

Dr. Elvis Epps
2017-2018

School District of Palm Beach County

Title I Parent and Family Engagement Plan

Lake Worth High School 0691

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
<p>Lake Worth Community High School teachers and staff are committed to providing a high quality educational program that will challenge all students to reach their full potential. Our school strives to build a partnerships between the school, families, and community. To promote effective parent involvement, the staff welcomes input from parents and community members in decision making and encourages them to join us in the activities outlined in this plan. We work with parents as equal partners in the educational process.</p>

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
Financial Aid Parent Night- Parents and students learned about the FASFA CSS profile, grants, loans, scholarships opportunities. Parents and students set up their pin codes and completed their FASFA applications.	61	<ul style="list-style-type: none"> Parents and students learned the benefits of applying for monetary assistance and how to use resources to assist with planning for their postsecondary careers. 	<ul style="list-style-type: none"> Develop ways to increase the parent turnout Materials in multiple languages 	<ul style="list-style-type: none"> High number of students receiving FASFA Increased scholarship earnings

Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
College and Career Night This event allowed parents and students to gain insight on life after high school.	143	<ul style="list-style-type: none"> Numerous colleges, universities, armed forces branches and workforce alliance agencies were in attendance to brief parents and students and also to answer questions. Students and Parent gained insight that will assist them in planning life after high school. Students and parents learned about 	<ul style="list-style-type: none"> Conduct this event twice during the school year. Encourage more underclassmen and their parents to attend so that they can begin to plan earlier. 	<ul style="list-style-type: none"> Increase in graduation rates More students attending college/armed forces Greater understanding of the process by both students and their parents

		opportunities and resources to access during post secondary planning.		
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Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Choice Program Open House- Parents and students were given an overview of the choice programs offered on LWHS campus. They learned about the application process and the benefits of taking part of the programs.	51	<ul style="list-style-type: none"> Choice programs are showcased Parents are in the know in relation to what programs are offered and the intake process. Students and teachers are given the opportunity to highlight and share the amazing things that are taking place within their programs. 	<ul style="list-style-type: none"> Develop ways to increase the parent turnout especially for the ESOL population Materials in multiple languages 	<ul style="list-style-type: none"> High number of students applying and enrolling in the programs that we offer. More students passing certification exams

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
Methods of Staff/Family Communication and Interactions- Staff member learned about the benefits of developing a strong communication bridge with families. They also gained insight on the positive effects that parent communication has on student performance and behavior. Lastly, they learned some success ways to communicate with parents from diverse cultures.	114	<ul style="list-style-type: none">• The use of staff feedback from surveys to stimulate pair interaction and whole group discussion.• The use of data as a means to enlighten and engage staff.	<ul style="list-style-type: none">• Incorporate other activities that will assist with methods for interacting with diverse populations	<ul style="list-style-type: none">• Improvement in academics• Fewer classroom behavioral issues• More family participation

Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Staff/Family Communication and Involvement Follow-Up- Review of the parent surveys to engage in discussions of ways to enhance or reconfigure the methods of communication that were set	114	<ul style="list-style-type: none">• The use of outcome from parent surveys to revisit the staff/family communication plan	<ul style="list-style-type: none">• The school will work to purchase translation headsets and train teachers on how to use them to assist with language barriers.• Counselors will set aside two days weekly to meet with	<ul style="list-style-type: none">• Improvement in academics• Fewer classroom behavioral issues• More family participation

in place during the first semester.			parents after school hours to accommodate parent's work hours. <ul style="list-style-type: none">•	
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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.
Dr. Elvis Epp-Principal Ms. Attallah McLawrence-Assistant Principal Ms. Nadilia Charles-ESOL Coordinator Ms. Joyel Loiz-Graduation Coach
What are the procedures for selecting members of the group?
The group is comprised of staff members that work directly with teachers and counselors, and who plan family involvement training and events.
How will input from stakeholders be documented?
Input will be documented by keeping minutes from parent meetings, SAC and faculty meetings
How will stakeholders be involved in developing the plan?
Stakeholders will provide input at SAC meetings and surveys
How will Title I parent and family engagement funds be used?
Title 1 funds will be used to compensate staff members who take part in parent trainings and engagements. Funds will also be used to purchase supplies used for parent events.

