

Linda Moore
2017-2018

School District of Palm Beach County

Title I Parent and Family Engagement Plan

Seagull Academy - 3391

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>Seagull Academy strongly believes that parents, family, and caregivers are all contributors to the education of the student. In order for our students to maximize their potential for intellectual, emotional, social, and physical growth, there needs to be collaboration between Seagull Academy staff and families.</p> <p>The purpose of the parental involvement program is to help facilitate this collaboration through Parent Auxiliary meetings, parent conferences, Title I Annual Meeting, and Parent Trainings. Better training for staff on communicating with parents/families as well as trainings for parents/families to help them work with their students at home are all imperative to the growth and development of the student.</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
Behavior Therapy Workshop - Presentation and discussion of behavioral techniques that can be used at home.	2	<ul style="list-style-type: none">• Use of rewards• Useful information that can be used at home	<ul style="list-style-type: none">• Attendance Numbers	Families appreciated having tools to use at home with their students.

Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Life Skills - Nutrition	5	<ul style="list-style-type: none">• Helpful information and recipes	<ul style="list-style-type: none">• None Stated	Families appreciated easy, healthy recipes that they can make with their students.

Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Curriculum - Review of online reading program "Reading Eggs"	5	<ul style="list-style-type: none">• Great resource for families to encourage learning at home	<ul style="list-style-type: none">• Families need to stay involved with students to see if they need help	Families were appreciative to have this resource to use at home.

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
How to Conduct Effective Parent-Teacher Conferences	10	<ul style="list-style-type: none">• Useful information• Active participants	<ul style="list-style-type: none">• Continuing to provide similar information	Staff used knowledge in meetings with parents.

Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
No Sweat IEP Meeting with Parents/Guardians	5	<ul style="list-style-type: none">• Pertinent information• New material	<ul style="list-style-type: none">• Continuing to provide similar information	Staff used knowledge in meetings with parents.

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.
Linda Moore - Director of Education Amy Brown - ESE Contact/Title I Anna Tharpe - Parent
What are the procedures for selecting members of the group?
Available and appropriate staff and parent volunteers. At the beginning of the school year, we communicate with the parents and invite them to be active members of the Parent Auxiliary Committee. The committee meets at least 3 times a year to discuss parent involvement, school improvement, and fundraising events.
How will input from stakeholders be documented?
PFEP Meeting, PFEP Meeting Input Recording Form, Discussion with Parents, Surveys, Meetings, Questionnaires, Meeting Feedback Forms, Phone Calls, and Parent Conferences. This input meeting documentation was submitted to Title I for proper documentation.
How will stakeholders be involved in developing the plan?
Parent feedback indicated a desire to learn more about online programs that could be used at home to supplement and support their student's education. Ongoing meetings and surveys.
How will Title I parent and family engagement funds be used?
Online curriculum (iReady), salary for a Reading Paraprofessional, and Parent Engagement trainings and supplies.

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)
No Sweat IEP Meeting with Parent/Guardian - Best practices in helping parents feel part of the IEP process	October	Amy Brown	Better communication with parents will lead to more investment in the entire education process and the student will benefit from the teamwork of all involved parties.

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)
Effective Communication with Parents - Best practices in communicating progress or issues with families	February	Amy Brown	By learning how to communicate with parents more effectively, there will be a better sense that we are all working towards the same goals.

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?
Wednesday, September 27, 2017, 5 p.m., at SAIL
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).
According to our Title I Survey results, most parents would like flyers about parent trainings set home and for us to also use the Remind.com app.
What resources do you plan to prepare for stakeholders?
Title I Programs, Parents Rights, Ways to Keep Families Involved, Overview of Curriculum, Agenda, Copy of Compact, Sign-in Sheets, Invitations, PFEP Handout, evaluation, and VodCast.
What materials/supplies are needed for the Annual Meeting?
Paper and pens, paper for handouts
How do you plan to reflect on the effectiveness of the Annual Meeting?
Parent follow-up questionnaire will be reviewed to determine if parents found the meeting useful and suggestions they make for future meetings will be implemented as much as possible.
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
Curriculum - Review of online curriculum for home use and how the family can be involved.	<ul style="list-style-type: none">Students will increase reading and math assessment scoresParents will be able to help students at home with online lessons	September 2017	Linda Moore	<ul style="list-style-type: none">Student Log-InsOverview of programs

Parent Capacity Training # 2 (Second Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
Social Security and Guardianship - What these services mean to students with disabilities and their families.	<ul style="list-style-type: none">Social Security process and rulesGuardianship as it applies to various situationsThis is a training requested by the parents so they will have necessities taken care of, so they have more time to assist students in their education at home	December 2017	Walford Campbell/Legal Aid Rep if possible	<ul style="list-style-type: none">Flyers about programsContact phone and website info

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

Name and Brief Description	Expected Learning Outcomes	Date of	Responsible	Resources and
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		Training	Person(s)	Materials
Understanding Agency for Persons with Disabilities (APD) & Vocational Rehabilitation (VR) - Review of programs with speakers from agencies if possible.	<ul style="list-style-type: none"> • Vocational/transitional services for students • How APD works for their students • This is a training requested by the parents so they will have necessities taken care of, so they have more time to assist students in their education at home 	April 2017	TBD	<ul style="list-style-type: none"> • Flyers from VR & APD • Applications

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
District ESE Department	We work closely with the ESE Department to keep up to date on required parent communications, information to include in IEP meetings, and trainings that help our staff work with students AND families more effectively.	Meeting attendance E-mail Correspondence Visits from ART	<input type="checkbox"/> Weekly

Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Vocational Rehabilitation	By working with Vocational Rehabilitation, we are able to help provide continuity of services to families for transition into the workforce.	Applications provided to parents Parent Training on topic Evaluations of students done at school Contract agreement with Vocational Rehabilitation	<input type="checkbox"/> As needed

Partnership # 3

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Agency for Persons with Disabilities	Our partnership with APD involves helping parents understand the services of the agency and the process through parent trainings.	Applications provided to parents Parent Training on topic Contract agreement with Agency for Persons with Disability	<input type="checkbox"/> 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?
Through Annual Meeting, Newsletter, Parent Training, Parent Auxiliary Meetings, IEP Meetings, and PTC.	At least 2 weeks and again 2 days prior.	Remind.com allows RSVP options.
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?
IEP Meetings, Parent Training, District Notices, Parent Conferences, Report Cards	IEP - Yearly Training - Yearly Conferences & District Notices - As Needed Report Cards - Quarterly	Parents are invited to respond and participate by sending back input on the PPN, responding through Remind.com, and in person.
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?
Flyers and Remind.com	At least 2 weeks and again 2 days prior.	Remind.com allows RSVP options.

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
All written correspondence is provided in the family's language of choice. During meetings, interpreters are provided as necessary.
Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)
If the family does not have someone who can facilitate communication, Seagull Academy will provide someone. Meeting will be held in location ADA approved and or accessible to parents with handicap/ disabilities.
Parents and families engaged in migratory work
We use a variety of contact methods including flyers, phone apps, text messages, and phone calls to ensure that all families have access to resources and information from the school. The migrant lead at the school will coordinate with the district migrant contact for appropriate support and services to targeted migrant students..
Parents and families experiencing homelessness
We use a variety of contact methods including flyers, phone apps, text messages, and phone calls to ensure that all families have access to resources and information from the school. Seagull will request for the list of Homeless students in the school and will coordinate services with the District McKinney Vento Champ/Liaison who will help us facilitate appropriate services to targeted students.

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