

James K. Thomas
2017-2018

School District of Palm Beach County

Title I Parent and Family Engagement Plan

L.C. Swain Middle School

9.5.17 Plan has been give final approval. DO

Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parental involvement program;
- Be written in parent friendly language;
- Inspire stakeholders to be involved and supportive of the program; and
- Be different from your school mission statement.

Mission Statement

L. C. Swain Middle School values family and community involvement working together to form a collaborative partnership that supports student growth and promotes college and career readiness.

Evaluation of 2016-2017 Parent Capacity Building Trainings

Using your parent training reflections, parent evaluations, and the Title I Family Involvement Survey results, evaluate the parent trainings provided during the 2016-2017 school year.

Parent Capacity Training #1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Technology Night Parents and students learned how to help the students with research and homework tools online to support academic success. Parents received instruction on how to monitor student grades through Edline.	64	1 Technology teachers conducted the workshop and interacted with parents 2 Parents were able to get online and works hands-on with the applications 3 Parents felt they were better equipped to monitor student progress	• We would like to open a second computer lab for additional participants • We would like to include more homework resources for parents	The parents were better equipped to monitor Edline and help their child with homework. Parents became familiar with school staff available to assist them with technology issues.

Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Science and Technology Night The South Florida Science Museum set up a series of centers with experiments and activities. Students and parents were able to rotate through and engage in thought provoking activities.	43	• 20 interactive centers were very thought provoking and helpful for learning science skills • Parents were able to interact and assist their child with science strategies • The science teachers were present and interacting with the parents at the various centers.	• We would like for more families to participate with their children	Parents were able to interact with their child along with the teachers. Parents became familiar with the school staff. Students were encouraged to participate in science and technology activities.

Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Math Night Parents and students engaged in thought provoking math centers set up by the South Florida Science Museum.	38	20 interactive centers were very thought provoking and helpful for learning math skills - Parents were able to interact and assist their child with math strategies - The math teachers were present and interacting with the parents at the various centers.	- We would like for more families to participate with their children - We would like to include prizes for the students who participate	The expected outcome was for parents to be able to help their child with some of the math strategies. The parents and students would understand the grade level math and communicate with the lath teachers when needed. According to the evaluations, Parents agreed that the workshop was enjoyable and educational and helped with study/practice of math skills.

Evaluation of 2016-2017 Parent Engagement Staff Trainings

Using your staff training reflections, teacher evaluations, and feedback to teachers on implementation of strategies taught in staff trainings, evaluate the staff trainings provided during the 2016-2017 school year.

Staff Training #1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Parent -Teacher Conference Discussed and provided links with conference tips and videos	7 first year teachers	• Provided opportunity for deliberate growth • Encourages constructive interaction with parents	•	It is evident during parent conferences that new teachers felt confident interacting with parents

Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Did not occur		•	•	

2017-2018 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will engage stakeholders in the planning, review and implementation of Title I programs. Include decisions regarding how funds for parent and family engagement will be used.

Brief Narrative	
List the name and title for each group member responsible for the development of the Parent and Family Engagement Plan and School-Parent Compact.	Keysha Pinkney, Andrea Longsworth - SAC Faculty Voting Members Norma Gutierrez, Argelia Uriostegui, Lisa Martin, Maria Patino, Barbara Ann Parent, Jennifer Rosado - SAC Parent Voting Members Title One contact- Tanya McDowell
What are the procedures for selecting members of the group?	All parents are invited to provide input. SAC members are usually the foundational group that is present at ongoing meetings. At the end of our parent meetings we use a quick evaluation form in multiple languages for parents. We also conducted the PFEP survey was conducted on May 11, 2017. The results were discussed at the May SAC meeting with parent voting members. The results were also discussed at the
How will input from stakeholders be documented?	Notes will be generated of discussions held regarding the PFEP and Compact
How will stakeholders be involved in developing the plan?	Input is sought from members of the School Advisory Council and all items are voted on by the voting members
How will Title I parent and family engagement funds be used?	Parent University Fathers Take Your Child to School Day Thrive Program

2017-2018 Parent and Family Engagement Staff Trainings

Describe the professional development trainings you will provide to build the capacity of teachers and other support personnel to effectively communicate and work with parents as equal partners in order to connect learning in the classroom to learning at home.

