



## SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2021-2022

Horace O'Bryant School

Denise Santiago, Principal

1105 Leon Street, Key West, FL 33040

I, Denise Santiago, do hereby certify that all facts, figures and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Assurances:

- The school will involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent.
- Will describe how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
- The plan will be jointly developed/revised with parent and made available to the local community.
- How the parents and families are involved in planning, reviewing and improving the schoolwide program plan.
- How the plan uses the findings of the parent and family engagement plan review to parent and family engagement plan.
- How the school will provide each family with timely notice information regarding their right teachers and paraprofessionals.
- How the school will 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 teachers who is out of field.
- How the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments.

### **Mission Statement**

How the parent and family engagement plan is a shared responsibility?

How the parent and family engagement will assist in providing high quality instruction for all learners?

We are committed to working collaboratively to provide a quality learning environment in which ALL children develop and learn to their maximum potential.



## SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2021-2022

### **Involvement of Parents**

How the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used?

Parents will be invited and encouraged to become active members of the School Advisory Council (SAC). At the SAC meeting, parents will be provided with information regarding the school budget to include the Title 1 allocation. Parents will be given the opportunity to provide input in the development and decision-making processes of all school-based Title 1 activities as a part of the School Improvement Process. We also have two Title 1 parent meetings. The first is dedicated to informing parents in regard to what being a Title 1 school means to parents and students. We have a second meeting designed to evaluate our program and solicit parent input in the spring prior to programmatic and budget processes beginning.

Parents can add agenda items by emailing the administration or by presenting their item in our SAC meeting. Parents who are unable to attend our meetings can access documents including agendas, power points and proposals on our school website. They can email or send in feedback.

During the 2021-2022 school year, we will continue with the changed format for SAC by including our Student Council and various student groups as part of the presentations. We experienced some increased involvement by allowing students to "show" parents how the decisions made and programs offered can and do help each child's academic progress. We also feel the family as a whole will be more invested in decision making.

As another method for garnering more parent involvement in SAC, HOB's School Advisory Council Meetings have most recently been scheduled during the midday lunch hour to allow for working families to attend as well. Lunch is also included in our meetings for further family support, when we can support a face-to-face meeting format.

Title 1 funds are discussed with our SAC and decisions are made to utilize funds to support our school improvement goals of supporting reading achievement as well as engaging parents and families in furthering the academic and social/emotional development of our children.

### **Annual Parent Meeting**

A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating.

A description of the nature of the Title I program that is shared with parents (schoolwide or targeted assistance)?

A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?

Horace O'Bryant School will utilize our School Advisory Council (S.A.C.) meetings, Meet the Teacher events, Open House and the school newsletter, The Pirate Post as well as our weekly parent emails, school website, Facebook and other social media platforms to share information regarding the annual meeting, and ensure coverage of AYP, school choice and the rights of parents.



## SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2021-2022

### **Flexible Parent Meetings**

How will the school offer a flexible number of meetings, such as meeting in the morning or evening?  
 How will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate parent and family engagement?

The administrators and staff at Horace O'Bryant School believe and are committed to the involvement of our parents. Our annual meetings for parents of participating children will be offered virtually in the Fall (Sept.) and Early Spring. Meetings and parent learning opportunities are scheduled throughout the day, as well as early morning and evening hours to accommodate our working parents. Throughout the year, our faculty fosters a parent-friendly environment and provides parents with strategies to use at home that support academic achievement. At least 10 meetings are held a year. We also make home visits as needed. Title I funds contribute to these events.

### **Building Capacity**

How the school will implement activities that will build the capacity for meaningful parent/family involvement?  
 How will the school implement activities that will build relationships with the community to improve student achievement?  
 How the school will provide materials and trainings to assist parents/families to work with their child(ren)?  
 How the school will provide other reasonable support for parent/family engagement activities?

<b>Activity and Implementation Plan</b>	<b>Materials / Trainings</b>	<b>Anticipated Impact on Student Achievement</b>
Opening School Correspondence- Handbook, NTI Messages, Meet the Teacher Day	Student handbook	Set grade level and school expectations
Title One Parent Annual Meeting/Parent Compact		Parents will be informed about the guidelines, purposes, goals and expectations of the Title 1 Program. We also share research with parents as to their importance as our partners in education.
Curriculum Nights		Content specific sessions will be provided for parents and students. Information will include strategies parents can use at home and assessment methods
Tuesday Envelope/ Communication Day		Known time to check students work and to correspond with parents
Weekly school newsletters and weekly teacher communication		Informing parents of events and school news
Kindergarten Roundup; IEP, MTSS and other parent or teacher initiated conferences as needed on all grade levels		Address questions and academic concerns as they pertain to a child
Electronic Grade book, Progress Reports and Report Cards		Informs parents of student academic and behavioral progress
School report to parents		Helps parents understand state and federal school accountability.
Open House-Curriculum		School Performance Plan, NG-SSS, Testing information, Florida Standards Implementation Plan



## SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2021-2022

SAC meetings-decision-making and curriculum		Florida Standards-FSA Expectations
EL Meetings		Helping ELL parents become aware of programs offered by the school as well as ways to help their students succeed.

