

Danielle Garcia
2017-2018

School District of Palm Beach County

Title I Parent and Family Engagement Plan

Coral Sunset Elementary School

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 parents and families of Coral Sunset will assist in the education and growth of the whole child to apply the basic, critical and problem solving skills necessary for the the students to develop great citizenship qualities for future successes.

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
Training was not provided this year. We regained our status for 2017-2018.		•	•	

Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Training was not provided this year. We regained our status for 2017-2018.		•	•	

Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Training was not provided this year. We regained our status for 2017-2018.		•	•	

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
Training was not provided this year. We regained our status for 2017-2018.		•	•	

Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Training was not provided this year. We regained our status for 2017-2018.		•	•	

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.	
Mike Vietro, Danielle Garcia, Jeannie Pierre-Louis, Teresa Girolmetti, Sue Hannan, Cindy Robertson, Malenka Vietro, Shari Farenga and Frank Cirillo and Members of our SAC	
What are the procedures for selecting members of the group?	
We held a parent input night and these were the members in attendance. We also discussed it at SAC. SAC members received a google doc to include their input.	
How will input from stakeholders be documented?	
We constructed minutes of the event.	
How will stakeholders be involved in developing the plan?	
They went through the plan as a team utilizing the presentation provided by the county. We worked directly into the presentation and recorded parent input on large post it notes. We did a carousel activity and had rich discussions about each part of the plan. The plan was also shared at SAC. A google doc spreadsheet was shared for members to view and give input on a separate date.	
How will Title I parent and family engagement funds be used?	
The funds will be used to to offer more parent trainings, resources to help their child(ren) at home with homework and reading skills. There will be a checkout system so that parents can check out materials needed to help students at home. Parents would like to have games, educational videos, flash cards, etc. available to check out.	

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)
ESOL sensitivity and cultural competence for ELL Learners	September 6th	Shari Farenga	Staff will have more of a cultural awareness of our different ELL population (beginning and proficient speakers) so that their instruction can be more effectively tailored to meeting the students needs.

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)
Parent Communication *How to communicate effectively with parents and families. *What is family engagement? How do we increase it within our school?	October 4th	Jeannie Pierre-Louis and Danielle Garcia	The teachers will be trained on the importance of open parent communication and its effectiveness. This training is needed to build a healthy parent-school relationship.

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?
September 27, 2017
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).
Emails, parent link robo calls, marquee, invitation, newsletter, car line sign, flyers sent home and displayed in office
What resources do you plan to prepare for stakeholders?
Resources will be provided on how parents can help their students at home. Stakeholders will receive a list of community business partners. Books will be donated to families that attend.
What materials/supplies are needed for the Annual Meeting?
pen, paper, chart paper, markers, raffle tickets, pencils, the PP presentation, handouts will include agenda, copy of compact and PFEP summary. Sign in sheets, and invites. Notice on marque and carline signs
How do you plan to reflect on the effectiveness of the Annual Meeting?
The leadership team will meet to debrief on the glows and grows of the evening. We will also review the parent evaluation feedback and see how we can improve our technique for the following year.
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
<p>"Calling ALL Super Parents"</p> <p>Develop Parent Partnerships through rotational learning experience including teacher and student demonstrations, technology, and interactive make and take.</p>	<ul style="list-style-type: none"> Parents will be able to help their children with homework. Parents will be able to effectively communicate with all school staff. Parents will know where to locate and access help through technology. Parents will learn how to work with their children on iReady at home. 	October 4, 2017	<p>Leadership Team</p> <p>Teachers</p> <p>CLFs</p>	<ul style="list-style-type: none"> Food (Pizza) Water Paper Chart paper Computers iPad/Green Screen Pens, Pencils Card Stock Folders Literacy Books (for give away)

Parent Capacity Training # 2 (Second Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
<p>"Super Parents CAN Conquer the Standards"</p> <p>Develop the parent's ability to work with and engage their children with the current ELA, Math, Writing, and Science Standards through parent and child interactive activities.</p>	<ul style="list-style-type: none"> Parents will be able to utilize question stems to ensure comprehension of reading materials. Parents will be able to facilitate math homework and basic skills automaticity. 	November 15, 2017	<p>Leadership Team</p> <p>Teachers</p> <p>CLFs</p>	<ul style="list-style-type: none"> Food (Pizza) Water Paper Chart paper Computer

