

# **17-18 Rosenwald's Parent and Family Engagement Plan**

## **1. Parent and Family Engagement Plan**

### **a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?**

A meeting was held May 2, 2017 to develop a draft of the plan. The committee consisted of parents, a student, the parent liaison, and the principal. Spring Survey results were review prior to making decisions. The draft was taken to the SAC on May 18, 2017 for review and approval.

#### **Documentation:**

Sign-in sheet, Input forms, Minutes from meeting

### **b. Based on the needs identified by parents in the Title I Parent Spring Survey, what changes, if any are being made to the strategies/activities in this Parent and Family Engagement Plan?**

We plan to change the times of the events.

#### **Documentation:**

Spring Survey results

### **c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.**

1. Meeting times - meetings will be scheduled at various times
2. No childcare - we will provide childcare
3. No transportation - encourage car pooling

#### **Documentation:**

Spring Survey results

### **d. How will the school distribute to parents and family members of participating students the Parent and Family Engagement Plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand?**

Create a parent friendly summary to put on the website and distribute via backpack. It will be translated using google doc in a language parents can understand.

#### **Documentation:**

Copy of summary with distribution label.

**e. How will the school make the Parent and Family Engagement Plan available for the local community and update it periodically to meet the changing needs of parents and the school?**

Place a copy in the Purple notebook that is housed in the front office

Website

Newsletter

**Documentation:**

Copy of newsletter with announcement

**2. Policy Involvement**

**a. Title I Annual Meeting – Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation in Title I, how the funds are used, that the school is required to have parents involved in planning, reviewing, and improving the Parent and Family Engagement Plan and in the development of the School Improvement Plan, and that all parents have the right to be involved.**

**List the timeline, person(s) responsible, and steps the school will take to plan/prepare for the annual meeting.**

Timeline	Action Step	Person(s) Responsible
August	Flyers, distribute the first day of school	Admin Parent Liaison
August	Handouts, powerpoint, evaluations	Admin, Title I, Parent liaison
August	Iris alert, send out notices	Parent liaison
August	Secure equipment and material, purchase refreshments	Parent Liaison

**Documentation:** Powerpoint, sign-in sheet, flyer

**Number of participants:** count from number on sign-in sheet

**b. How will the school ensure that a flexible number of meetings, such as meetings in the morning or evening are offered to accommodate parents’ schedules?**

Use Spring Survey to determine meeting times

**Documentation:** Spring Survey results,

**c. How will the school involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of the Parent and Family Engagement Plan and the joint development of the School-wide Program Plan?**

Committee Name	Frequency of	Method of	Documentation
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	<b>Meetings</b>	<b>Recruiting Parents</b>	
School Advisory Council	4, possibly 5 meetings a year	Open House, personal phone calls, Orientation, Newsletters, workshops, flyers	Notifications, sign-in, agenda, minutes from committee meeting

**d. What process will the school follow to ensure parents are given timely information about parent activities and programs?**

Newsletter  
Iris Alert  
Follow-up telephone calls  
Websites (rolling calendar)

**e. What opportunities/methods will the school use to describe and explain to parents the:**

- curriculum to be used,
- forms of academic assessments used to measure student progress
- achievement levels of the State academic standards that students are expected to obtain

SAC  
Workshops  
Newsletters  
Open House  
Parent Conferences  
IEP

**f. If requested by parents, list other opportunities the school provides for parents to meet regularly to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.**

<b>Activity Name</b>	<b>Frequency</b>	<b>Documentation</b>
Mentorship	regularly	sign-in
Parent Conferences	as needed	Google invite

**g. If the School Improvement Plan is not satisfactory to the parents of participating students, what process will the school use to submit any parent comments on the plan to the district?**

1. After the dissatisfaction has been addressed with the School Advisory Council, the principal will provide the complainant with a form provided by the district.
2. The complainant will complete the form and return the form to the principal.
3. The principal will submit the form to the Supervisor of Title I at the district.