Staff Training #1 (First Semester)

Name and Brief Description	Month training will be held	Responsible Person(s)	Anticipated Impact of Staff Development (Include explanation on why this training is needed)
Building Relationships with Parents - part 1	November	PD Team	The goal is to strengthen relationships with school community and parents. In addition, we aim to help our parents better academically support their students. This training was requested by teachers as some struggle reaching parents. We have quarterly title one meetings and parent universities. Our first parent university will focus on the new SIS and Unify system. These programs will assist parents in tracking attendance, grades, and testing data. Teachers and other support personnel will be able to effectively communicate and encourage parents to become more involved, understanding the educational technology at the school site and improve parent engagement.

Staff Training #2 (Second Semester)

Name and Brief Description	Month training will be held	Responsible Person(s)	Anticipated Impact of Staff Development (Include explanation on why this training is needed)

Building Relationships with Parents - part 2	February	PD Team	Our goal is to strengthen relationships with school community and parents. In addition, we aim to help our parents better academically support their students. In parent meetings/conferences parents have expressed a need for better communication between the parents and the teachers. The Admin has observed a need for better parent engagement and communication amongst all stakeholders. Teachers will be able to effectively communicate with parents and track and respond to all requests about grades, attendance, and other student needs. The lead person for these trainings is Dr. Cathy Pressey.
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2017-2018 Title I Annual Parent Meeting

Families are invited to attend the Title I Annual Meeting to learn about the school's Title I programs and requirements. Describe the tasks the school will take to conduct an effective Annual Meeting. The meeting should be designed to inform parents about:

- What it means to be a Title I School;
- The school's Title I School-wide Plan;
- Parent and Family Engagement (plan), including the School-Parent Compact;
- Special programs such as Migrant Education and McKinney Vento;
- Parents' Right to Know; and
- Other opportunities for parents.

Brief Narrative
What is the date and time of the Annual Meeting? August 31, 2017 @ 6:00 pm
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.). Invitational flyers in multiple languages, Call-outs in multiple languages, social media posts (instagram, twitter, facebook) evaluations are given at the end of each training.
What resources do you plan to prepare for stakeholders? Invitations, agenda, presentation, Family Engagement Plan, School-Parent Compact, information on additional programs
What materials/supplies are needed for the Annual Meeting? Invitations, agenda, powerpoint presentation, projector, translation of materials, sign-in sheets, surveys, minutes. Paper, pens, folders, ink and other support items will be purchased in order to support the annual meeting's success.
How do you plan to reflect on the effectiveness of the Annual Meeting? Survey results. The admin team will meet with the instructional leadership team to disaggregate the data and determine PD for teachers, student, and parent needs.
Note: You must provide evidence of the implementation of the Annual Meeting. (Invitation, agenda, sign-in sheets, minutes and verification)

2017-2018 Parent Capacity Building Trainings

Describe the trainings you will offer parents that will build their capacity to support learning at home to improve student academic achievement. Parent trainings must focus on specific teaching and learning strategies that parents and families can use at home to help their child. Evidences that will be submitted through eBox include the invitation, agenda, sign-in sheets, handouts, evidence of parent and family interaction, evaluations, and reflection.

Parent Capacity Training # 1 (First Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
Parent University Technology Night - Parents will learn how to help their child with research, book reports, and homework tools online to support academic success. Parents will also learn how to log onto Edline and talk with the technology support staff at L. C. Swain.	Parents will be able to help their child with homework and academic skills. The parents will know the staff to contact regarding technology.	9/14/17	James Thomas, Principal Cathy Pressey, PU Coord. Amanda Dedrick, Magnet Coord. L. C. Swain Technology Dept	- Flyers - Agenda - Computer Lab - Snacks /Beverages \$150

