

**17-18**  
**Rutherford High School**  
**Parent and Family Engagement Plan**

**1. Parent and Family Engagement Plan**

**a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?**

We will use results from the Parent Spring Survey to develop the PFEP. Parents who wish to assist with the PFEP will meet to develop a draft of the plan and the SAC will provide input and approval of the plan. A draft of the plan will be provided on the school website.

**Documentation:** Parent input forms, sign-in sheets, meeting minutes

**b. Based on the needs identified by parents in the Title I Parent Spring Survey, what changes, if any are being made to the strategies/activities in this Parent and Family Engagement Plan?**

N/A- We have not been designated as a Title 1 school before.

**Documentation:** N/A

**c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.**

There was a common trend on the Title 1 Spring Survey and that was the lack of communication from school to home (particularly with teacher promptness on posting grades). We plan to alleviate this barrier by implementing regularly scheduled parent-teacher conferences so parents stay up to date on student progress regardless of their access to Parent Portal. Students who receive a D or an F in a course will also receive a notification letter in the mail. We understand that the lack of technology in the home is a barrier and we hope to provide a variety of communication methods to improve the school to home connection.

**Documentation:** Spring survey results

**d. How will the school distribute to parents and family members of participating students 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?**

Rutherford High School will take the necessary steps to ensure that communication to parents is in a format that is easy to understand. Documents and other materials will be translated when necessary and/or requested by parents to ensure that all parents have the opportunity to participate in their child's education. Information regarding the plan will be distributed at the beginning of the school year and will be reviewed at the annual Title 1 meeting in September. The PFEP will also be posted on the school website and on school social media sites.

**Documentation:** Copy of summary with distribution label.

**e. How will the school make the Parent and Family Engagement Plan available for the local community and update it periodically to meet the changing needs of parents and the school?**

A copy of the Title 1 Purple Notebook will be available in the front office. Information regarding Title 1 will be available to all stakeholders on the school website and on school social media sites.

The PFEP is a working document that will be updated throughout the school year based on student need. The plan and evaluations for events will be reviewed regularly at School Advisory Council meetings.

**Documentation:** Screenshots, meeting minutes

**2. Policy Involvement**

**a. Title I Annual Meeting – Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation in Title I, how the funds are used, that the school is required to have parents involved in planning, reviewing, and improving the Parent and Family Engagement Plan and in the development of the School Improvement Plan, and that all parents have the right to be involved.**

**List the timeline, person(s) responsible, and steps the school will take to plan/prepare for the annual meeting.**

<b>Timeline</b>	<b>Action Step</b>	<b>Person(s) Responsible</b>
Beginning August 2017	Make flyer and distribute the first day of school	Admin and Parent Liaison
Beginning of August 2017	Prepare handouts, powerpoints, evaluations	Admin and Parent Liaison
Day Before	Send out reminder notices, purchase food	Parent Liaison
Day of	Make sure equipment and materials are ready	Parent Liaison, Media Specialist

**Documentation:** Power points, sign-ins, parent notifications

**Number of participants:**

**b. How will the school ensure that a flexible number of meetings, such as meetings in the morning or evening are offered to accommodate parents’ schedules?**

The Spring survey revealed that parents needed multiple opportunities to attend meetings. Meetings for the year will be scheduled at varied times (before school, during lunch, after school and in the evenings) in order to accommodate more stakeholders. Meetings will also be scheduled before school events, such as Open House, sporting events, etc.

**Documentation:** Event Calendar, flyers, agendas

**c. How will the school involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of the Parent and Family Engagement Plan and the joint development of the School-wide Program Plan?**

Committee Name	Frequency of Meetings	Method of Recruiting Parents	Documentation
School Advisory Council	Quarterly	Parent newsletters, communication through the school website and school social media sites, IRIS alerts, Parent Liaison inviting parents, and at parent involvement events.	Notifications, sign-in sheets, agendas, and meeting minutes.

**d. What process will the school follow to ensure parents are given timely information about parent activities and programs?**

The Rutherford High School website will stay current with all the events and happenings that are offered. Flyers will also be sent to parents regarding upcoming school events.

**Documentation:** Copy of notifications with distribution labels

**e. What opportunities/methods will the school use to describe and explain to parents the:**

- curriculum to be used,
- forms of academic assessments used to measure student progress
- achievement levels of the State academic standards that students are expected to obtain

Parents will be given multiple opportunities to learn about curriculum and state achievement tests. Parents can participate in school events such as, Freshman Orientation, Open House, and SAC meetings. They can also participate in parent-teacher conferences and be informed through parent newsletters, the school website and the Rutherford High School Twitter and Facebook pages.

**Documentation:** Agendas, copy of information distributed

**f. If requested by parents, list other opportunities the school provides for parents to meet regularly to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.**

Activity Name	Frequency	Documentation
Parent-Teacher Conferences	Twice a year	Copies of the Parent Compact

	(additional meetings as needed)	
Parent-Admin conferences, IEP meetings, CST Meetings	As needed. IEP meetings will be scheduled according to state deadlines.	Completed conference forms

**g. If the School-wide Program Plan is not satisfactory to the parents of participating students, what process will the school use to submit any parent comments on the plan to the district?**

1. After the dissatisfaction has been addressed with the School Advisory Council, the principal will provide the complainant with a form provided by the district.
2. The complainant will complete the form and return the form to the principal.
3. The principal will submit the form to the Supervisor of Title 1 at the district.