### 3. Building Capacity for Involvement

**a. List the activities planned that will assist parents in the understanding of such topics as the Florida State Standards, FSA, MAP and other state and local assessments, use of Parent Portal, how to monitor a child's progress and work with educators to improve the achievement of their children.**

**Also, list the activities planned that will provide materials and trainings to assist parent/families to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy).**

**Elementary must include their planned pre-k to k transition activities.**

<b>Timeline</b>	<b>Name of Activity</b>	<b>Topic(s) Covered</b>	<b>Person(s) Responsible</b>	<b># of attendees</b>
Sept. 2017	Dads Take Your Child to School	Attendance	Interventionist/Counselor/Admin.	
April 2018	Kickball game females	Attendance	Parent Liaison/counselor	
	FSA Meeting	State testing	Parent Liaison/Counselor	
	Passport to Success Meeting	Testing information and expectations	Parent Liaison Counselors	
Oct. 2017	Scholarship Workshop	FASFA , grants and scholarship information	Parent Liaison Gulf Coast Rep Counselors	
March 2018	Glitz and Glam Night	FSA Writing	Parent Liaison, ELA teachers	
Feb. 2018	Game Night	FSA Math	Parent Liaison, Math teachers	
Jan. 2018	Senior Night	Graduation requirements	Parent Liaison counselors	
	Senior Class Meeting	Graduation Requirements	Admin	

**Documentation:minutes from meeting**

**b. How will the school educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents,**

- in the value and utility of contributions of parents**
- in how to reach out to, communicate with, and work with parents as equal partners**
- in implementing and coordinating parent/family programs, and in building ties between**

**parents/families and the schools**

School based Inservice during faculty meetings.

**Documentation: Sign-in, Certificates**

**Number of participants: # from sign-in sheet**

**c. To the extent feasible and appropriate, how will the school coordinate and integrate parent involvement programs and activities with other federal, state and/or local programs, including public pre-school programs.**

1. Weekend Back Packs food partnership with a church
2. DCF - for Access
3. Organizations for counseling
4. Business Partners provide incentives
5. Church Partners
6. SMILES for Dental Care
7. Florida Extension
8. Early Education and Care - childcare
9. Haney - Glitz and Glam Night

**Documentation: Newsletter**

**d. List any other activities, such as the parent resource center, the school will conduct to encourage and support parents and families to participate more fully in the education of their children?**

<b>Name of Activity</b>	<b>Person(s) Responsible</b>
Dunkin' with Dads	Coordinator/Admin
Field Day	Coordinator/Admin
Black History Program	Coordinator/Admin
Awards Ceremony	Counselors/Coordinator/Admin
Career Day	Staff/Admin

**Documentation: sign-in sheet**

**e. What process will the school follow to ensure that all information related to school and parent/family programs, meetings, school reports, and other activities is sent to the parents of participating children in a format and, to the extent practicable in a language the parent can understand?**

1. Translation assistance from district and online.

**Documentation: copies of translated material**

**f. List, as requested by parents, other reasonable supports for parental involvement activities.**

**Documentation:**

#### 4. Accessibility

**a. What process will the school follow to disseminate to each family in a timely manner a notice concerning their right to request information on the professional qualifications of the classroom teacher and paraprofessional?**

The district will provide the Right To Know letter to disseminate the first day of school and it will be placed in the packets for new students who register throughout the year.

**Documentation:**Complete Google doc

**b. What process will the school follow to notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field?**

The payroll clerk will inform the district and the administrator when a class has been taught by a substitute or a teacher who does not meet teacher certification requirements for the grade or subject being taught. The administrator will use the state provided template to write and distribute letters via backpacks in a timely manner. New and transferring students will receive a copy of the letter.

**Documentation:**Copy of letter with completed distributions stickers

**c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?**

1. Student will be get a written report to take home.
2. Parents can go on Focus and get results

**Documentation:**written attestation of how and when they were distributed

**d. Elementary only – How will the school ensure that parent-teacher conferences are held for individual students at least annually, during which the compact is discussed?**

NA

**Documentation:**

#### 5. Discretionary Activities (optional)

**a. If needed, how will the school involve parents in the development of training for teachers,**

principals, and other educators to improve the effectiveness of such training.
<b>b. If needed, how will the school provide necessary literacy training from funds received if the LEA has exhausted all other reasonable available sources of funding for such training?</b>
<b>c. If needed and/or not discussed in other areas within this plan, how will the school pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions?</b> <ol style="list-style-type: none"> <li>1. Refreshments will be provided to parents</li> <li>2. Compensatory time will be given to employees that stay to provide child care and assist with the event.</li> </ol>
<b>d. If needed, how will the school train parents to enhance the involvement of other parents?</b>
<b>e. If needed, how will the school arrange to conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation?</b> The guidance counselors and the parent liaison will make home visits.
<b>f. If needed, how will the school adopt and implement model approaches to improving parental involvement?</b>





