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| --- |
| Tameka Robinson  2017-2018 |
| School District of Palm Beach County |
| Title I Parent and Family Engagement Plan |
| Santaluces Community High School (1611)   |  | | --- | | **7.31 - The comment boxes are needed revisions. When revisions have been completed, DO NOT click the “Resolve” button. That button is for me once revisions have been approved. Thanks, Tim Mason** | |

# 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.

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| **Mission Statement** |
| Through training and systematic support, Santaluces Community High School will ensure that every family has the ability to sustain and enrich the academic achievements of their children. To guarantee success, parent trainings and information will be support the needs of our families. |

# 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** |
| AVID Parent Night | 10-15 | * Presentation * College Info/Awareness * AVID Strategies * Q and A | * Increase # of Participants * New strategies to present to parents * Increase student participation | Parents and students gained valuable knowledge on the benefits on the AVID Program |

**Parent Capacity Training #2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Brief Description** | **Number of Participants** | **Strengths** | **Opportunities for Improvement** | **Outcomes** |
| Freshman Parent Night | 140 - 150 | * Great Academic overview * Valuable FAFSA/Bright Futures information * Parent updates on student academic performance | * Increase # of participants * More breakout sessions * More college literature | Parents and students gained valuable knowledge on the benefits on Spring Assessments, FAFSA, and student academic achievements |

**Parent Capacity Training #3**

|  |  |  |  |  |
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| **Name and Brief Description** | **Number of Participants** | **Strengths** | **Opportunities for Improvement** | **Outcomes** |
| Acceleration Night | 100+ | * Course progression for accelerated courses * FAFSA Rep presentation * Post-Secondary course alignment * Teacher Participation | * College Representation | Parents and students were able to collaborate with AP and AICE teachers. Families were also provided with valuable information on the FAFSA /Bright Futures process as well as how the AICE/AP Courses align with college credits. |

# 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** |
| Engaging Parents : Increasing Parental Involvement | 75 - 80 | * Staff member were very receptive to feedback | * More interaction/ feedback from support staff. | Staff members are able to better support the school's goal of increasing parental involvement. |

**Staff Training #2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Brief Description** | **Number of Participants** | **Strengths** | **Opportunities for Improvement** | **Outcomes** |
| Establishing Family Friendly Schools | 75-80 | * Staff members were receptive to feedback. | * 100% participation on the survey. | Staff members are aware of the climate of and on our campus as well as the importance of perception. |

# 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.

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| **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.** |
| Tameka Robinson - Principal TBD - Business Partner  Shakeica Robinson - Assistant Principal (Title I Contact) David Montoya - Assistant Principal  TBD - SAC Chair Alexandra Clifton - English /Department Chair  TBD - SAC Co-Chair |
| **What are the procedures for selecting members of the group?** |
| Santaluces will send out invitation to parents and stakeholders inviting them to our annual Title I meeting. We will then present and select members from different stakeholder groups. |
| **How will input from stakeholders be documented?** |
| Input from stakeholders will be recorded in the minutes from the meeting. |
| **How will stakeholders be involved in developing the plan?** |
| Stakeholders will be provided with data from previous surveys. This data will be used to solicit feedback and suggestions for improvement from stakeholders. |
| **How will Title I parent and family engagement funds be used?** |
| Title I parent and engagement funds will be used to support programs that reach parents and family members are home, in the community, and at school. The funds for parent engagements will be used for refreshments , postage, postcards, copy paper for printed literature, color ink for data chats. |

# 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)** |
| Cultural Sensitivity and Awareness Training  This training will focus on ensuring that all staff at Santaluces Community HIgh School is aware of the cultural/social issues that our students have to face. | Aug. 2017 | T. Robinson  S. Robinson  T. Paletti  W. Mawali  W. Gideon  D. Montoya | Due to the shift in the demographics at SHS it is imperative that we implement a training that will provide faculty and staff members the training needed to meet the needs of our changing population. If successful, this training will lead to decreased disciplinary infractions and increase academic achievements. |

**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)** |
| Engaging Families / Increasing Parent Involvement  This training will be designed to teach expose all staff member to different strategies that can be used to increase family engagement. | October 2017 | T. Robinson  S. Robinson  T. Paletti  W. Mawali  W. Gideon  D. Montoya | This will reinforce the need for parents to be involved parents in their child's educational career. We will also equip the teachers with resources that they can use to increase parental involvement in within their classroom |

