



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

Gerald Adams Elementary

Melissa Alsobrooks

5855 College Rd Key West FL, 33040

I, Melissa Alsobrooks, 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)]
- 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?

Response:

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

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:

Response:

Parents will be invited and encouraged to become active members of the School Advisory Council (SAC). At the initial SAC meeting, parents will be provided with information regarding the school budget including 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 also join the SAC meeting online through a TEAMS link that is posted and sent out in a message prior to the meeting. They can email or send in feedback. Agendas for all meetings are posted on the GAE website and are emailed to SAC members prior to each meeting.

During the 24-25 school year, SAC will begin at 8:00 am to encourage parents to attend during student drop off. This meeting time was voted on after receiving input from parents/family members last year to hold the meeting at 8:00 instead of 7:45, as we started last year.

Title I Surveys are provided at multiple points in the year to gather feedback and input from parents and guardians. This includes a Beginning and End of Year Parent and Family Engagement Survey, a Use of Federal Funds (including Title I) survey and an evaluation of school plans digital survey given at the end of the year. Results from surveys are gathered, analyzed and shared with the District's Title I Department and school leadership.



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

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:

	Program	Coordination
1	ELL Parent Nights	We will hold 2 ELL parent night as a school and participate in any district ELL parent nights. We also utilize our Title I Open House and Literacy night as opportunities to invite, communicate with, and offer resources to ELL parents and families.
2	Early Childhood Education & VPK families	We host a K-Round Up in partnership with Title I. The purpose is to address questions and academic concerns as they pertain to children transitioning into Kindergarten. We utilize a Kindergarten readiness checklist with students who come in for Kindergarten round up to assess school ready skills.
3	McKinney-Vento/CHIPS	Families that qualify for the CHIPS program are given resources and support through our school counselor and parent educator. They are also given priority invitations to attend our 21st Century after school tutoring program that runs 5 days a week.

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:

	Program	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold Annual Parent Meeting within the first two months of school and notify parents through email, website, social media and our Blackboard communication system.	Melissa Alsobrooks (Principal) / Title I Contact	Sept 12th 2024	Sign in sheets, PowerPoint presentation from PFEC, Title I Night Checklist, Title I Night Flyer.
2	Development of agenda for Annual Parent Meeting.	Melissa Alsobrooks (Principal) / Title I Contact	August 22, 2024	Completed Agenda.
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Melissa Alsobrooks (Principal) / Title I Contact	August 22, 2024	Copies of presentation from District PFEC, Title I Night planning checklist.



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

4	Advertise and notify parents by website, social media, classroom communication along with our Blackboard communication system.	Melissa Alsobrooks (Principal) / Title I Contact	August 22, 2024	School website, social media, our Blackboard communication system.
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Flexible Parent Meetings

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

Response:

We schedule events at a variety of times. Our SAC meetings were moved to 8:00 am to better fit with parent schedules, this was voted by parent members during the SAC meeting last year. We also include a link to a virtual TEAMS invite for parents who are not able to attend in person at that time. All minutes and agendas are posted on our Gerald Adams Elementary School Title I webpage for parents to review.

We notify parents of these events through approved communication methods (social media, school website, email, send-home flyers, Blackboard).

We host multiple evening events throughout the year for parents and guardians to participate in. Additionally, we offer other involvement activities during the school day and in the morning to ensure that all parents have the opportunity to attend at a time that works for them.

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	Title I Annual Combined Event with Open House	Melissa Alsobrooks (Principal), Title I Contact	Increase parent engagement in order to further student achievement by fostering at-home and at-school connections. Inform parents about the mission	September 12, 2024	Sign in sheets, agenda, Title I informational presentation, send-home flyers



