



## SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2023-2024

Horace O'Bryant School

Brian Desilets

1105 Leon St. Key West, FL 33040

I, Brian Desilets, 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 be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101, and is expected that to carry out programs, activities, and procedures in accordance with this definition.
- The school will conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Student Succeeds Act (ESSA). Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]



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- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).

### Parent and Family Engagement Mission Statement

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

*How will this plan assist in providing high quality instruction for all learners?*

To provide our students with a community-driven educational atmosphere that is both stimulating and motivating to guarantee success. All staff will work together to model and ensure a strong educational setting for students to grow and learn. We will continue to send and train teachers on the latest educational methodology. We will continue to communicate with parents through social media, SAC meetings, and newsletters sent to families.

### Involvement of Parents and Families

The school will involve parents in the planning, review and improvement of Title I programs including parental involvement and in the decisions process for how parent engagement funds will be used by:

HOB hosts regular monthly SAC meetings and has recently added a Parent Teacher Organization. We notify families of meeting by using social media, Facebook posts, and newsletters home. We host family activities quarterly throughout the school year. We monitor our success by using parent surveys, collecting sign in sheets from activities, and ask for feedback at parent meetings such as SAC.

We distribute this information for all of our activities to ensure that our parents are aware and have input to our programing. Title I materials/activity information are posted on approved social media and on our school webpage (under our SAC tab and Title I section).



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### **Coordination and Integration**

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parent how to help their children with the home setting:

	<b>Program</b>	<b>Coordination</b>
1	ELL Parent Nights	<b>We offer several ELL parent nights throughout the year. We have something planned quarterly.</b>
2	Early Childhood Education & VPK families	<b>We have a K-Round Up event at the end of each school year to ensure that our newest parents have the necessary information needed to transition to our school.</b>
3	McKinney-Vento/CHIPS	<b>We have a strong CHIPS program implemented in partnership with Title IX. Our school has two CHIPS assigned staff member who meet with students year-round to connect our identified homeless students with opportunities for tutoring and/or other needs we find that they may need.</b>

### **Annual Parent Meeting (Title I Night)**

The school will conduct an annual meeting designed to inform parents of participating students about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance) and the rights of parents through the following activities:

	<b>Program</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1	School will hold Annual Parent Meeting within the first two months of school and notify parents through <b>Social Media, Facebook, newsletters, and robo calls.</b>	<b>Julie Bridger Brian Desilets</b>	<b>Deadline is October 10. Preferably in August – September 2023</b>	<b>Sign in sheets, PowerPoint presentation from PFEC, Title I Night Checklist, Title I Night Flyer.</b>
2	Development of agenda for Annual Parent Meeting.	<b>Julie Bridger Brian Desilets</b>	<b>August – September 2023</b>	<b>Completed Agenda.</b>



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3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	<b>Julie Bridger</b> <b>Brian Desilets</b> <b>Marissa Means</b>	<b>August – September 2023</b>	<b>Copies of presentation from District PFEC, Title I Night planning checklist.</b>
4	Advertise and notify parents by two weeks prior to the meeting.	<b>Julie Bridger</b> <b>Brian Desilets</b> <b>Marissa Means</b>	<b>August – September 2023</b>	<b>We notify parents through social media, Facebook, robo calls, newsletters.</b>

### **Flexible Parent Meetings**

How will the school offer flexible opportunities for parents and families to participate in organized and ongoing activities and meetings?

- Rotating the SAC meeting schedule to allow for more parent participation
- Implementing a new PTO to give more parents a voice
- Offering TEAMS links to attend meetings remotely
- Send messages in multiple languages
- Post important Title I materials/meeting information on approved social media and on our school webpage (under our SAC tab and Title I section).

### **Building Capacity – Parent and Family Activities/Workshops**

The school will implement the following activities in order to build the capacity for thriving parent and family engagement and to support an established partnership between school, families and the community. These activities will drive student success and academic achievement.

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher	Classroom Teachers	Students will connect	August 2023	Sign in sheets, flyer/advertisement



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		Mr. Desilets	with their teacher and classmates and become oriented with our school campus and expectations .		
2	Open House, Title I Night	Classroom Teachers, Mr. Desilets, Julie Bridger	Parents and families will have an opportunity to explore our campus, meet teachers, ask questions, schedule conferences and explore the curriculum. Parents will also be informed of Title I and the supports the program can provide.	September 2023	Sign in sheets, PowerPoint presentation from PFEC, Title I Night Checklist, Title I Night Flyer, photos
3	STEM Night, ML Night	Classroom Teachers, ML Teachers, Mr. Desilets, Julie Bridger	Parents will explore the accomplishments of their child on the STEM Fair. Additionally, families can explore booths with other content area	December 2023	Sign in sheets, completed agendas, flyers and advertisements, photos



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			<p>teachers and leave with make and take activities. Community groups also provide hands on learning for students and their families to engage in.</p>		
4	<p>Monthly SAC Meetings</p>	<p>Mr. Desilets, SAC Officers</p>	<p>Parents, teachers and any other school stakeholder is welcome to join in discussing relevant events for our school. Everyone is encouraged to give input and feedback to work towards improving our school.</p>	<p>4<sup>th</sup> Wednesday of the month, at 5:00 pm</p>	<p>Completed agenda, meeting minutes, sign in sheets, flyer/advertisement</p>
5	<p>Kindergarten Roundup</p>	<p>Registrar</p>	<p>Families are given an opportunity to come in early to register their child for kindergarten in the</p>	<p>April/May 2024</p>	<p>Sign in sheet, flyers, agenda</p>



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			upcoming school year.		
6	Award Ceremony	Classroom Teachers  School Administrator	Parents and families are welcome to join in recognition of their child's accomplishments from the grading period.	Quarterly	Attendance sheet, Awards Certificates
7	Pirate Post/ Weekly Parent Communications		Increase Parent Engagement and student achievement by ensuring parents are informed of events and school news.		Weekly mass communication correspondence to all parents via email
10	Parent/Teacher Conferences		IEP, MTSS, and other parent/teacher initiated conferences as needed with all grade levels to improve behavior and increase learning gains.		Agendas, flyer/advertisement, any school notes/documents needed for each specific conference.