Parent Capacity Training # 2 (Second Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
Parent University Science Night - The South Florida Science Center will come and take over Science Night. There will be 20 interactive science activities, experiments, and demos that will not only entertain the parents but will help parents instruct their child. The parents will also be able to talk with the science teachers at L.C. Swain	The expected learning outcome includes parents being provided with training to help work with their child to improve their child's achievement and interest in science. The parents will have a chance to interact with the science teachers and attain strategies they can use at home. Parents will be able to help their child complete HW and prepare to tests in class.	2/15/18	James Thomas, Principal Cathy Pressey, PU Coord. Amanda Dedrick, Magnet Coord. L. C. Swain Science Dept	- Flyers - Agenda - Cafeteria for set up - Snacks and beverages

Parent Capacity Training # 3 (Third Trimester – required for elementary schools, optional for secondary schools)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
Parent University Math and Reading Night - The reading instructor will model strategies for parents and share fun and engaging classroom activities. The South Florida Science Museum will conduct Math Night with 20 interactive math activities that will help parents to help their child. Math instruction will be delivered in a fun-filled environment. Students and parents will tackle real-world examples and learn math concepts associated with the class.	The expected learning outcome includes parents being provided with training to help work with their child to improve their child's achievement, in areas of literacy and math. The parents will have a chance to interact with the reading and math teachers. Parents will be able to assist students with homework and test preparation.	5/17/18	James Thomas, Principal Cathy Pressey, PU Coord. Amanda Dedrick, Magnet Coord. L. C. Swain Math and Reading Dept	- Flyers - Agenda - Cafeteria for set up - Snacks and beverages

2017-2018 Coordination and Integration

Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities by identifying the three (3) most relevant agencies/organizations that tremendously **support your school's parent and family engagement goal** (for example: Literacy Coalition, Multicultural Department, ESE Department, Migrant Education, Publix, Boynton Beach Fire Department).

Partnership # 1

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
South Florida Science Museum	The Museum staff provides valuable parent trainings in the areas of science and math through our Parent University. Yes for all business partnerships we will have the business partnership agreements, monthly communication, and thank you letters.	Parent University Trainings for Math Night and Science Night (agendas, sign-in sheets)	☐ One-time ☐ Weekly ☐ Monthly ☐ Quarterly ☒ Annually ☐ As Needed

Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
MultiCultural Department	We receive support from the Multicultural Department at our Parent University events . Multicultural personnel present information in Spanish and Creole to our ELL parents. They explain the Choice Program and assist parents in completing the application process. Support is provided to ur parents through the Parent LEadership Councils. Multicultural also provides supplemental instructional materials for our students when needed.	Sign-in sheets, Documents in native language, presentations	☐ One-time ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Annually ☒ As needed

Partnership # 3

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Latinos In Action	Students in the Latinos In Action program will be visiting Greenacres Elementary School twice a week to read to younger students and provide mentorship. Yes this does support our family engagement mission as many of our students have younger siblings that attend the elementary school and this will provide quality leadership training.	Participation Logs Photos	☐ One-time ☒ Weekly ☐ Monthly ☐ Quarterly ☐ Annually ☐ As needed

2017-2018 Communication

After reflecting on your 2016-2017 Title I Family Involvement Survey results, describe the process that your school will use to provide timely and easy to understand updates to parents and families on Title I programs, curriculum, assessments and student progress/proficiency level information. Evidences that may be uploaded in eBox include agendas, sign-in sheets, minutes, evaluations, Edline screenshots, newsletters, translated letters, marquee photos, emails, text print-outs, phone call-out transmissions/scripts, and social media snapshots.

Key Points of Communication			
Describe how school will inform parents about timely information about the Title I programs.	List frequency and timeline	How will school ensure information was shared?	
Employ various communication venues preferred by parents such as text messaging, callouts, flyers, newsletters, and Edline. Title one business is discussed during SAC meeting and during the annual SAC meetings copies of all documents with dates are provided. Parents will also receive copies of the compact and engagement plan.	as needed	1 Generate reports of delivered text messages and call-outs	
Describe how school will inform parents about curriculum at the school, forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.	List frequency and timeline	How will school ensure information was shared?	
Employ various communication venues preferred by parents such as text messaging, callouts, flyers, newsletters, and Edline.	as needed	2 Make sure flyers and newsletters are sent out in multiple languages and within appropriate time frames	
Describe how school will inform parents about opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.	List frequency and timeline	How will school ensure information was shared?	
Employ various communication venues preferred by parents such as text messaging, callouts, flyers, newsletters, and Edline. Open house, progress reports, parent conferences, and parent trainings.	as needed	3 Monitor Edline for timely updates	

