

17-18 Hutchinson Beach 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? Information will be discussed during SAC meeting, discussion and Vote by SAC Documentation: Agenda, Sign in Sheet, 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? Constant Communication: Using Text (Remind 101), Email, IRIS, Calendar of events, Social Media Documentation: Sign in sheets at events and meetings
c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers. Work schedule - meetings will be scheduled in the mornings and afternoons child care - volunteers will provide childcare Documentation: Flyers, sign in sheets, calendar events, Social Media, scheduling meetings at different times.
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? Create a summary sheet for parents / Also Translate it to Spanish and Russian Documentation:

Send home at Open House, Title I meetings, Summary

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?

Present at SAC Meetings, website, Title I information, Purple notebook, newsletter

Documentation:

Parent newsletters, 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.

Timeline	Action Step	Person(s) Responsible
9/7/17	Open House 5:30pm – 6:30pm	Principal, Parent Liaison
9/15/17	Title I, AM meeting 7:45am	Parent Liaison

Documentation:

Sign in sheets with actual #'s

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?

School calendar over the summer with 2 different meetings (AM and PM)

Documentation:

Calendar, sign in sheet

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	Monthly	Remind 101, Flyers, IRIS, Social Media, Website	Sign in Sheets

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

School Wide calendar, Flyers sent home 2 weeks in advance, Social Media, Remind 101

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

Open House (teachers will share)

Pastries w/ parents in January; presentation given by guidance and teachers explain upcoming assessments

FSA informational BOOKS

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

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?

Complaint comment form, give to SAC and admin, form will be sent to the Title I Supervisor 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 11 th	Welcome to Beach	Volunteer, Parent Portal, WatchDOGS LIM	Teachers, PL	
August 16 th	Orientation	School Policies, schedules, curriculum, FSA, MAP	Teachers	
August 22 nd	Boo HOO / Yahoo Breakfast for K	School Policies, K curriculum, assessments	KDG Teachers, PL	
September 7 th	Open House	Leader in Me, student led conferences, data notebooks	Teachers	
September 15 th	Title I AM meeting	Parent Compacts Title I information	PL	
September 26 th	Camp Readabook	Reading Literacy	PL / Reading Coach	
October 26 th	Spooky Science	STEM Materials	Teachers	
January 31 st	Pastries with Parents	FSA Prep	Teachers, Guidance, PL	
Feb 16 th	Vocab Parade	Literacy Awareness	Teachers	
May 16 th	PreK to K Transition	Transition to KDG	PL	

May 18 th	Parent Leadership Day	Student Led Conference	Teachers	

Documentation: sign in sheets

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

Teacher In-service – August

Monthly FAC Meetings

Documentation:
Sign in Sheets
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.

DCF -Access assistance in parent center, Woodlawn Church - Backpack blessings, Health Department - Dental bus, Church partnership

Documentation:
Sign in sheets, Lists of students, permission forms

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?

Name of Activity	Person(s) Responsible
Watch D.O.G.S	Parent Liaison
Leader in Me	Parent Liaison

Documentation:

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?

ESOL PARA translate in Spanish and Russian if needed

Documentation:

Documentation in different languages

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

Calendar of events sent home in August for the year

Hold events at different times

Documentation:

Calendar

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?

Right to Know letters will be provided by the district and sent home the first day of school and will be placed in new student packets.

Documentation:

Summary of plan.

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?

We send out of field letters ASAP as needed.

Documentation: District Letters

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

The dates to pick up will be on the marquee, and sent out via Remind 101 and Facebook

Documentation: Marquee

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?

At open house teacher have a calendar for parents to sign up for a conference

Documentation: Compact participation

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 at Title I 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?