# 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.

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| **Brief Narrative** |
| **What is the date and time of the Annual Meeting?** |
| September 20, 2017 @ 6:30 pm |
| **How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).** |
| EdLine, Marquee, Call-Out , Quarterly Newsletter, Postcards, and during Open House |
| **What resources do you plan to prepare for stakeholders?** |
| Explanation of Title 1 requirements, Santaluces participation in the Title 1 Program, parents rights to be involved, upcoming parent trainings, and the rights for parents to request regular meetings. |
| **What materials/supplies are needed for the Annual Meeting?** |
| Printed literature (translated), postage, translators, chart paper and markers |
| **How do you plan to reflect on the effectiveness of the Annual Meeting?** |
| Parent/Faculty Surveys that will be completed at the end of the training |
| 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** |
| Santaluces “Roadmap to Success” | * Academic Success * Post-Secondary Readiness | Sept. 2017 | School Counseling Department | \* Language Translators  \* Flash Drives |

**Parent Capacity Training # 2 (Second Trimester/Semester)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Brief Description** | **Expected Learning Outcomes** | **Date of**  **Training** | **Responsible**  **Person(s)** | **Resources and Materials** |
| Staying Connected with Technology | * Parents will learn how to utilize technology to support and/or increase academic achievement | Dec. 2017 | All Administrators | \* Language Translators  \* Flash Drives for resources |

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

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| --- | --- | --- | --- | --- |
| **Name and Brief Description** | **Expected Learning Outcomes** | **Date of**  **Training** | **Responsible**  **Person(s)** | **Resources and Materials** |
|  |  |  |  |  |

# 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** |
| Subway | To increase participation at all after school parent training/SAC, the manager at Subway provides parents and students with dinner | Agenda | ◻ One-time  ◻ Weekly  Monthly  ◻ Quarterly  ◻ Annually  ◻As Needed |

**Partnership # 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Agency** | **Brief Description of Partnership** | **Evidence of Partnership** | **Frequency** |
|  |  |  | ◻ One-time  ◻ Weekly  ◻ Monthly  ◻ Quarterly  ◻ Annually  ◻As needed |

**Partnership # 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Agency** | **Brief Description of Partnership** | **Evidence of Partnership** | **Frequency** |
|  |  |  | ◻ 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?** |
| Postcards, Marquee, OneVoice Calls, EdLine Updates, Text Messages sent through Remind | One month for all calls/marquee updates.  Two weeks for post cards | These methods are tracked by time stamps. |
| **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?** |
| Mid-Term Reports, Data Chats at parent nights, Parent Conferences, Bi-Weekly EdLine updates | Mid-terms every 8 weeks.  Edline is bi-weekly  all other updates are as needed | Conference notes, time stamps from Edline  Copies of Data Chats |
| **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?** |
| Postcards, Marquee, OneVoice Calls, EdLine Updates, Text Messages sent through Remind | One month for all calls/marquee updates.  Two weeks for post cards | These methods are tracked by time stamps. |

# 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.

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| **Brief Narrative** |
| **Parents and families with limited English proficiency** |
| All postcards, emails, OneVoice calls will be translated in all three languages. We will also have translators available at all events. |
| **Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)** |
| We do not have services for sign language support. This is an area that we will need to address in order to ensure that parents can participate. |
| **Parents and families engaged in migratory work** |
| Language facilitators will reach out to these families in addition to mailing invitations. |
| **Parents and families experiencing homelessness** |
| Counselors will reach out to these families in addition to mailing invitations. |

# 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** |
|  |  | ◻ One-time  ◻ Weekly  ◻ Monthly  ◻ Quarterly  ◻ Annually  ◻As needed |

**Activity # 2**

|  |  |  |
| --- | --- | --- |
| **Name of Activity** | **Brief Description** | **Frequency** |
|  |  | ◻ One-time  ◻ Weekly  ◻ Monthly  ◻ Quarterly  ◻ Annually  ◻As needed |

**Activity # 3**

|  |  |  |
| --- | --- | --- |
| **Name of Activity** | **Brief Description** | **Frequency** |
|  |  | ◻ 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