

## FY18 Title I Schoolwide Plan - West Gate Elementary (0481) Parent Family Engagement Piece Summary

**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**

We are committed to involving all parents to actively participate as shared decision makers regarding their child's academic and social achievements by implementing the Title 1 school and home programs, communicating goals, creating a welcoming environment, and establishing the school as the center of the community.

## Evaluation of 2016-2017 Parent Capacity Building 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.

### Parent Capacity Training 1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Literacy Night 3-5 11/9/16	50	Provide parents with additional resources. Parent incentives.	Hands on experience. Opportunity to build relationship with parents. Parents learn about literacy while gaining an understanding of what their student(s) need to master to be proficient.	Parents are more involved in school and child's education.

### Parent Capacity Training 2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Literacy Night K-2 11/16/16	50	Additional resources. Parent incentives	Hands on experience. Opportunity to build relationship with parents. Parents learn about literacy while gaining an understanding of what their student(s) need to master to be proficient.	Parents gain a better understanding of literacy as well as District/State standards.

### Parent Capacity Training 3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Math Night 12/13/16	50	Additional Math Night - parents loved it and want more opportunities to learn	Hands on experience. Level of engagement. Establish relationships Help parents understand the Florida Standards.	Parents gain a better understanding of math curriculum.

## Evaluation of 2016-2017 Parent Engagement Staff 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.

### Staff Training 1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Parent Engagement Overview focus on cultural and language aspects that impact parent communication	62	Since majority of our parents do not speak English, more help is needed with translations	Teachers asked questions and individual help available	Additional training planned for new teachers learning to assist with engaging parents in the learning process and in conducting face-to-face conferences using language facilitators

### Staff Training 2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
New Teacher Training on how to engage parents in the learning process	16	More help needed when communicating with parents who have limited English.	Smaller group allowed teachers to ask more specific questions	CLF scheduling will offer times for newer teachers to become familiar with translating procedures.

## 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

<b>List the name and title for each group member responsible for the development of the Parent and Family Engagement Plan and School-Parent Compact.</b>
Dr. Patricia Ordonez-Feliciano, Principal Jennifer Mooney, Assistant Principal Ivonne Pimmentel - Parent
<b>What are the procedures for selecting members of the group?</b>
Open invitation to parents and teachers the week prior to the meeting or event - flyer, DOJO invite, phone call During the year we hold: Annual Title I Meeting (August/September)
<b>How will input from stakeholders be documented?</b>
Meeting minutes, evaluations and survey forms
<b>How will stakeholders be involved in developing the plan?</b>
Participation in meetings, parent surveys
<b>How will Title I parent and family engagement funds be used?</b>
Purchase student planners, home-school communication folders, paper for parent involvement activity flyers, letters, handouts, calendars, newsletters and other communications, refreshment for parent trainings.

## 2017-2018 Parent and Family Engagement Staff Trainings

Describe the professional development trainings you will decide 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.

(0481) West Gate Elementary

### Staff Training 1

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)	File Attachments
<p>Parent Involvement Overview and Expectations Training- Teachers will receive documents to log parent contact via phone/home visits/ DOJO, best practices on holding parent-teacher conferences and communication letters samples are shared.</p> <p>Summer Institute training on communication - It included skits and scenarios of how to communicate effectively with parents.</p>	Aug/Sept	Admin	All teachers reminded of the importance of involving parents in the learning process and in clear, complete documentation of parent contact. Teachers provided with	---

### Staff Training 2

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)	File Attachments
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New Teacher Training- Training on how to conduct parent calls, meetings, and establish communication with parents. Importance of parent involvement and how to engage families.	November	Admin	Tips and Tricks - open sharing on how to establish and maintain open communication with all parents. What are the barriers? What support do you need?	---
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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:

1. What it means to be a Title I School;
2. The school's Title I School-wide Plan;
3. Parent and Family Engagement (plan), including the School-Parent Compact;
4. Special Programs such as Migrant Education and McKinney Vento;
5. Parent's Right to Know; and
6. Other opportunities for parents.

Brief Narrative
<b>What is the date and time of the Annual Meeting?</b>
Will go over the feedback forms with team leaders and also at the following SAC meeting and staff meeting. Feedback will be used to adjust future meetings.
<b>How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).</b>
The date and explanation of what it is will be on the Family Calendar in all languages. Invitations will be sent through DOJO, and Blackboard call out. Letter was sent home the week before the meeting. Sign-in sheets were collected, evaluations were given to parents and collected, minutes were taken and the entire packet was already sent to Melissa Shea in the pony.
<b>What resources do you plan to prepare for stakeholders?</b>
PowerPoint presentation, agendas, sign-in sheets, evaluations
<b>What materials/supplies are needed for the Annual Meeting?</b>
Paper for calendars and invitations and agendas as well as forms for feedback, pens, markers and teacher volunteers.
<b>How do you plan to reflect on the effectiveness of the Annual Meeting?</b>
Will go over the feedback forms with team leaders and also at the following SAC meeting and staff meeting. Feedback will be used to adjust future meetings.