	<ul style="list-style-type: none"> ● Parents will be able to facilitate household integration of science concepts such as drawing the moon phases on a calendar, plants 			<ul style="list-style-type: none"> ● iPad/Green Screen ● Pens, Pencils ● Card Stock ● Folders ● Copies of the Standards (unpacked AND at a glance) ● Literacy Books (for give away)
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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
<p>“ALL Children Can Be Superheros”</p> <p>Develop parent’s understanding of the grade level expectations and the importance of building the basic building blocks for success</p>	<ul style="list-style-type: none"> ● Parents will be able to understand what the grade level expectations are for ELA. ● ELA (phonics, sight word, answering who, what, when ,where, why, choral reading, echo reading, fluency etc.. ● Parents will be able to understand what the grade level expectations are for Math. ● MATH (numeracy, counting, skip counting, one to one correspondence, fact fluency, simple games and household 	February 21, 2018	<p>Leadership Team</p> <p>Teachers</p> <p>CLFs</p>	<ul style="list-style-type: none"> ● Food (Pizza) ● Water ● Paper ● Chart paper ● Computers ● iPad/Green Screen ● Pens, Pencils ● Card Stock ● Folders ● Literacy

	math integration)			Books (for give away)
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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
Barnes and Noble	This organization donates books and host annual book fairs for our school. Our school receives a percentage of the store proceeds for the evening.	Partnership Agreement Form	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed

Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
First United Methodist Church	<p>The organization donates food to our neediest population. It is called the The backpack Program. Each weekend students receive food to take home. They also provide volunteers to stuff backpacks weekly.</p> <p>A tutoring program is also provided in the Spring called "The United SCHolars Program" where retired professionals come once a week for a day tutorial program. They service our lowest 25% students school-wide.</p> <p>They also donate items as needed.</p>	Business partnership agreements form, vips sign in sheets.	<input type="checkbox"/> One-time <input checked="" 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
AXA Financial	Serve as member on our School Advisory Committee Donate items to our school as needed for staff appreciation.	SAC attendance sheet and business partner agreements	<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?
We will ensure that the turnaround time for information about Title 1 is distributed and translated within 48 hours. Fliers will be printed and sent home in backpacks. Parent links will be sent at least twice to inform/remind parents of information the day of and prior to expected event date. We will also utilize social media next year. Email blasts will be sent from edline.	weekly, bi-weekly	School will have a timestamp of when fliers are sent and also phone calls are made.
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?
The school will send progress reports home 3xs a year. Parents will be notified via letter, parent link and school Marquee that assessments are taking place. Teachers will include assessments in their weekly communication with their parents. We will also utilize social media next year. Email blasts will be sent from edline.	weekly, 3xs a year, annually	School will a timestamp of when fliers are sent and also phone calls are made.

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?
The school will use social media to advertise our SAC meetings and dates, School Marquee, carline signs, and a list of dates will be sent to the community in the beginning of the year. Email blasts will be sent from edline.	Monthly	Attendance sheets and timestamps of when information was sent

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	
Translated letters, agendas, sign-in sheets, flyers, child care rosters, CLF language facilitator timesheets, and parent evaluations.	
Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)	
As a school we would make accommodation for parents with disabilities. In the past we completed a district request form for interpreters to be present at every event and also made adjustments to where they will be seated so that the family is comfortable as well as the interpreter throughout the event.	
Parents and families engaged in migratory work	
At this time we do not have migrant students. We will work with the Migrant Families departments to provide services and resources if ever we do gain families.	
Parents and families experiencing homelessness	
Our guidance counselor works closely with our homeless families. They receive priority in regards to our clothing pantry and backpack program. We ensure that all homeless families have the opportunity to be educated and taken advantage of the McKinney Vento Act. We hold meetings with families to see how we can help as a school meet their needs. Our school works with Safe Schools to also assist as needed to provide information on shelters, etc. In addition to utilizing Title 1 funds we work with local business partners to assist in covering certain needs of our homeless families (for example First United Methodist Church welcome our families to take advantage of their food kitchen, laundry and bath days).	

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
"Unleashing Your Hidden Super Powers"	Getting parents to understand and engage in their role as a parent and advocate for their child at Coral Sunset and beyond.	<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

Activity # 2

Name of Activity	Brief Description	Frequency
"I AM a Superhero at Coral Sunset"	Monthly Academic SAC Awards that will celebrate successes in ELA, Math and SW-PBS	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input checked="" 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 6th
- Principal Assurance of Compliance Item KIA-1