### **Staff Development**

A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in the **value and utility of contributions of parents/families.**

A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in how to reach out to, communicate with, and work with parents/families as equal partners?**

A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.**

<b>Value and utility of parents/families contributions</b>	<p>Short (5-10 minute) video segments will be presented as needed surrounding specific family engagement topics such as working with and offering assistance to hesitant parents, interacting and engaging ELL families, and effectively working with an interpreter for family engagement.</p> <p>HOB's Parent Educator will provide training to the staff on the following topics:</p> <ol style="list-style-type: none"> <li>1. Interweaving Family Partnerships</li> <li>2. Strengthening School Family Relationships</li> <li>3. Understanding How Poverty Affects Family-School Relationships</li> </ol>
<b>Communicating and working with parents/families as equal partners</b>	<p>Through beginning of the year faculty meeting and office staff meeting, administration instructs all teachers and staff members to communicate regularly and joyfully with parents and families to foster collaboration and like-minded goals for our students.</p>
<b>Parent/family programs that build ties between parents/families and school</b>	<p>Teachers and staff are informed and trained to assist in school wide events such as HOB Title 1 Family Night, ELL Family Nights, and PBIS Family Movie Nights to continue to foster our school-home connection.</p>

### **Parent Resource Center**

How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren)?

Horace O'Bryant's Parent Resource Center is located in the school media center, a friendly atmosphere accessible to parents and families while also providing academically friendly supports to children. Although it is readily available to parents and families during school hours, parents and families often work during the day and take advantage of the resources in the Parent Resource Center when they come to afternoon/evening events and activities hosted in our media center.



## SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2021-2022

### **Communication**

How the school will provide timely information about the Title I programs?  
 How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?  
 How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?  
 How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them?

Horace O'Bryant School will utilize our School Advisory Council (S.A.C.) meetings, Meet the Teacher events, Open House and the school newsletter, The Pirate Post as well as our weekly parent emails, school website, Facebook and other social media platforms to provide timely information about Title I programs, as well to communicate about school curriculum and student achievement expectations. Parent conferences are scheduled and also available by request to communicate about school curriculum and student achievement.

### **Accessibility**

A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?  
 A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?

Horace O'Bryant School will utilize our School Advisory Council (S.A.C.) meetings, Meet the Teacher events, Open House and the school newsletter, The Pirate Post as well as our weekly parent emails, school website, Facebook and other social media platforms to share information regarding opportunities for Family engagement participation.

### **Barriers**

Describe barriers that hindered participation by parents during the previous school year and what steps the school will take during the current school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

<b>Barrier (including specific subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Communicating with families in a preferred method for parents and teachers.	Multiple sources of communication for families above and beyond parent phone calls and emails. Social media site, FaceBook, will be used more frequently to reach more families digitally. Large locking bulletin boards will be used outside of the front of the school cafetorium to display announcements and communication to parents.
Language Barriers (ELL)	Assist families with Limited English Proficiency during school events. Aside from microphone/loud speaker announcements in multiple languages for school wide events, which require multiple instructions and locations around the school (i.e. Open House/Family Night), event schedules/itineraries will be created in multiple languages and displayed for families with Limited English Proficiency.



## SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2021-2022

### **Family and Community Engagement Coordinator**

Detail how the School will utilize and require assistance from the District Family and Community Engagement Coordinator.

List areas of need by the School the District Family and Community Engagement Coordinator will support.

Horace O'Bryant School will utilize the assistance of the District Family and Community Engagement Coordinator at the virtual fall Family Night utilizing a raffle-type incentive for participation. The school's Title 1 Contact will work collaboratively with the District Family and Community Engagement Coordinator to provide meaningful support to the school's families. The coordinator will provide us with new ideas from other schools in addition to district-wide activities and initiatives. The coordinator is available to meet, provide assistance and professional development, and serve as a community liaison.