## 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/Semseter)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials	File Attachments
Literacy Night K-2 / 3-5 Description - Review FSA grade level standards with parents. Then parents will participate in grade specific activities and role play reading strategies that they can use at home to help	Parents will understand how they can help their child at home with reading and writing	November 7th and 14th	Literacy Leadership Committee	Paper Card stock books crayons markers Light refreshments Paper for handouts and activities.	---

### Parent Capacity Training #2 (First Trimester/Semseter)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials	File Attachments
Math Night Review FSA grade level standards with parents. Then parents will participate in grade specific math games and activities that they can use at home to help their student review the skills	Parents will understand how they can assist their child at home with math	December 12th	Math Committee	Paper Card Stock Pencils books markers manipulatives plastic zip bags light refreshments	---

### Parent Capacity Training #3 (First Trimester/Semseter)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials	File Attachments
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FSA Night Description - Parents will be presented with an overview of the FSA tests and how they can help their child be prepared for that day.	Parents will get an understanding of the FSA requirements for each grade level	February 6th	Admin	Paper books crayons large envelopes light refreshments	---
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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**

### Partnership 1

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Rotary Club provides school supplies, toys, money, and resources to West Gate	Rotary Club	<p>Provided dictionaries for all students in third grade.</p> <p>Donated funds for student recognition.</p> <p>Holiday donations to needy families.</p> <p>Thank you notes, partnership agreement, pictures of the event.</p>	As Needed

### Partnership 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Kiwanis provides school supplies, toys, food baskets, money and resources to	Kiwanis Club Westside	<p>Delivery of Holiday food baskets for needy families at both Thanksgiving and Christmas</p> <p>Provided BUG awards to encourage good grades</p> <p>Provided funds for Author visits during "April is for Authors"</p> <p>Thank you notes, partnership agreement,</p>	As Needed

### Partnership 3

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Back to Basics Charity provides school supplies, uniforms, toys and resources to	Back to Basics	<p>Provided new uniforms for students in need.</p> <p>Provided gifts of holiday gifts at Christmas.</p> <p>Thank you notes, partnership agreement, pictures of the event.</p>	Annually

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
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## 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 have an annotated monthly calendar that is sent home in all the languages  Letters, flyers, etc. are sent in home-school communication folders  Each student is provided a free student planner for communication with parents	Monthly  Weekly  Daily	Parent participation/feedback
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 are required to meet in person with the teacher to receive the first report card. The teacher will explain the report card grading system, student expected performance and answer any questions the parents may have. Conference notes are kept for all parent meetings.	Once per year in late November/early December	Parent participation 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?
Annotated Calendars Blackboard call-outs Weekly communication folders DOJO	Monthly As needed Weekly	Parent participation and sign in sheets

## 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>	
All parent communications and meetings are translated into Spanish and Creole. Additionally, we have three Community Language Facilitators in staff who assist our families, teachers, and students throughout the day. Teachers are informed and everyone ensures these students/families feel welcome and are supported. Every grade level has been assigned at least one bilingual teacher, our office has several staff members who are bilingual, and our Principal is bilingual and able to communicate with our families. Finally,	
<b>Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)</b>	
Every effort is made to accommodate parents with special needs. Our parents with disability have access to areas of the school through ramps and elevators. Teachers are informed and everyone ensures these students/families feel welcome and are supported. Additionally, 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,	
<b>Parents and families engaged in migratory work</b>	
Migrant families are immediately identified and referred to our migrant contact who works closely with the families to provide information and access to resources. Teachers are informed and everyone ensures these families feel welcome and are supported. School activities and programs are designed to provide migrant parent and families with resources to help their children overcome disruption in their education and overcome cultural, language, and social barriers. Resources are also provided to families to help	
<b>Parents and families experiencing homelessness</b>	
Families experiencing homelessness are immediately identified and referred to our homeless contact who works closely with the families to provide information and access to resources. Teachers are informed and everyone ensures these families feel welcome and are supported. These families are also referred to our 21st Century program which is specifically designed to provide the students with homework assistance as well as enrichment opportunities. When a family experiences a unique hardship, steps are taken to	

## 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
null	null	N/A

### Activity 2

Name of Activity	Brief Description	Frequency
null	null	N/A

### Activity 3

Name of Activity	Brief Description	Frequency
null	null	N/A

