

Janyn Robinson  
2017-2018

School District of Palm Beach County

# Title I Parent and Family Engagement Plan

Lantana Elementary School/0751

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>As a family partnership,we create our future as a</p> <p><b>T</b>each</p> <p><b>E</b>mpower</p> <p><b>A</b>chieve</p> <p><b>M</b>otivate</p> <p>Lantana Elementary School strives to include our families as our partners to educate our children to become successful learners and successful citizens.</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
APTT - Parents will learn how their child is progressing and fun games to support them at home.	#1 - 143 #2 - 129 #3 - 73	<ul style="list-style-type: none"> <li>• Liked the activities &amp; games</li> <li>• Ideas to work with child</li> <li>• Organized well</li> <li>• Demonstrating alternate ways to work with child</li> </ul>	<ul style="list-style-type: none"> <li>• Continuity in the workshops</li> <li>• Have ideas written down</li> <li>• Include the child</li> <li>• Time for parents with multiple children</li> <li>• More people to translate</li> </ul>	We had each grade level do APTT #3 on a different day. Parents stated they would try to work more with their children

### Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
ESOL Parent Leadership Council - Hands-on session to teach ESOL parents strategies they can use to help their child at home.	42	<ul style="list-style-type: none"> <li>• Liked the information</li> <li>• Liked the activities</li> </ul>	<ul style="list-style-type: none"> <li>• Get more parents involved</li> </ul>	Continue to present hands-on activities during the Leadership Council meetings. Provide materials for all parents/families in their language

### Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
STEAM Night - Handouts and resources on how parents can use specific skills and strategies at home in science, technology, engineering, math, and art.	55	<ul style="list-style-type: none"> <li>• Great activities</li> <li>• Students had fun while learning</li> </ul>	<ul style="list-style-type: none"> <li>• Get parents to interact more with the students</li> </ul>	Help parents do the activities with the children. This worked well for the 4-5 Science Fair Night.

## 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
APTT trainings and planning sessions - Discuss skill to teach parents and decide on the pre and post assessment to share with parents.	25 for training and planning sessions	<ul style="list-style-type: none"> <li>Teachers will be able to teach parents how to work with their child at home through the use of games and fun activities</li> </ul>	<ul style="list-style-type: none"> <li>First training was too close to the parent night - stressful for teachers</li> <li>Parents wanted to be able to go the trainings for each of their children</li> </ul>	For the 3rd APTT, each grade level choose their date. Each grade level was on a different morning.

### Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Developing Meaningful Parental Involvement - getting fathers and male role models involved and supporting learning at home.	46	<ul style="list-style-type: none"> <li>Specific ideas to implement within the classroom</li> <li>Male role models currently pickup and drop off some students. STEM &amp; STEAM nights are well attended by parents</li> <li>Resources, data and links in the presentation</li> </ul>	<ul style="list-style-type: none"> <li>More time to brainstorm how to involve male role models</li> <li>More ideas</li> <li>Best practices</li> <li>Specifically invite male role models (kids make invites)</li> </ul>	Had a Caine's Arcade night where parents (especially male role models) created arcade games out of cardboard with their child.

## 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.	
SAC - Janyyn Robinson, Principal; Terry Walker, Teacher; David Stewart, Town of Lantana Mayor; James Ward, parent; Tom Deringer, community businessman; Lisa Nance, parent; Dana Goncalves, parent; Denise Sasiain, Afterschool Director; Joshua Pierre, CLF; Marline Pierre, parent; Juliana Arsali, community member & administrative intern; Jennifer Brunner, parent; Ana Martinez, parent; Wilkenson Fulcidor, parent; Elsi Barroso, parent Title I Contact (AP), parents who attended the May 1st and May 18th input meetings.	
What are the procedures for selecting members of the group?	
The SAC is made up of community members, interested parents, teachers and staff members. The parents were invited to attend the input meetings. The current Compact, PIP, and Title I Survey results will be shared and discussed at both meetings. Stakeholders will be given time to discuss and ask questions as well as stay after each meeting to talk to the Title I Contact, or review information at home and bring in their suggestions.	
How will input from stakeholders be documented?	
Input from the attendees is documented on the Recording Template. Throughout the year, minutes from every SAC meeting will be used to document discussion and feedback.	
How will stakeholders be involved in developing the plan?	
The current Compact, PIP, and Title I Survey results were shared and discussed. Stakeholders were given time to discuss and ask questions as well as stay after each meeting to talk to the Title I Contact, or review information at home and bring in their suggestions. After the Input meetings, the suggestions and ideas will be reviewed and added to the plan.	
How will Title I parent and family engagement funds be used?	
Funds will be used for Parent training supplies (paper, books, materials for games/activities), School Newsletter and Communication (paper, agendas). Stakeholders will have an opportunity to give input throughout the year.	

## 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)
Engaging parents through academic games and activities - Build the capacity of the staff to work with parents to connect the classroom learning with home learning. Staff will plan engaging activities to teach parents to use with their child at home, that are aligned to the needs of students. Staff will decide on the pre and post assessment to share with parents.	October 16, 2017	Team Leaders, math and literacy resource teachers, SSCC, Admin	Build the capacity of the staff to work with our parents to further connect the classroom learning with home learning. Grade levels will work to create fun activities for parent to use at home with their child.

