

Mr. Larry Clawson  
2017-2018

School District of Palm Beach County

# Title I Parent and Family Engagement Plan

Palm Beach Gardens High School - 1371

**6/26/17 Title I Conditional Approval**

**Will receive final approval in August after:**

**Affirmation of your Annual meeting and parent training dates.**

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>The role of the parent/guardian is vital to the the the successful education of all Garden’s Gators.</p> <p>The faculty and staff of PBGHS encourage parents to be actively involved in their student’s education through the following:</p> <ul style="list-style-type: none"><li>· Participation in decision making in SAC and Advisory Council</li><li>· Attendance and participation in Parent Coffee Talks, school events, and parent conferences</li><li>· Volunteering</li></ul>

## 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
Coffee Talk – Parents of Seniors Prepare for a strong finish of a successful graduation Plus training and info and resources about college admissions, scholarships, financial aid, and entering the workforce	25	<ul style="list-style-type: none"><li>• Great feedback from parents</li><li>• Provided requested FASFA info to parents</li></ul>	<ul style="list-style-type: none"><li>• Suggestions by parents</li><li>• To encourage Senior students to attend with parent</li><li>• Improve attendance</li></ul>	Parents gained resources and knowledge to make informed decisions for their student

### Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Coffee Talk – Parents of Freshmen Prepare for a successful 4 years of high school Training and info and resources about graduation requirements, Edline, available tutoring, web resources	32	<ul style="list-style-type: none"><li>• Great feedback from parents</li><li>• Parents gained an understanding of graduation requirements and how to monitor and support their child</li></ul>	<ul style="list-style-type: none"><li>• Improve attendance</li></ul>	Parents gained resources and knowledge to make informed decisions for their student

### Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Advanced Academic Parent Training Info and resources and training regarding AP, AICE, and Industry Certifications	75	<ul style="list-style-type: none"><li>● Great feedback from parents<ul style="list-style-type: none"><li>● Parents gained an understanding of requirements for AICE diploma/ AP classes and how to support their child in the process</li></ul></li></ul>	<ul style="list-style-type: none"><li>● Improve attendance</li></ul>	Parents gain resources and knowledge to make informed decisions for their student

## 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
Communication with Parents Timely communication with parents –especially when students are being unsuccessful in class	160	<ul style="list-style-type: none"><li>● Failure Analysis Form</li><li>● Tracking parent contact</li><li>● Will repeat in SY18</li></ul>	<ul style="list-style-type: none"><li>● More ways to contact parents</li></ul>	Improvement in parent contact, and student achievement.

### Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Improving Parent Conferences- How to communicate with parents in a helpful and professional manner.	160	<ul style="list-style-type: none"><li>● Great preparation for Parent Conference Day</li></ul>	<ul style="list-style-type: none"><li>● Will repeat and expand in SY18</li></ul>	Improvement in parent contact, and student achievement.

## 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.	
Larry Clawson - Principal Michele Daily - Title I Contact Parents - Chris Ciotti, Gail Ciotti, Tammy Emeish, Khim Casto, Dave Morgan, Cheryl Moore, LaShaun Brown, Peggy Hall, Erin Emerson, Liz Woody, Sheila Grant, Dana Morgan	
What are the procedures for selecting members of the group?	
All parent input is welcomed in the development of the PFEP and School-Parent Compact. Flyers will be sent home to advertise the opportunity to be part of the decision making committee (SAC). Parents will be selected to represent the community we serve. Business partners will be contacted to participate in this process. School administrators and school staff are also key stakeholders of this group.	
How will input from stakeholders be documented?	
Input will be documented by agenda, minutes, and sign in sheets of Parent Engagement Meeting and SAC Meetings.	
How will stakeholders be involved in developing the plan?	
Parents and school personnel will work together to develop the the PFEP and the School-Parent Compact by evaluating feedback from the district family involvement school wide survey.	
How will Title I parent and family engagement funds be used?	
Parent and Family Engagement funds will be used to purchase Woodburn Press materials regarding college insight information, contract(s) for April for Authors, and supplies and postage for parent communication.	

## 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)
<b>Communication with Parents</b> Timely communication with parents –especially when students are being unsuccessful in class Completing a Failure Analysis	November 2017	Mrs. Lowery -AP	Promote parent/teacher relationships

### 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)
<b>Improving Parent Conferences</b> - Build a partnership with parents by communicating with them in a helpful and professional manner.	February 2018	Mrs. Lowery -AP	Improve parent/teacher contact SY17 PBGHS started having Parent Conference Day/Night We would like to build on that in SY18, and want to train teachers on best practices for parent conferences.

