

Ms. Kiwana Alexander Prophete

2017-2018

School District of Palm Beach County

# Title I Parent and Family Engagement Plan

Carver Middle School 2041

# 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 teachers and students of Carver Middle School believe that our mission is to assist all students in obtaining skills that enable them to be successful now and in the future. <b>Our mission is to impact the life of every parent we come in contact with in order to increase academic achievement for our students. Our goal is to encourage parent participation so that parents will see the importance of assisting their child at home.</b></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
<b>STEM Night</b>  Hands-on engaging learning opportunities and activities between parent and student. Activities will cover all 5 "STEAM" components which are; Science, Technology, Engineering, Art & Mathematics.	23	<ul style="list-style-type: none"> <li>To provide parents as well as students with strategies to assist with classroom assignment.</li> <li>Provide an environment for excitement and to support their children learning experience.</li> <li>Parents and students will gain a better understand of the content standard based instructions.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to increase parent and student participation.</li> </ul>	<ul style="list-style-type: none"> <li>Parents were exposed to the content students needed to know for FSA to help increase their skills.</li> </ul>

### Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
<b>AVID Night</b>  Parent participation will learning provided strategies to help student increase academic level. We also had guest presenters from the District.	93	<ul style="list-style-type: none"> <li>-Large amount of parent and student participation.</li> <li>- Students were able to showcase what they learned about the AVID strategies used in their classes. (AVID Binder, Cornell Notes, TRF Tutorial Sheets.</li> </ul>	Provide more than one translator. Translators were present however we need more due to the number of parents attending. Child care needed.	Parents and students were provided strategies which increased our school grade this year.

### Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
<p>Math Night</p> <p>Parents and students completed hands-on mathematics lesson activities to support content understanding. Many of the lesson activities provided real world student engagement.</p>	10	<ul style="list-style-type: none"><li>● To provide parents as well as students with strategies to assist with mathematical assignment.</li><li>● Provided an environment of excitement for allowing students and parents to make content connections.</li><li>● The students could use different processes and procedures for completing math problems in the classroom.</li></ul>	<p>We decided that we would host one STEAM night this year which will cover Math and Science.</p>	<p>Building consistency with parent participation throughout the year.</p>

## 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
Faculty Meeting “How to communicate <b>effectively</b> during parent conferences”. <b>Provide teachers with tips on how to communicate positively with parents. Tips such as starting conversations in a positive manner, and staying focus on supporting the student to excel academically.</b>	70	<ul style="list-style-type: none"><li>• To support parents and students during conferences and address student academic needs.</li></ul>	<ul style="list-style-type: none"><li>• Address student and parent concerns in a timely manner.</li></ul>	Provides parents with a opportunity to be effective in school involvement. <b>- Consistent communication with parents.</b> <b>-Openness to listen and offer positive and constructive feedback.</b> <b>-Keeping the right attitude at all times.</b>

### Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Faculty Meeting Parent, Teacher & Student connection. Conducting ESE Parent Meeting.	53	<ul style="list-style-type: none"><li>• Providing training to assist Teachers with the protocol for ESE meeting.</li></ul>	<ul style="list-style-type: none"><li>• Continue implementing ESE staff trainings. To ensure teachers are aware of the expectations to support and accommodate ESE students.</li></ul>	To strengthen the Teacher/Parent relationship and support and encourage students.

## 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.		
Ms. K. Alexander Prophete (Principal) Mr. J. Harryton (Asst. Principal) SAC Members School Volunteers	Jaunice Brown (Assistant Principal) Dr. D. Pauling (IB Coordinator)	Ms. C. Battle (Asst. Principal) Denise Alexander (Parent Liaison)
What are the procedures for selecting members of the group?		
The members for the Leadership Team are selected by the Principal. SAC and Volunteer member are selected via flyers, phone dialer, announcements, parking lot rolling board, bulletin board and marquee.		
How will input from stakeholders be documented?		
Input from stakeholders will documented via handwritten minutes or emails taken from each meeting. Each stakeholder will be asked to review and provides comments/suggestions should they have any. <b>The Parent Input Meeting will be conducted one hour before the Title 1 meeting and during the monthly SAC meetings. Once the meetings are conducted, we will gather information and record on form, keep minutes, send home drafts and keep hard copies. Stakeholders are provided a draft copy which they can provide their individual input.</b>		
How will stakeholders be involved in developing the plan?		
Stakeholders will meet to discuss strategies on how to get more parental <b>involvement</b> on campus. <b>This will</b> provide creative ideas to attract parents and students to Title 1 meetings. <b>These strategies will consist of flyers, phone dialer, text messages, announcements, parking lot bulletin board and marquee.</b>		
How will Title I parent and family engagement funds be used?		
Title 1 funds will be used for supplies <b>for promoting parent engagement activities</b> , training opportunities <b>printing documents of research based strategies.</b> Due to the feedback from parents we will focus on providing transportation and child care for promoting family engagement.		

