

Mr. Reginald Jeudy  
School Principal  
2017-2018

School District of Palm Beach County

# Title I Parent and Family Engagement Plan

South Intensive Transition School / 3046

## 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

Parents are encouraged to be actively involved in assisting South Intensive School staff in providing a safe learning environment, and developing strategies tailored to meeting the unique needs of at-risk students. Our goal is to raise the academic achievement of all children, and propel students to become productive, self-sufficient, and socially responsible citizens.

## 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
Collegial Planning Day - Parents learned about the academic requirements and diploma options for high school student and completed a worksheet on information learned	5 parents	<ul style="list-style-type: none"> <li>Content was very appropriate and accurate as it pertained to individual students</li> </ul>	<ul style="list-style-type: none"> <li>Better advertising</li> <li>time adjustment possibly</li> </ul>	Parents in attendance left with a better understanding of the different diploma options and requirements.

### Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
FSA Parent Night - Parents were able to learn about various resources available to their children online while actually being at a computer station to explore.	6 parents	<ul style="list-style-type: none"> <li>Content and parent engagement levels were very high and well received</li> <li>Dinner meal was truly appreciated</li> </ul>	<ul style="list-style-type: none"> <li>Advertising &amp; enthusiasm decreased when the event changed dates.</li> </ul>	Attending parents thoroughly enjoyed having hands on practice on the computer and the meal. However, we need to attract more parents.

### Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
As a secondary school, South Intensive Transition held 2 parent trainings this year	NA	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	NA

## 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
Children of Immates - Ms. Jada Hunter spoke to the staff about resources available for students who meet criteria	23	<ul style="list-style-type: none"> <li>Content was good</li> </ul>	<ul style="list-style-type: none"> <li>Better follow up is needed</li> </ul>	The content applied to several of our students, but no follow through was ever completed.

### Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Harvard Family Research - Training for staff members on how to hold better Parent - Teacher conferences	25	<ul style="list-style-type: none"> <li>Content was applicable to all in attendance</li> <li>Expectations were addressed by administration</li> </ul>	<ul style="list-style-type: none"> <li>this training should have been held earlier in the school year</li> </ul>	Teachers reported having more successful conferences with parents than in previous experiences.

## 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.	
Reginald Jeudy - Principal; Eric Gross - Assistant Principal; Ericka Hadden - Teacher; Anthony Flowers - BIA	
What are the procedures for selecting members of the group?	
Interest survey to all staff members with the final decision being made by administrative team.	
How will input from stakeholders be documented?	
Input from stakeholders will be recorded onto a reflection template and distributed to all stakeholders.	
How will stakeholders be involved in developing the plan?	
Stakeholders will actively participate in the decision making of the Parent and Family Engagement Plan. Invitations to the school's Parent & Family Engagement Plan Parent input meeting will be sent out to all stakeholders.	
How will Title I parent and family engagement funds be used?	
Funds will be used for the purchase of instructional materials and supplies for trainings, refreshments, postage for parent notifications, and substitutes for parent-teacher meetings.	

## 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)
Children of inmates training. Many of our students have or have had at least one parent incarcerated at some point in time. This training will help teachers better understand that relationship and better communicate with parents.	September	Tanya Powell	With a more comprehensive understanding of the relationship between incarcerated parent and student, teachers will be better equipped to explore this relationship and communicate the needs of the student in a manner that best suits the home environment as well as the school setting.

### 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)
Edline training for teachers. Teachers are familiar with how to communicate to parents the grades of their students. However, the capabilities of Edline communication to parents are far more than just grades.	January	Jacques Nicholas	As teachers communicate with parents about various happenings both at school and at home through Edline, more dialogue will ensue opening up a better understanding of the student to both the parent and the teacher.

## 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?	August 30, 2017 at 6:00pm
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via Edline, marquee, call-out, newsletter, invitation, etc.).	Blackboard (call out), Edline, invitations sent home, reminder flyers sent home with students.
What resources do you plan to prepare for stakeholders?	
Title I vodcast, Title I school wide plan, school-Parent compact, Parent & Family Engagement plan, Parent's right to know	
What materials/supplies are needed for the Annual Meeting?	
Title I vodcast, postage, paper, folders, refreshments, pens, markers, chart paper, and technology equipment.	
How do you plan to reflect on the effectiveness of the Annual Meeting?	
Participant surveys and reflection template.	
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
Learning Language Arts - Parents will work at computer stations alongside teachers to discover learning strategies to use at home to help their child.	<ul style="list-style-type: none"> <li>Parents will learn about the technological resources available to support their children's learning.</li> </ul>	September 13, 2017	Language Arts teachers, administrators, & instructional staff	<ul style="list-style-type: none"> <li>Computer lab, refreshments, paper, folders, pens, etc..</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
Mastering Math & Science - Parents will work at computer stations alongside teachers to discover learning strategies to use at home to help their child.	<ul style="list-style-type: none"> <li>Parents will learn about the technological resources available to support their children's learning.</li> </ul>	February 7, 2018	Math & Science teachers, administrators, & instructional staff	Computer lab, refreshments, paper, folders, pens, etc..

### 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
Motivational Coaching USA	Counselor meets with small groups of students, individual students, and families to collaborate with the school center to help ensure student academic and social success.	Attendance roster, client list, and meeting schedule.	<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
Drug Abuse Treatment Association	Counselor meets with students and families to focus on drug prevention and rehabilitation to ensure academic success at the school center.	Attendance roster, client list, and meeting schedule.	<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
Exceptional Student Education Department	SDPBC department to support transitions, placements, compliance, and IEP development for all ESE students.	Annual audits, and all ESE documentation.	<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

## 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?
Edline postings, Blackboard callouts, US mail, flyers, phone calls home.	On-Going	Blackboard reports & teacher call logs
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?
Edline postings, Blackboard callouts, US mail, flyers, phone calls home.	On-Going	Blackboard reports & teacher call logs
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?
Edline postings, Blackboard callouts, US mail, flyers, phone calls home.	On-Going	Blackboard reports & teacher call logs

## 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	The school provides oral translation services in English, Spanish, and Creole. Written communication is able to be translated by the multi-cultural department of the SDPBC. If additional translating services are necessary, assistance is available through the department of alternative education.
Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)	If the need arises, assistance is provided through the ESE and/or Safe Schools departments.
Parents and families engaged in migratory work	If the need arises, assistance is provided through the Title I part C Migrant Education department.
Parents and families experiencing homelessness	If the need arises, assistance is provided through the McKinney Vento program of the Safe Schools department.

## 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