## 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>
September 14, 2017
<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 via a callout, Edline, and marquee. An invite will also be sent home via the student.
<b>What resources do you plan to prepare for stakeholders?</b>
We will prepare for this meeting by setting up the room, interpreters, sign-in sheets, evaluation, pens, and copies of handouts (Compact, Parent and Families Engagement Plan).
<b>What materials/supplies are needed for the Annual Meeting?</b>
We will need copies of handouts, PowerPoint presentation , projector, sign-in sheets, evaluation forms.
<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 feedback during discussion, attendance, evaluations and 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
Coffee Talk – Parents of Seniors Prepare for a strong finish and a successful graduation Plus info and resources about college admissions, scholarships, financial aid, and entering workforce	● Parents gain resources and knowledge to make informed decisions for their student	OCT 2017	Daily and Guidance	<ul style="list-style-type: none"> <li>● Parent Laptops</li> <li>● Woodbridge After High School resources</li> <li>● Scholarship info</li> <li>● Financial Aid info</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
Coffee Talk – Parents of Freshmen Prepare for a successful 4 years of high school Training and info and resources about graduation requirements, Edline, available tutoring, web resources	● Parents gain resources and knowledge to make informed decisions for their student	NOV 2017	Daily and Guidance	<ul style="list-style-type: none"> <li>● Parent Laptops</li> <li>● Handouts – Edline, EOC Study resources</li> </ul>

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

<b>Name and Brief Description</b>	<b>Expected Learning Outcomes</b>	<b>Date of Training</b>	<b>Responsible Person(s)</b>	<b>Resources and Materials</b>
Advanced Academic Parent Training Info and resources and training regarding AP, AICE, and Industry Certifications	<ul style="list-style-type: none"><li>● Parents gain resources and knowledge to make informed decisions for their student</li></ul>	JAN 2018	Mrs. Lowery and Guidance	<ul style="list-style-type: none"><li>● Parent Laptops</li><li>● Handouts on AP, AICE and Industry Cert</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
Title X- Homeless	District Homeless Social Worker provides resources (clothing, school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education.	Referral log, emails to dept	<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
Title III	Services are provided through the district for education materials and ELL district support services to improve the education of immigrant and ELL. The Title III funds will be used to support tutorial services, additional teaching periods for home language/bilingual instruction in Reading and Math classes for CLF's to support the needs of ELL students and their families. In addition, this funding is also used to provide instruction after school in computer technology for credit.	CLF resources, sign-In Sheets, Agendas, emails to dept	<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
Choice Program Open House	Showcase of Magnet programs - Families learn about the various choice programs and opportunities for their children to participate in	Flyer, resources for families, agenda, sign-in sheets	<input checked="" 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

## 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?
Parents will be informed about Title I programs through callouts, Edline, marquees, and flyers home, Annual Meeting.	Quarterly	Callout Transmissions Marquee Photos Edline screenshots Agendas/Sign ins
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?
Parents will be informed about the curriculum, academic assessments, student progress, proficiency levels, and expectations via Open House, Parent Conferences, Progress Reports, Report Cards, and Edline.	Parents will receive progress reports four times a year, report cards four times a year, and FSA and EOC results at the EOY.	Callout Transmissions Marquee Photos Edline screenshots Agendas/Sign ins
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?
Parents will be informed regarding meetings through callouts, Edline, marquees, and flyers home, parent conferences Coffee Talks.	As needed for SAC, Coffee Talks and Financial Aid Night.	Callout Transmissions Marquee Photos Edline screenshots Agendas/Sign ins

## 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>
<p>The school has staff that speaks parent's native language and are available for parent meetings and conferences to ensure proper communication. All correspondence will be translated for effective communication.</p>
<b>Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)</b>
<p>The school is ADA compliant (accessible handicapped ramp and parking located at the front of the school). We will contact district staff for assistance if additional parent needs are required.</p>
<b>Parents and families engaged in migratory work</b>
<p>Once Migrant families are identified, school staff will survey families to determine their needs and allow the school to provide resources and information needed. School staff will work with families and assist them in removing barriers that prevents them from participating being involved in their child's education and in school activities. We will seek assistance from Title I Migrant Education Program.</p>
<b>Parents and families experiencing homelessness</b>
<p>School staff will assist families experiencing homelessness by providing resources and information. School staff will work with families and assist them in removing barriers that prevents them from participating, being involved in their child's education and in school activities. School staff will also seek assistance from the McKinney Vento Program (MVP) as needed, to ensure families have equal access to the same educational opportunities as non-homeless students.</p>

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