2017-2018 Accessibility

It is important to address barriers that hinder parents' and families' participation in activities. After considering your 2016-2017 Title I Family Involvement Survey results and information gathered at your parent input meetings, describe how your school will provide opportunities for participation in all activities. Evidences that may be uploaded in eBox include translated letters, agendas, sign-in sheets, flyers, child care rosters, transportation logs, CLF/sign language facilitator timesheets, and parent evaluations.

Brief Narrative	
Parents and families with limited English proficiency	
Translated documents	
Callouts in multiple languages	
Parents also completed surveys before they leave the event and the results are entered into an excel spreadsheet.	
Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)	
Meetings held in Media Center on first floor	
Accommodations will be made for any special circumstances	
Yes, home visits are conducted by the principal, ESE contact, and school resource officer. We also have audio enhancement speakers and headphones.	
Parents and families engaged in migratory work	
Partner with community church and community center to provide information to families.	
Involve our ESOL Coordinator and ESOL Counselor in the communication process.	
Partner with local Migrant Centers.	
Providing a welcoming environment for our parents and meeting them in locations where they feel safe will create a positive effect on student achievement.	
Parents and families experiencing homelessness	
School Counselor maintains communication with Student Intervention Services and Homeless Assistance Programs. We also use our MTSS coach and AP to communicate with parents and the district as it relates to students home needs.	

Other Activities (Optional)

List other activities that are planned to strengthen parent and family engagement at your school.

Activity # 1

Name of Activity	Brief Description	Frequency
Honor Roll Events	Each quarter, all students receiving straight A's are invited to an Honor Roll Breakfast in the Media Center with their parents. Students receiving A's and B's are invited to a pizza party in the cafeteria.	☐ One-time ☐ Weekly ☐ Monthly ☒ Quarterly ☐ Annually ☐ As needed

Activity # 2

Name of Activity	Brief Description	Frequency
Fathers Take Your Child to School Day Breakfast	Based on the District initiative, Dads or other significant male role models were invited to bring their child to school. Dads were asked to welcome students as they arrived on campus and then join us with their child for a breakfast and raffle in the media center.	☐ One-time ☐ Weekly ☐ Monthly ☐ Quarterly ☒ Annually ☐ As needed

Activity # 3

Name of Activity	Brief Description	Frequency
New Student Orientation / Open House	New students to LC Swain are encouraged to attend orientation with their parents to become familiar with the school culture and norms. Orientation is held at the end of the previous school year as well as during the summer before school starts. Parents are provided relevant information to insure they have a successful start to the upcoming year. Open House is open to all students at the beginning of the school year. Parents are encouraged to attend and meet the teachers and walk through their child's daily schedule.	☐ One-time ☐ Weekly ☐ Monthly ☐ Quarterly ☒ Annually ☐ As needed

Uploads

Please prepare evidences below. Directions on how these documents will be collected is forthcoming.

- Evidence of Parent Involvement in the Development of the School Parent and Family Engagement Plan (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Parent-School Compact (Final in all languages)

Resources

Support resources are available on the Title I SharePoint site under the Resource tile. Go to Annual Requirements/Parent and Family Engagement Plan. In this folder you will have access to editable documents to support the development of your school's Parent and Family Engagement Plan.

- Parent Input Meeting Invitation
- Parent Input Meeting Agenda
- Parent Input Meeting Sign-in Sheets
- Parent Input Meeting Evaluation
- Parent Input Meeting PowerPoint
- Parent Input Meeting Recording Template
- Parent Input Meeting Minutes Checklist
- Parent and Family Engagement Plan Template
- Recording of Technical Assistance Chat held April 6th
- Principal Assurance of Compliance Item KIA-1