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

			of the Title I program and services to better connect them with what our school offers.		
2	Literacy Night	Guinevere Gerardot	Increase performance in ELA due to exposure to reading and literature	November/ December 2024	Sign in sheets, agenda, send-home flyer, increased learning gains in ELA, activity artifact samples
3	STEM Night	Melissa Alsobrooks/ Title I Contact	Increase performance in Science and Math with development of student projects. Strengthen parent connections between school and home.	November/December 2024	Sign in sheets, agenda, send-home flyer, increased learning gains and skills
4	ELL Night	Melissa Alsobrooks	Increased EL parent involvement and knowledge of resources/services the school offers to our EL population.	January/ February/ March 2025	Sign in sheets, send-home flyer, agenda, photos, sample resources/activities
5	Quarterly Honor Roll Awards	Melissa Alsobrooks	Increase parent involvement with school through celebration of student achievement	October, January, March and May of 2024-2025	Sign in sheets, Blackboard texts/emails home, photos posted to social media
6	Parent Teacher Conferences	Teachers	Teaches work collaboratively with parents during 1 st quarter to schedule conferences to discuss student progress	September/ October 2024 Ongoing as needed	Sign in sheets, letters home, sample redacted notes or materials used for conducting conferences
7	End of Year Awards	Melissa Alsobrooks	Parents are invited for end of year celebrations to recognize student achievement	May 2025	Sign in sheets, social media posts, Blackboard messages/ letters home



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

8	Fall Carnival	Melissa Alsobrooks	Parents are invited to attend the activities provided to students in our school's backyard to reinforce and reward positive student behavior. This helps parents understand expected behavior standards at school and how to positively promote it to their children.	October 2024	Sign in sheets, school and social media posts, messages and letters home
9	Spring Carnival	Melissa Alsobrooks	Parents are invited to attend the activities provided to students in our school's backyard to reinforce and reward positive student behavior. This helps parents understand expected behavior standards at school and how to positively promote it to their children.	April 2025	Sign in sheets, school and social media posts, Blackboard messages and letters home
10	Dolphin Days	Ashley Henriquez	Student event focused on promoting healthy active lifestyles, parents invited to attend to cheer on student athletes and reinforce positive lifestyle habits.	April 2025	Sign in sheets, social media posts, Blackboard messages and letters home
12	Turkey Trot	Melissa Alsobrooks	Parents invited to participate in morning mile with their student to celebrate Thanksgiving, form a stronger connection to the	November 2024	Sign in sheets, social media posts, Blackboard messages and letters home



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

			school and reinforce concepts of healthy choices.		
1 4	SAC Meetings	Melissa Alsobrooks	Collaborative meeting with parents monthly to discuss school business, budgets, and plan future events and activities with parent input	Monthly- 8:00am 2024-2025	Sign in sheets, flyers/advertisements, social media posts, agendas, minutes, meeting materials such as presentations, school plans, etc.

Staff Training

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
PFE Training 1: Back to Basics – Effective Family Communication Techniques	District Parent and Family Engagement Coordinator	By improving the quality and consistency of communication between school staff and families, it will directly support an environment where families and schools work together productively to enhance student achievement.	November 2024	Agendas, evaluation/survey responses, attendance sheet, Presentation video
PFE Training 2: Hosting Effective Parent-Teacher Conferences	District Parent and Family Engagement Coordinator	Effective parent-teacher conferences lead to stronger partnerships, timely support and clearer academic goals, all of which will contribute to better student outcomes.	January 2025	Agendas, evaluation/survey responses, attendance sheet, Presentation video
PFE Training 3: Empowering Families to Support Student Learning	District Parent and Family Engagement Coordinator	Empowering families to support learning creates a stronger home-school connection and ensures consistent academic reinforcement. This will help with student outcomes specifically with <i>Summer slides</i> in learning.	April 2025	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:

Response:

The school utilizes its Parent Resource Center to achieve the following:

- 1) Make the school an accessible, safe, and friendly place for parents and community members to gather.
- 2) Improve communication among families and between home and school.
- 3) Promote greater multicultural understanding among the school's families.
- 4) Demonstrate that parents are welcome at the school.
- 5) Serve as a hub for promoting parent education by linking families with community resources and carrying out a wide range of home-school partnership activities that enhance student learning.
- 6) Coordinate parent and community volunteer services that are available to teachers and the school.
- 7) Educate parents about Title I resources and information.

We will encourage parents to utilize our Resource Center by facilitating important activities in this space. Examples include: Completion of online school lunch forms, assistance with government applications and emergency supports. We believe that once parents visit and find it useful, they will be more willing to utilize the resources available.