## 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)
How to communicate clearly during parent conferences while keeping a positive attitude/body language. <b>Staff has expressed the need for consistency for all teachers. This helps to build a single school culture for staff members when attending parent conferences. It is important that all staff members are on the same page when meeting with parents.</b>	Aug. 2017	Denise Alexander	<ul style="list-style-type: none"><li>- Teachers will be able to communicate to the parents the best research based skills and strategies they can use at home to help their child succeed academically</li><li>- Better focus on what's in the best interest for the student.</li><li>- Our staff have expressed a need to be on one accord during parent conference</li><li>- Administration have observed inconsistency between the different grade levels when conducting parent conferences and thought that this training would provide positive interactions better the staff and parents.</li></ul>

### 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>Conduction IEP meetings</b> <b>Discussing useful teaching strategies during scheduled IEP meeting with parents. This training was created to support the needs of students with disabilities. Staff members are required by law to support the academic needs for these students. This staff training details the necessary requirements for providing accommodations for students. students. Staff members review current IEP plans and make adjustments as needed.</b>	February 2018	Denise Alexander	The teachers will be able to share academic strategies with the parents such as scaffolding and chunking of content information to help the students build understanding. These instructional techniques are used to move students progressively toward stronger understanding and, ultimately, greater independence in the learning process. The teachers use these strategies in their classroom and explain how the parents can use them at home to assist the children.
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## 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 @ 5:00 p.m.	
<b>How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).</b>	
We will notify teachers, parents, students and community of our Annual Title 1 meeting via one or more listed below.... <ul style="list-style-type: none"> <li>- Parent Resource Center</li> <li>- Phone Dialer</li> <li>- Emails</li> <li>- Flyers</li> <li>- Student Planner</li> <li>- Edline</li> </ul>	



- School Website
- Social Media
- Parent Conferences
- School Advisory Council Meetings (SAC)
- Newsletter
- School Marquee
- Portable Marquee
- Mailed Invitations

#### **What resources do you plan to prepare for stakeholders?**

**We will provide teachers, parents and community with.....**

- Materials on Title 1 School-wide Plan
- Parent and Engagement Plan including the School-Parent Compact Plan.
- Parents Right to Know
- Other opportunities for parents

#### **What materials/supplies are needed for the Annual Meeting?**

**The materials/supplies that are needed for the Annual Meeting are as follow....**

- Projector
- Microphone
- Large Space to hold meeting (Cafeteria)
- Informative handouts
- Paper
- Pens
- Tables & Chairs
- Greeters
- Camera

#### **How do you plan to reflect on the effectiveness of the Annual Meeting?**

**We plan to reflect on the effectiveness of the Title 1 Annual Meeting by providing parents and community with....**

- A survey which will be completed at the end of the Title 1 Annual Meeting. Parents will have an opportunity to provide ideas and suggestions to help us become more effective.
- Meet with the team members to discuss parent surveys.
- Discuss parent surveys with staff during facility meeting.
- Provide parent survey results in Parent Resource Center.
- Photos of Event (Parent Participation)

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
How to help your child with homework at home. This training will provide example and resources to parents which will show them how to assist their child at home with homework.	<ul style="list-style-type: none"> <li>• Unity between parent and child.</li> <li>• Communication between parent and child along with teachers.</li> <li>• <b>Parents will be able to Interact with the students to help them meet the needs of what is required by the teacher.</b></li> </ul>	Oct. 2017	Jaunice Brown Denise Alexander Dr. Pauling	Handouts Powerpoint Q & A sessions Role plays

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

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
FSA Parent Night Formulating, Stimulating and Accelerating Student Success. Parents and students are provided a variety of web-based resources to assist them when completing class assignments. This training will provide parents with strategies to help them support their students at home.	<ul style="list-style-type: none"> <li>• Parents will learn how to assist or refer their students to research based resources.</li> <li>• <b>Parents will be able to understand the challenges their child may experience in the classroom and assist their students with strategies to mitigate challenges.</b></li> </ul>	Feb. 2018	Jaunice Brown Denise Alexander Dr. Pauling	Handouts Powerpoints Q & A sessions Role Play

	<ul style="list-style-type: none"> <li>● <b>Parents are provided pertinent information for each subject area content presented by district support personnel.</b></li> <li>● Parents will leave with a better understanding of the rigor of questioning on each assessment; parents will be given strategies and resources to utilize at home to further prepare their student for success.</li> </ul>			
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### 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
	<ul style="list-style-type: none"> <li>●</li> </ul>			<ul style="list-style-type: none"> <li>●</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
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Delray Fire Department	Attend SAC meetings to speak to parents about child safety.	Sign in Sheets <b>Photos of Event</b> <b>Thank you letters</b> <b>Business Partnership</b> <b>Agreements</b> <b>Donations</b>	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually X As Needed
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### Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Atlantic High School	Students assisted with food pantry preparation for parent pick-ups. They also assisted with after school tutorials.	Sign in Sheets <b>Photos of Event</b> <b>Thank you letters</b> <b>Business Partnership</b> <b>Agreements</b> <b>Donations</b>	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly X 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
Delray Beach Cops and Kids	Provide parents with food for Thanksgiving and gifts for Christmas. They also provide students will the opportunity to attend an educational field trip.	Notes from meeting, agenda and a copy of their sign in sheet.	<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

