additionally, we will have 4:30-5:30 meetings in order to reach more parents as this was the most requested time slot.

W. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand [Section 1116(e)(5) and (f)]?

All school communications are translated for our ELL families. Google Translate and staff members assist with this. Our new ADA approved website will translate all uploaded documents. Bilingual staff members assist with conferences and phone calls. Dojo offers a translation option and is utilized for school communication on School Story.

X. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening to accommodate parents' schedules [Section 1116(c)(2)]?

Based on the Spring Parent Surveys responses, the majority of parents indicated that right after school ends and after 5:00 are the most convenient times for meetings. This will be taken into consideration when scheduling events.

Y. By what means will the school provide parents with timely information about meetings, activities, and events [Section 1116(c)(4)(A)].

We will provide parents with a calendar of events in August. We will also have an online school Google Parent calendar available on the school website (monthly newsletter) listing all events, times, and locations for the year. We will provide a reminder to parents about upcoming events at least 2 weeks in advance through making fliers on social media (Facebook/Dojo). We will post upcoming events on Dojo, Facebook, and Twitter.

Title I Expenditures Parent and Family Engagement (Adjust to reflect the planned expenditures)

Category	List of Items
Parent Liaison	Salary and benefits
Parent Communications	Paper, ink/toner, stamps
Parent Training/Events	Refreshments, materials, supplies, printed materials, stipend for teacher as consultant, ink/toner