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 Competency 2.0 Teach specific cultural norms and how to approach and respond to them. Teach specific strategies to use when with families who live in poverty. Teach specific strategies to use when working with families of high achieving students.	October	Nadilia Charles Joyel Loiz Sabrina Higley	Staff will use knowledge gained from training to build a communication and interaction bridge with families and students that will assist with academics, behavioral, and social progress. If the staff gains a better understanding of how to approach families for multiple reasons, there should be an increase in positive, productive staff/family interactions, which will should result in a stronger partner between the school and families.

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)

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?
The Annual Meeting is scheduled for August 22, 2017
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).
Take home Flyers (with response feedback attached), call-out, school marquee, daily announcement, reminder text, school website and Edline
What resources do you plan to prepare for stakeholders?
Stakeholders will receive the following information: SAC information Data from 2016-17 school year parent survey Parent/School/Student Compact Edline Information
What materials/supplies are needed for the Annual Meeting?
Edline directions and activation information and Parent/School/Student Compact
How do you plan to reflect on the effectiveness of the Annual Meeting?
By providing a survey to those who attending the meeting and reviewing the feedback that is submitted
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
College and Career Night Families will have the opportunity to speak directly with college recruiters, career representatives and military personnel.	<ul style="list-style-type: none">Families will gain insight on what is needed for life after high school.They will also learn about resources that are available to them.	September 2017 March 2018	Joyel Loiz	<ul style="list-style-type: none">PowerPointsPhamletsWebsitesVerbal interaction

Parent Capacity Training # 2 (Second Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
Literacy Night Provide families with reading strategies that can be used for home based learning to assist with reading comprehension.	<ul style="list-style-type: none">Once implemented, students will have better results in the classroom and on standardized test such as FSA, ACT and SAT.	October 2017	Larue Kirkpatrick Murphy	<ul style="list-style-type: none">WebsitesBooksPowePointData

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
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Choice Open House Families are informed about that availability of different academies for students to prepare for numerous careers.	<ul style="list-style-type: none"> Families will used the information obtained to apply ir adjust their child schedule to facility a desired post secondary pathway. 	December 2017	Abby GLicher	<ul style="list-style-type: none"> Powerpoint Student presentations Literature
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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
State College Systems	Provides speakers and recruiters for college and career events	Literature that is handed out and the presenter his/her self.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As Needed

Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Florida DOE	Provides presenter for Financial Aid Night	Literature that is handed out and the presenter his/her self.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

Partnership # 3

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
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Multicultural Department	Allows us to check out the translation headsets to use during family events. Also assist with the translation of documents when needed.	Request documents and emails	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed
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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?
Families are notified through parent flyer, school marquee, Title 1 information is posted on our website, and call-outs.	Ongoing	Agenda, sign in sheets and parent feedback survey
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?
Families will gain knowledge by attending Curriculum Night, Academic Showcases and periodically checking school sites and Edline. Families are notified through parent flyer, school marquee, Title 1 information is posted on our website, and call-outs.	Ongoing	Agenda, sign in sheets and parent feedback survey
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?

The school will send home flyers which will be in multiple languages, call-out, marquee, and remind text	Ongoing	documenting the number of participants at the meetings.
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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	
Most documents will be translated and multiple languages, translation headsets will be used and Language facilitators will be on hand to assist.	
Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)	
Provide RSVP with provision to request specific support such as physical disability, hearing impairment...	
Parents and families engaged in migratory work	
Families are notified through parent flyer, school marquee, Title 1 information is posted on our website, and call-outs. We also adjust the times of events to accommodate their work schedules	
Parents and families experiencing homelessness	
Provide transportation and refreshments at family events	

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
		<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

Activity # 2

Name of Activity	Brief Description	Frequency
		<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

Activity # 3

Name of Activity	Brief Description	Frequency
		<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> 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