## 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?
<p>School will provide parents timely information about Title 1 programs by one or more listed below....</p> <ul style="list-style-type: none"> <li>- Parent Resource Center</li> <li>- Phone Dialer</li> <li>- Flyers</li> <li>- Student Planner</li> <li>- Edline</li> <li>- School Website</li> <li>- Social Media</li> <li>- Parent Conferences</li> <li>- School Advisory Council meetings (SAC)</li> <li>- Newsletter</li> <li>- School Marquee</li> <li>- Portable outdoor Marquee</li> <li>- Perforated flyer in which parents will have to sign and students will have to return.</li> </ul>	<p>Monthly News Bulletin  Wk b4 &amp; Wk of Event  Wk b4 &amp; Wk of Event  Wk of Event (Everyday)  Post Immediately  Post Immediately  Post Immediately  Every conference  Once a Month  Bi-Weekly  (?) 1 Week  Wk b4 &amp; Wk of Event  4 days b4 Event</p>	<p>Bulletin &amp; Handouts  Phone Dialer log  Remind students at lunch  Remind students of date  Phone / Flyer  Phone / Flyer  Announcement / Flyer  Documentation  Sign In Sheets  Copy of Newsletter  Picture of Marquee  Picture of outdoor Marquee  Returned signature sheets</p>
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?
<p>School will inform parents via....</p> <ul style="list-style-type: none"> <li>- Parent Resource Center</li> <li>- Informative handouts</li> <li>- Past &amp; Present data</li> <li>- Projector</li> <li>- Report Cards</li> <li>- Edline</li> <li>- Progress Reports</li> </ul>	<p>Available Handouts</p>	<ul style="list-style-type: none"> <li>- Parent Sign In</li> <li>- Surveys</li> </ul>
Describe how school will inform parents about opportunities for regular meetings to formulate suggestions and to participate, as	List frequency and timeline	How will school ensure information was shared?

appropriate, in decisions relating to the education of their children.		
School will inform parents about opportunities via.....  <ul style="list-style-type: none"><li>- Flyers</li><li>- Phone Dialer</li><li>- Surveys</li><li>- During on campus trainings/meetings</li></ul>	Every Opportunity	<ul style="list-style-type: none"><li>- Parent Sign In</li><li>- Surveys</li><li>- Photo of Events</li></ul>

## 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>
Carver Middle will provide translators for parents who are limited in English proficiency. These translators will consist of Spanish, Creole and Portuguese interpreters.
<b>Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)</b>
Carver Middle will also provide sign language to families who are in need. <b>Parent and families with disabilities are encouraged to participate in their children's learning. Depending on their disabilities, accommodations are made to ensure that they can actively participate in their children's learning. Home visits/conferences, sign language interpreters, ramps, etc. are some of the supports that can be put in place to assist parents and families. We will try get support both from Title I and ESE departments.</b>
<b>Parents and families engaged in migratory work</b>
Carver will address the needs of migrant parents if ever needed <b>by providing information such as pamphlets, interpreters etc. for the students and parents. Carver will partner with the District Migrant Program to ensure that migrants have all the assistance they need. We will also host a Multicultural Night which will give families an opportunity to share their heritage.</b>
<b>Parents and families experiencing homelessness</b>
We will be provided with an updated list of students who are experiencing homelessness. We will check on each student month to ensure they have the proper items needs to become success at Carver Middle. We will also be in contact with the family (mother or father) to informed them of the items given to their child. We will also ask how we can be of assistance to parents during their time of need.



## 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
S.T.E.A.M. Night	Hands on learning experience for parents and students. Parent will have an opportunity to learn alongside their child about Math and Science.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually <input type="checkbox"/> As needed

### Activity # 2

Name of Activity	Brief Description	Frequency
Multicultural Celebration	Parents will have an opportunity to attend, participate and learn about the different multicultural families on campus. Those who would like to participate will have their own table to display information and food. Poster boards will be provided by Carver Middle.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually <input type="checkbox"/> As needed

### Activity # 3

Name of Activity	Brief Description	Frequency
Celebration of African American History	We will have a black history program in the month of February that emphasises the accomplishments of african american people. This program will consist of singing, dancing, poems etc. Parents will have an opportunity to be apart of the program.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" 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