**Staff Training**



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The school will provide the following professional development activities to educate and support teachers and school staff on how to reach out to, communicate with, and work with parents and families as equal partners.

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
<b>PFE Training 1: Continued Contact: Strategies for Connection</b>	District Parent and Family Engagement Coordinator	Best practices and additional resources for communicating with and engaging parents during the School Year. This results in stronger relationships between parent and teacher, more involved parents and increased student achievement.	Q1/Q2 2023	Agendas, evaluation/survey responses, attendance sheet, Presentation video
<b>PFE Training 2: Language Line</b>	District Parent and Family Engagement Coordinator	A positive student impact will result as staff become more aware of our translation services in order to better communicate with our high rate of non-English speaking families.	January 2024	Agendas, evaluation/survey responses, attendance sheet, Presentation video
<b>PFE Training 3: TBD</b>	District Parent and Family Engagement Coordinator	Parent and Family Engagement Coordinator will evaluate what areas of support are most needed and provide adequate training to aid schools in evolving their parent and family engagement efforts.	April 2024	Agendas, evaluation/survey responses, attendance sheet, Presentation video

### **Other Activities**

The school will conduct activities, make resources available to families and provide encouragement and support to families so that they can more fully participate in the educational journey of their child by:

The Parent Resource Center (PRC) is in the front office of our school. There is a designated area that includes pamphlets on local resources, books, games and materials for parents and their children.





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Parents can get information on our free medical clinic, AHEC and AHEC Dental. There is also information for locating food pantries and assistance for families facing homelessness. There are also Chromebook's available to allow parents access to a computer with internet to complete surveys, registrations, free/reduced lunch forms, etc. For parents looking for information on getting help for your ESE student, parent education or immigration can find pamphlets on those topics as well.

Our school sends home a weekly newsletter with updated events and happenings on campus. Teachers send a weekly newsletter with grade level specific information directly to parents. Phone calls, texts, Remind and Facebook are also methods used to reach families when sharing important news.

### Communication

The school will provide parents of participating children with TIMELY information about the Title I program and activities by:

Our annual Title I Meeting was paired with Open House this school year. This event was advertised through school newsletters, Facebook.com, classroom newsletters, and Remind.

Title I brochures were distributed with the packet of information dispersed at Meet the Teacher or on the 1<sup>st</sup> Day of School for the 2023-2024 school year. Parents are invited to our monthly SAC meetings and those are also advertised on Facebook.com, as well as in our school newsletters.

### Communication (cont.)

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet are shared through:

Our curriculum is vetted and approved by the State of Florida. Teachers are trained on new curriculum and texts books during preplanning days before each school year begins. Parents are educated on the curriculum during Open House, teachers will share what they are teaching and expectations for students learning.

Students in grades Kindergarten – 2<sup>nd</sup> grade are using STAR Reading and Math for progress monitoring. Students in Grades 3<sup>rd</sup> – 8<sup>th</sup> are participating in FAST assessments. Both assessments are given 3 times per school year. Beginning (September), Middle (December/January) and End of Year (April/May).



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Parents are made aware of their child's testing results by reports being sent home in the quarterly report card envelope. Parents also have access to their children's grades and test result data on the Parent FOCUS Portal.

### Communication (cont.)

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

Parents are invited to our monthly SAC Meeting. The monthly meetings are advertised in our school newsletter as well as on Facebook. Information, such as agendas and minutes from previous SAC meetings can be found on the HOB Website. At the SAC Meeting an agenda with items to discuss is provided. A time for parent input is provided during each meeting.

Parents can find information relating to parent involvement and their child's education on our school website, [www.keysschools.com/HOB](http://www.keysschools.com/HOB). Additionally, the school newsletter will also share information on this topic.

Parents can also provide feedback during activities throughout the school year. Title I Parent/Teacher conferences are advertised and scheduled in the beginning of the year and on an as needed basis.

### Communication (cont.)

A means to document parent comments/concerns regarding the Schoolwide Improvement Plan/School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP) when they are not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns/questions with the plan that will be made available to the local education agency (LEA) by;

Evidence of parental input, including comments expressing dissatisfaction, will be noted and submitted to the Title I District office as part of the Parent and Family Engagement Plan process. Parents are invited to our monthly SAC Meetings and are given opportunities to give their input and feedback on the SIP and PFEP, as well as many other school related topics.



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### Accessibility

The school will provide full opportunities for participation in parent and family engagement activities for all families (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

In an effort to be inclusive we want to make sure the information we send home is reaching our students and their families in their native language when possible. We are currently able to provide the information sent home in English, Spanish and Haitian Creole.

For events that take place at the school we have our Parent Educators, as well as staff members who can serve as interpreters when needed. For conferences we are utilizing bilingual staff when available to translate, as well as our Parent Educators. This year, we are also making use of the translation service Language Line which provides oral and written translations.

In identifying these students who may need the information translated we first recognize if they are identified as an ML student. Families who are new to the country will generally appreciate the information coming in their native language.