### 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)
Family Engagement - Male Role Models continued Brainstorm more ideas with the staff on how to get fathers and male role models involved and supporting learning at home. Discuss the research and give time to develop ideas and activities.	January 29, 2018	Administration, math and literacy resource teachers, SSCC	Further the work we started this year (FY 17) to include more male role models in our students' educational life. Time to brainstorm how to involve male role models, ideas for trainings/workshops for male role models, and how to specifically invite male role models (kids make invites). Having a strong male role model helps students, especially boys, see the value in education.

## 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
<b>What is the date and time of the Annual Meeting?</b>
Tuesday, September 19, 2017 at 5:00 pm
<b>How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).</b>
All stakeholders will be notified of the Annual meeting via Flyers, Newsletter, social media, and Marquee.
<b>What resources do you plan to prepare for stakeholders?</b>
We will prepare the Agenda, flyers, handouts (Powerpoint, copies of the Compact and PFEP summary), sign-in sheets, evaluation, interpreters, and child care .
<b>What materials/supplies are needed for the Annual Meeting?</b>
We will need paper, pens, iPads to view the District Vodcast in all languages, documents in all languages, handouts (Powerpoint, copies of the Compact and PFEP summary), sign-in sheets, pens, and evaluation.
<b>How do you plan to reflect on the effectiveness of the Annual Meeting?</b>
Administration will determine effectiveness of the Annual meeting by reviewing parent evaluations, number of attendees (sign-in sheets), and questions asked.
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
Engaging parents through academic games and activities. Parents will learn how their child is progressing and fun games to support them at home.	<ul style="list-style-type: none"> <li>Connect the classroom learning with home learning by teaching fun activities for parents to use at home with their child.</li> </ul>	November, 2017	Administration, SSCC, Teachers	<ul style="list-style-type: none"> <li>Materials to create the games/activities, paper</li> </ul>

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

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
ESOL Parent Training and Hands-on Learning Activities - Hands-on session to teach ESOL parents strategies they can use to help their child at home.	<ul style="list-style-type: none"> <li>Provide ESOL parent with games, activities and books to reinforce the classroom learning.</li> </ul>	January, 2018	ESOL Coordinator, Administration	<ul style="list-style-type: none"> <li>Materials to create the games/activities, paper</li> </ul>

### 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
STEM Night - Handouts and resources on how parents can use specific skills and strategies at home in science, technology, engineering, and math.	<ul style="list-style-type: none"> <li>S. FL Science Center provides fun activities that include handouts and resources for the parents to use specific skills and strategies at home with their child.</li> </ul>	February, 2018	Math resource teacher, Administration, Teachers	<ul style="list-style-type: none"> <li>S. FL Science Center brings everything</li> <li>Paper to send out flyers.</li> </ul>



## 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
Multicultural Department	The Multicultural Department provides Community Language Facilitators. Our CLFs translate all communication that goes home, record the Spanish and Creole portions of our call outs, attend parent conferences, make phone calls, go on home visits, and translate for parents at meetings and trainings.	Translated communication, signature on parent conference forms,	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed

### Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Migrant Education	The Lantana Elementary Campus houses the Migrant Education Office. They hold parent meetings and trainings on our campus.	The Migrant Education sign-ins, agendas,	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As needed

### Partnership # 3

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Afterschool/21st Century	The Lantana Elementary afterschool program and 21st Century hold parent trainings. They also help to encourage parents to attend our trainings.	Sign-ins, agendas,	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input checked="" 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?
Title I information will be shared via the Annual Meeting, faculty meetings and SAC meetings. Stakeholders will receive invitations through Newsletters, flyers, call outs, marquee, and social media.	Monthly and as needed	Documented through sign-ins, minutes of meetings, evaluations, translated newsletters and flyers
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?
Students academic and behavior expectations are communicated via Newsletters, flyers,, letters, parent conferences, phone calls, and Curriculum Night.	Annually and as needed	Documented through sign-ins, minutes of meetings, parent conference forms, evaluations, translated newsletters and flyers
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?
Lantana Elementary will invite parents to teacher conferences, SAC meetings and Title I Annual meeting via Newsletters, flyers, call outs, marquee, and social media.	Monthly and as needed	Documented through sign-ins, minutes of meetings, evaluations, translated newsletters and flyers

## 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
<b>Parents and families with limited English proficiency</b>
CLFs are available to facilitate and enhance communication and parent involvement by translating letters, flyers, newsletters, evaluations, and interpreting information to Spanish and Creole.
<b>Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)</b>
Lantana Elementary is ADA compliant (accessible handicapped ramp and parking located at the front of the school. Most meetings are held downstairs, any parent with limited mobility uses the elevator if a meeting or training is upstairs. We request a Sign Language interpreter for our Deaf parent. Also, 2 people on staff are able to Sign with them.
<b>Parents and families engaged in migratory work</b>
Once Migrant families are identified, school staff will conduct home visits with CLF to survey families to determine their needs, and allow the school to provide resources and information needed. We will seek assistance from Title I Migrant Education Program.
<b>Parents and families experiencing homelessness</b>
We have a strong relationship with MVP-Mckinney Vento Program. MVP has helped several of our families with housing issues and transportation issues making it easier for them to get to the school. We have also done home visits. School staff will assist families experiencing homelessness by also making connections with District staff (MVP- Mckinney Vento Program) with appropriate resources as needed.

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 6<sup>th</sup>
- Principal Assurance of Compliance Item KIA-1