We hold at least one parent/ family engagement activity per quarter to strengthen parent engagement in hopes to illustrate ways they can help their child on their educational journey.

Our school communicates important information regularly with parents through our school Facebook page, website, school marquee, Blackboard Connect messages, and flyers in multiple languages. Many of our classrooms also utilize Class Dojo to communicate directly with families.

Communication

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

Response:

All communication with parents is done through our website, social media or Blackboard Connect system. We also utilize our electronic marquee to highlight dates and events.

Our annual Title I meeting was held in conjunction with our annual Open House event at the beginning of the school year. We provided printed materials along with an informational video for parents to begin the evening. We hold at least one parent/ family engagement activity per quarter. All of these are events are posted on our website, our social media and through our blackboard communication system, as well as highlighted on our marquee.



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

Title I Brochures and other important parent information, like the Parent Right to Know and Principal's Attestation, are distributed on our school webpage and in send-home folders at the beginning of the school year. This information is also discussed and handed out at our Title I Night / Open House event.

All Title I information and documents can also be found on our school webpage under the Title I tab.

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:

Response:

Curriculum information is shared on the district website as we utilize a standard curriculum across the district at each grade level. Student performance data is shared through the Family Reporting Portal that is linked to both the STAR and FAST assessments. Student testing reports can also be viewed directly on our Focus Parent Portal. Detailed parent reports are available through the reporting portal that explain student levels of achievement. We utilize our School Improvement Plan to set our goals based on current levels of student achievement and expected performance by the end of the year. The SIP is shared at our SAC meeting and goals are discussed/ revised based on SAC input.

We will notify parents when curriculum and testing updates are made through our approved communication methods.

Parents are also kept up-to-date with academic progress through our Quarterly Report Cards and Progress Reports midway through the quarter. Parents are also notified when progress reports and report cards are available through send-home folders, with Blackboard messages and school announcement platforms.

Communication (cont.)

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

Response:

SAC meetings are held monthly to gather parent/family input. All meetings are held in person with the option to join online. Parents are always invited to come to the school to discuss concerns through parent conferences which are held in the 1st quarter for all students and then per parent or teacher request. We post all parent engagement/ involvement strategies on our website under the 'Parents' tab and also the SAC tab so parents may reference meeting agendas and any other pertinent information and further provide feedback.



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

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;

Response:

We utilize our School Improvement Plan to set our goals based on current levels of student achievement and expected performance by the end of the year. School goals also help us craft the Parent and Family Engagement Plan. The SIP and PFEP are shared at designated SAC meetings and goals are discussed/revised based on SAC input.

All parent input is documented in our meeting Minutes. In all Title I Surveys parents are also able to document their concerns and feedback. These responses are then analyzed and submitted to our Title I Department and school leadership as documented parent input.

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.

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:

How do you identify and then accommodate these children/parents (do you use software, surveys, etc.)? Note any resources, translation services, Parent Educators/Interpreters working events/activities, providing documents in additional languages (specify which languages), etc.

Response:

We have a parent educator on staff who works with our families. She works to translate and interpret at events, meetings, activities, etc. We also utilize a translation service, Language Line, used to communicate with non-English speaking families as well. Our Blackboard communication system is able to translate messages into a variety of languages. We also send home announcements, communications and flyers to families in Spanish and Haitian creole when appropriate.

We have also implemented a registration station that includes translated videos to help walk parents and students through the registration process.



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

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).

Response:

Gerald Adams Elementary, after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement.

Barrier (including specific subgroup)	Steps the School will Take to Overcome
Lack of translation services for our Spanish and Haitian Creole speaking families.	We will utilize Language Line along with our parent educator to provide translated documents and translation for meetings. We have developed a schedule for our bilingual paraprofessionals to support translation for teachers and families.
Attendance at SAC meetings.	<p>We will continue to push out the times and links for the meeting a week in advance of the meeting. Sending the link out 15-20 minutes prior to the meeting has shown an increase in attendance.</p> <p>Messages will also be sent in Creole and Spanish to encourage greater attendance and connection with our EL parents.</p>