

Teresa Stoupas
2017-2018

School District of Palm Beach County

Title I Parent and Family Engagement Plan

The Conservatory School @ North Palm Beach 0131

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	
The Conservatory School is committed to building a strong partnership between parents and the school community. We recognize the importance of parental involvement and the positive impact it has on the success of our students. TCS faculty and staff will encourage parents to be actively involved in their child's education through the following: Participation in decision making on advisory committees such as SAC or PTO; Timely invitations to parent meetings, events and trainings; opportunities for volunteering at events and the media Lab; Collaboration with the community and businesses.	

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
Math Night. South Florida Science Center brought activities for parents and their children to participate and learn math.	125	Parents and students enjoyed the math activities and puzzles	More activities for older students (5-8 grades)	Parents left the Math night with ideas of activities to use at home to help improve math skills with their children

Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
FSA Prep Workshop. Teachers went over prepping for the FSA and the what to expect from the tests	30	Teachers did an excellent job on presenting to parents on FSA	Bigger audience	Parents left knowledge about the FSA

Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Literacy Night. Teachers explained summer slide to parents and encourage parents to read with their children. Student and parents picked out books for the summer	40	Parents learned about summer slide and the need for their children to continue to read throughout the summer	Bigger audience	Students left for the summer with books and parents with the knowledge of the importance of literacy during the summer

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
Student Led conferences for middle school. Teachers learned how to conduct student led conferences	6	• Student focused conferences	• Expand to all grade levels	Student focused conferences for middle school

Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Connecting with Parents via Tech and social media. Teachers learned how to reach out and inform parents via technology (Twitter and Shutterfly)	5	• Building communication with parents.	• Expand to all grade levels	Better communications 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.	Teresa Stoupas, Principal. Derek Schuemann, Assistant Principal. Annick Charlot, Single School Culture Coordinator. Lisa Butler, parent. Melissa Quinn, parent
What are the procedures for selecting members of the group?	Same participants as in the Leadership team. Selected stakeholders to ensure representation of middle school and K-5.
How will input from stakeholders be documented?	Leadership Team meeting notes.
How will stakeholders be involved in developing the plan?	Review data for parent input involvement, discipline, & assessments in order to develop the plan
How will Title I parent and family engagement funds be used?	For materials(paper and ink)

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)
Training on Social Media (Facebook, Instagram, Snapchat) and its impact on students.	September	Glenn Kramer	Staff will gain knowledge about Social Media and its impact. Training is needed in order understand how different social media can affect students and their social environment.

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)
Eating Disorders and Mental Health. Information presented to teachers on eating disorders and mental health to better understand the symptoms and impact on our students.	January	Glenn Kramer	Past year we had students face eating disorders and depression. This training will help our teachers to be better equipped to help our students

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?	
5:30 PM October 11, 2017	
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).	
Annual Title I Meeting Invitation via backpack, one week prior. Call-out the day before.	
What resources do you plan to prepare for stakeholders?	
Invitation, Agenda, copy of the School-Parent Compact, PFEP summary, Sign-in Sheets, Evaluations, PowerPoint on Title I and its impact at TCS	
What materials/supplies are needed for the Annual Meeting?	
Paper, pens, ink, copier, LCD projector, Laptop	
How do you plan to reflect on the effectiveness of the Annual Meeting?	
Teresa Stoupas, Principal and Derek Schuermann, Assistant Principal will review the attendance(sign-in sheets) from the meeting and the evaluations from audience in order reflect on the effectiveness of the Annual Meeting	
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
Social Media and Mental Health for Pre-teen and teenage children.	Gain knowledge and solutions of Social Media and various mental health that may impact their children.	Fall 2017	Glenn Kramer	Guest Speakers and printout of information

Parent Capacity Training # 2 (Second Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
FSA Prep. Teachers will present FSA testing information and ELA and Math strategies	Gain knowledge of the various FSA and EOC state testing	February 2018	Derek Schuermann	PowerPoint and print out of materials

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
Choice Programs for Palm Beach County: Middle Schools and High Schools	Parents will gain understanding of the available options for Middle and High School for their children	Spring 2018	Brooke Brink	PowerPoint and print out of 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
North Palm Beach Library	NPB Library allows TCS to use their facility throughout the year for field trips for all students. Provides a library card for all TCS students whether or not they live in North Palm Beach	Partnership agreements. Library cards and weekly field trips. Thank you letters.	☐ One-time ☒ Weekly ☐ Monthly ☐ Quarterly ☒ Annually ☐ As Needed

Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Loggerhead Marine Life Center	Fields trip to Loggerhead throughout the year and beach clean-up with Loggerhead Marine Life Center	Field Trips. Thank you letters.	☐ One-time ☐ Weekly ☐ Monthly ☒ Quarterly ☐ Annually ☒ As needed

Partnership # 3

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Mounts Botanical Garden	Field trip to Mounts Botanical Garden and help with our hydroponics gardens	Field Trips. Thank you letters.	☐ 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?	
Title I Annual Meeting in October, Monthly SAC meetings, Invitations via backpacks, newsletters via email, weekly email blasts, phone call-outs, website updates will be used to inform parents of Title I programs and services	Weekly, quarterly, one week before the event	Copies will be sent home via backpacks.	
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?	
Meet the teacher at the beginning of year. Open house in September. Monthly SAC meeting. Each teacher must have two conferences with parents. Progress Reports and Report cards. will be used to inform parents about curriculum at the school, forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.	Beginning of the year. One in winter and spring	Sign-in sheets and copies of conference notes	
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?	
SAC meeting invitations sent home via backpacks in multiple languages, parent conferences, weekly newsletters via email, school website, and parent conferences. will be used to inform parents.	One week prior to SAC meeting	Copies will be sent home via backpacks.	

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	
We have translators at SAC meeting and 2 CLFs on campus to assist with translation for information and conferences.	
Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)	
We will request help when needed.	
Parents and families engaged in migratory work	
We will provide flexible times for conferences and translation. Will coordinate with Multicultural to help support migrant families.	
Parents and families experiencing homelessness	
We will provide support via school supplies, free school meals, set up transportation, & find community support	

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