



2017-2018 Title I Parent and Family Engagement Plan



Shelley S. Boone Middle School

General introduction of school's vision for parent and family engagement.

Shelley S. Boone Middle School will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. Our doors are always open, and we welcome all parents and families to be a part of their child's/children's learning.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

Principal: Sharon Chipman Date: September 28, 2018

Involvement of Parents	
<p>If the school wide program plan under Section 1116 (b) (1) is not satisfactory to the parents of participating children, the school will include/submit the parents' comments with the plan that will be made available to the local education agency Section 1116(b) (4).</p> <p>Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.</p>	
<p><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></p>	<p>All parents/families are invited to participate in developing and revising this plan. The plan is reviewed/revised three times a year using parent input.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>This plan is reviewed three times throughout the school year to check progress and make changes to what has been planned. Reviewing student data provides valuable information to help determine where we need additional support to help our families understand the curriculum, state assessments and provide strategies, materials, and resources to help support learning at home.</p>
<p><i>How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?</i></p>	<p>Parents are surveyed when developing/revising this plan and asked what types of trainings and/or workshops they would like the school to provide to assist in helping their child's academic achievement. Results from surveying parents is used to plan parent and staff trainings.</p>
<p><i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i></p>	<p>Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their "Parent and Family Engagement Policy". Schools are required to provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring.</p>
<p><i>How will this plan assist in providing high quality instruction for all learners?</i></p>	<p>This plan helps ensure that we provide parents/families with information, materials and resources to support their child's learning at home by offering parent workshops on the Florida Standards, Literacy, and test taking tips to support the high quality instruction provided during the school day.</p>

<i>How will the school share comments received from parents/families?</i>	All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan.
<i>How will this plan be made available to the community?</i>	This plan is available to all parents, business partners, and School Advisory Council. The plan is also available on our school website and in the Title I parent informational notebook that is in our front office.

Flexible Parent Meetings:

The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<p><i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i></p>	<p>Parent are provided a calendar of events at the start of school. All dates and times of events are posted on our school website.</p> <p>Parent workshops are offered on different days and times and sometimes twice to increase attendance. Ex; mornings, evenings, and some Saturday events</p> <p>When applicable, our school video tapes the information provided in a workshop and provides parents a link on our school website.</p>
<p><i>Describe what childcare, home visits and/or transportation services are provided by your school.</i></p>	<p>For some parent workshops our school offers limited childcare or children’s activities while parents attend a workshop.</p> <p>Transportation for families is provided on a needs basis.</p> <p>Some teachers make home visits to conference with parents who cannot attend a school conference.</p> <p>Our schools address barriers that hinder parent/family engagement on a needs basis or if requested and when feasible accommodates those requests.</p>

Annual Parent Meeting

The school will conduct an Annual Meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.

<p><u>Date and time you will hold your meeting?</u></p>	<p>September 6, 2018 at 6pm in the cafeteria</p>
<p><u>Notification and Invitation:</u> ○ How will you inform and invite parents/families in a timely way about the Annual Meeting.</p>	<p>The annual meeting will be advertised on the marquee outside of the school for two weeks prior to the meeting. Also, the meeting will also be advertised on the school website.</p>
<p><u>Information:</u> <i>Please describe how your meeting will cover information about:</i></p> <ul style="list-style-type: none"> ● the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field. 	<p>BMS informed parents through a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field. This presentation was also translated in Spanish.</p>
<p><u>Barriers:</u> ○ What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</p>	<p>Transportation is not offered to all parents, however, if we know of a family in need of transportation in order to attend we work to find a solution. Translation of materials given out will be translated in English, Spanish and HC as well as we will provide a translator at the meeting.</p>
<p><u>Evaluations:</u> ○ How will you get feedback from parents about the meeting?</p>	<p>Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum, or testing that they would like to learn more</p>
<p><u>Parents who do not attend?</u> ○ How will you get the information home to parents who do not attend the meeting?</p>	<p>For parents who are not able to attend this meeting, a video along with the information will be available on our school website.</p>

Building Capacity of Parents

School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e) (1-3)]. School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2)].

Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.
- The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum /Florida Standards (Parent Nights)	Provide information to parents on standards by content area and how they can help their child at home.	Hand-outs with a summary of standards per content area. Activities based on content area to showcase students work towards standards mastery. Parent "passport" to gain more parent involvement, offering a drawing after the last parent night for prizes. Pizza and water	October 25, 2018- Reading & Writing November 15, 2018- Math December 14, 2018- Science January 17, 2019- Social Studies **All meetings are from 6-7pm**				
Open House	Parents invited to meet with their child's teacher to gain an overview of expectations for each course.	Sign-in sheets	September 6, 2018				
How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?	<ul style="list-style-type: none"> • SAC, PTO/PTA, Parent Advisory meetings • Parent surveys, District parent survey • Evaluations at previous workshops • Parent meetings to review compact/old PIP/PFEP 						
How do you evaluate effectiveness?	<ul style="list-style-type: none"> • data collection • survey results • comments on surveys • student achievement data 						
Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.	<ul style="list-style-type: none"> • Newsletters with tips • Tips on the website • Curriculum guides • Homework guide for parents • Strategies for parents to use at home • Books/reading materials • Projects • Video clips • Information in other languages 						
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	BMS has forged relationships with various local businesses that support our school through donations such as school supplies. We have also been sponsored by a local church, First Presbyterian of Haines City for the past 2 years (and the current year). They donate volunteers, school supplies, gift cards for student/teacher of the month, as well as various morale activities for our teachers for the holidays, teacher appreciation week, back to school etc. They are also involved with our SAC committee.						

Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [Section 1116(e) (3)].

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...				
<ul style="list-style-type: none"> ○ <i>how to reach out to, communicate with, and work with parents/families as equal partners,</i> ○ <i>the value and utility of contributions of parents/families</i> ○ <i>how to implement and coordinate parent/family programs</i> <p><i>how to build ties between parents/families and the school</i></p>				
Please describe below how you do this.				
<u>Topic -Title</u>	<u>Purpose?</u> How does this help staff build school/parent relationships?	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
The Golden Circle/ Your "why"	This training focuses on identifying and focusing on your why. This reminds teachers of why they are here and the struggles some of our students and families have. This develops a better understanding of our community and families.	Video and discussion Presented by Mrs. Chipman (principal)	All teachers and staff	September 17, 2018/ 1:30pm
Love and Logic	To give teachers and staff skills and tools to teach with love. The purpose is to develop and understanding of our students, community and families.	Book re-cap through PD Discussion and activities	All teachers and staff	January 16, 2019/ 2:00 pm

Communication

The school will provide parents of participating children; a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1116(c)(4)(B)]; If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1116(c)(4)(C)];	
How do you 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?	Schools are required 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. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant. BMS sent letters home with students of teachers who are out of field on September 10, 2018.
How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?	Right to know letters are sent home with students on the first day of school. Parents are welcome to contact the school regarding qualifications of their child's teachers.
Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?	Parents are informed of the curriculum, forms of assessment and achievement levels through parent conferences.

Coordination and Integration:

The school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e) (4)].

Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:

○ Homeless	Our success coach coordinates informing parents and families who are homeless
○ ESOL	Information is sent home in both English and Haitian-Creole to inform parents whom native language is not English
○ SAC School Advisory	SAC meetings are held monthly on the second Tuesday of every month
○ Business Partners	We inform our business partners through newsletters, emails and inviting them to our SAC meetings and parent nights
Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?	Achievement on state assessments are sent home with report cards as well as being available in the front office during the summer.
How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?	We send the compact home with students. Also, parent-teacher conferences are scheduled throughout the year.

Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators.
 Sec 1116(e)(5) and 1116(f)

<p>What opportunities do parents have to participate in their child (rens) education? Volunteer? <i>Section 1116 (d) (c)</i> Mentor?</p>	<p>Parents are invited and encouraged to join SAC as well as volunteer on campus in various ways</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • <i>school and parent programs</i> • <i>meetings</i> • <i>school reports</i> • <i>and other activities</i> 	<ul style="list-style-type: none"> • SAC meets monthly • Parent nights throughout the school year • Newsletter • School website
<p>What barriers hinder participation by parents in parental involvement activities? What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)</p>	<p>Our biggest barrier or challenge is getting parents to come to the various activities on campus. We have noticed that parents are more apt to come if their child's work is being showcased, so for each parent night the department who is heading it will showcase student work and projects. Also, we will be utilizing a parent passport that can be turned in on the last parent night for a prize drawing, to be eligible for the prizes all parent nights must have been attended.</p>
<p>How does your school provide information to parent's in their native language? What languages do you provide? <i>Section 1116 (e) (5)</i> Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p>	<p>BMS sends all communication in English, Spanish and Haitian-Creole, as well as provides translators in Spanish and Haitian-Creole during all parent events.</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • <i>Title I Parent/Family Resource Centers</i> • <i>Books Bridge Buses</i> • <i>Parent University</i> • <i>Other</i> 	<p>BMS encourages parents to attend all parent activities, join SAC as well as participating in the offerings of the district such as the resource centers and parent universities.</p>