

Anthony Allen, Ph.D.
2017-2018

School District of Palm Beach County

Title I Parent and Family Engagement Plan

Jeaga Middle School - 2701

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
Jeaga Middle School Parent and Family Engagement Mission Statement is to empower our parents and families to assist their children with academic, social and emotional skills that will prepare them for high school.

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
Edline Training - 9/19/16	12	<ul style="list-style-type: none">Information presented was very informativeHands-on technology training	<ul style="list-style-type: none">Increase attendance	Very informative and positive

Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
FCAT Science/FSA Writing Night - 1/31/17	17	<ul style="list-style-type: none">NGSSS Science StandardsFSA Writing Standards	<ul style="list-style-type: none">Increase attendance	Very informative and positive

Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
FSA Family Fun Night - 3/15/17	28	<ul style="list-style-type: none">Multiple sessions - FSA Reading/Math	<ul style="list-style-type: none">Increase attendance	Very informative and positive

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
Parent/Teacher communication #1	80	<ul style="list-style-type: none">Valuable strategies to assist teachers better communicate with parents	<ul style="list-style-type: none">More time for training	Very informative

Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Parent/Teacher communication #2	80	<ul style="list-style-type: none">Additional strategies and examples to assist teachers better communicate with parents	<ul style="list-style-type: none">Increase involvement	Very informative

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.
Leadership Team- Mr. Timpone. Ms. Brisson, Mr. Maher and Dr. Allen
What are the procedures for selecting members of the group?
All members will be invited to attend all meeting through one of the following: Call outs with one voice Letter home inviting all stakeholders to participate in meetings.
How will input from stakeholders be documented?
Input will be taken from surveys and meetings notes.
How will stakeholders be involved in developing the plan?
Stakeholders will receive template of plan and are able to make suggestions to add or delete items in the plan.
How will Title I parent and family engagement funds be used?
Funds are used to train families to assist their student with academic support.

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)
Effective Parent Conference- where teachers will be familiar with strategies that foster positive relationships with the community.	October	Gudiance Leadership Team	It is imperative that we show all stakeholders of Jeaga that we are welcoming staff. More importantly, we hope to have more parent conferences with positive results resulting in student achievement.

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)
FSA Reading, Math, and Writing. This training assists staff and families better understand the requirements of FSA.	January	Allen Timpone Brisson Maher Coaches	Teachers and family need to understand how student achievement is impacted by FSA. These trainings will give parents the knowledge to assist their children at home in preparing for FSA requirements.

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?
8/24/2017 (Thursday) 7 PM
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).
Invitations, Edline, call-outs and marquee
What resources do you plan to prepare for stakeholders?
District parental involvement policy, school parental involvement policy, and school-parent compact, agenda, invitation, sign-in sheets and evaluation form
What materials/supplies are needed for the Annual Meeting?
Paper, pens and pencils.
How do you plan to reflect on the effectiveness of the Annual Meeting?
Surveys
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
Technology Night so parents know about all the resources out there that can better impact student achievement with grades and teacher/student communication.	<ul style="list-style-type: none">Parents will be able to monitor student academic progress through various technology trainings.	September 2017	Leadership Team Moss	<ul style="list-style-type: none">Computer LabSign In Sheet/Evaluations

Parent Capacity Training # 2 (Second Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
FCAT Science/FSA Parent Nights to explain the importance of FSA/FCAT requirements.	<ul style="list-style-type: none">Parents will learn skills to assist students at home towards academic achievement	January 2018	<ul style="list-style-type: none">Leadership Team	<ul style="list-style-type: none">Sign In Sheet/Evaluations

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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N/A	• N/A	N/A	N/A	• N/A
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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
Boys and Girls Club	Tutoring and social activities for students	Agreement forms	<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
			<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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			<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?
We will inform parents in the following ways: Call-outs, text messages, emails, newsletters and marquee	Monthly	Sign- In sheets, agendas and reports
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?
We will inform parents in the following ways Report cards, progress reports, open house, monthly SAC meetings, calls outs and letter home	Quarterly/Semi	Sample letters and printouts
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?

We will inform parents in the following ways Call-outs, text messages, emails and marquee	Monthly	Sign-in, minutes, survey and agendas
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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	
Translators will be present at Family Involvement Night, Edline Night, and FSA/FCAT Parent Night in order to ensure that all parents understand the information provided. Parent conferences with teachers and administration occur on an ongoing basis and language facilitators will be available when needed. Communication that is sent home will also be translated.	
Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)	
Meeting areas will meet ADA requirements AT Parent Night in order to ensure that all parents understand the information provided. Parents that are in need of additional supports to assist them will contact the main office. Jeaga will then	
Parents and families engaged in migratory work	
Guidance will meet with students/families and have conferences based on students needs.	
Parents and families experiencing homelessness	
Guidance will meet with students/families and have conferences based on students needs. SSF will be used as well to conduct home visit and provide outside agency referrals.	

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
N/A	N/A	<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
N/A	N/A	<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
N/A	N/A	<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