### 3. Building Capacity for Involvement

**a. List the activities planned that will assist parents in the understanding of such topics as the Florida State Standards, FSA, MAP and other state and local assessments, use of Parent Portal, how to monitor a child’s progress and work with educators to improve the achievement of their children.**

**Also, list the activities planned that will provide materials and trainings to assist parent/families 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).**

**Elementary must include their planned pre-k to k transition activities.**

Timeline	Name of Activity	Topic(s) Covered	Person(s) Responsible	# of attendees
August 2017	Freshman Orientation	School procedures including: Dress Code, Lunch procedures, and Attendance. Students will also be informed about Graduation requirements and FSA assessments. Parents will also have the opportunity to enroll in Parent Portal and will be informed on how to use the resource to monitor	Doug Lee Andrea Banks	

		their child's attendance, grades, etc.		
September 2017	Title 1 Annual Meeting	State developed powerpoint presentation regarding Title 1	Coy Pilson Andrea Banks	
September 2017	RHS Open House	Information to parents regarding strategies on the school improvement plan: Close Reading training and information to parents regarding resources to help their child excel in math (Khan Academy, Math Nation, etc). STEM activity for parents	Andrea Banks	
October 2017	Breakfast with the Principal	School Improvement Plan and how to incorporate literacy across the disciplines	Coy Pilson	
March 2017	College and Career Day	Provide parents and students with resources and information regarding postsecondary opportunities	Andrea Banks Guidance Department	

**Documentation:** Parent Notifications, sign-ins, handouts, event evaluations

**b. How will the school educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents,**

- **in the value and utility of contributions of parents**
- **in how to reach out to, communicate with, and work with parents as equal partners**
- **in implementing and coordinating parent/family programs, and in building ties between parents/families and the schools**

Title 1 information will be reviewed with teachers and other personnel during pre-school inservice and faculty meetings. Teachers will also participate in the following in order to build a positive relationship with parents and understand the importance of parents as equal partners:

Type of Activity	Person Responsible	Timeline	Evidence
Module I: Importance of Parent Involvement	Principal and Assistant Principal	Annually	Sign-in sheets

Module II: Overcoming Barriers to Parent Involvement	Principal and Assistant Principal	Annually	Sign-in sheets
Module III: Meaningful Conferences to Support Student Success	Principal and Assistant Principal	Annually	Sign-in sheets
Module IV: Developing Parent Partnerships with Quality Communication	Principal and Assistant Principal	Annually	Sign-in sheets

**Documentation:** Sign-ins, handouts, powerpoints

**Number of participants:**

**c. To the extent feasible and appropriate, how will the school coordinate and integrate parent involvement programs and activities with other federal, state and/or local programs, including public pre-school programs.**

With DCF for Access assistance to parents  
 With local churches for school supplies, clothing and stocking the food pantry  
 With sororities and fraternities for school supplies and clothing  
 With Anchorage Children's Home for parent resources and support  
 With various businesses for student mentoring services

**Documentation:** Parent notifications

**d. List any other activities, such as the parent resource center, the school will conduct to encourage and support parents and families to participate more fully in the education of their children?**

<b>Name of Activity</b>	<b>Person(s) Responsible</b>
Awards Days	Guidance Department
Mentor Program with Tyndall AFB	Guidance Department
Take Stock in Children Mentors	Guidance Department
Big Brother, Big Sister Mentors	Guidance Department
Parent Resource Center	Parent Liaison

**Documentation:** Parent notifications

**e. What process will the school follow to ensure that all information related to school and parent/family programs, meetings, school reports, and other activities is sent to the parents of participating children in a format and, to the extent practicable in a language the parent can understand?**

Communications will be given to the Parent Liaison to use Google translator, or communications will go to the ESOL paras or bilingual district employees to assist with translating.

**Documentation:** Copies of translated materials

**f. List, as requested by parents, other reasonable supports for parental involvement activities.**

This information would be updated throughout the year from information collected from event evaluations or parents' comments during meetings.

**Documentation:** event evaluations

**4. Accessibility**

**a. What process will the school follow to disseminate to each family in a timely manner a notice concerning their right to request information on the professional qualifications of the classroom teacher and paraprofessional?**

This district will provide the Right to Know letter to disseminate the first day of school and will be placed in the packets for new students who register throughout the year.

**Documentation:** Complete Google doc

**b. What process will the school follow to 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?**

The payroll clerk will inform the district and the administrator when a class has been taught by a substitute or teacher who does not meet teacher certification requirements for the grade or subjects being taught. The administrator will use the state provided template to write and distribute letters via backpacks in a timely manner. New and transferring students will receive a copy of the letter.

**Documentation:** Copy of letters with completed distribution stickers

**c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?**

A copy of a student's state assessment scores will be available through Parent Portal. A copy of assessment results will also be mailed home. State assessment results will also be shared with parents during parent-teacher conferences.

**Documentation:** Written attestation of how they were distributed

**d. Elementary only – How will the school ensure that parent-teacher conferences are held for individual students at least annually, during which the compact is discussed?**

N/A

**Documentation:**

**5. Discretionary Activities (optional)**

- a. If needed, how will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.**
- b. If needed, how will the school provide necessary literacy training from funds received if the LEA has exhausted all other reasonable available sources of funding for such training?**
- c. If needed and/or not discussed in other areas within this plan, how will the school 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? Title I funds will be used to purchase refreshments for parent events.**
- d. If needed, how will the school train parents to enhance the involvement of other parents?**
- e. If needed, how will the school arrange to 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?**
- f. If needed, how will the school adopt and implement model approaches to improving parental involvement?**