



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

Key Largo School

Darren Pais

104801 Overseas Highway, Key Largo, Florida 33037

I, Darren Pais, 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?

Key Largo School believes that parental involvement is essential for the school to fulfill its mission of preparing students to become lifelong learners and productive citizens. The purpose of the plan is to create a roadmap for collaboration because KLS believes that children learn best when parents and teachers work together. When parents talk to their children about school, expect them to do well, help them plan for college or careers, and make sure that out-of-school activities are positive, their children tend to do well in school and life. Students with involved parents no matter what their income, background or language are more likely to do better in school, stay in school longer, like school more, and be productive citizens within their community and country. KLS will ensure that all teachers are highly qualified and dedicated to engaging parents. Students in need of additional instruction will be recommended for tutoring and parents and families will be encouraged to participate in parent-teacher conferences to track progress.

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:

Key Largo School will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds will be used in the following ways:

- Use of Remind, Instagram, Twitter, Facebook, Connect-Ed system, blackboard, school marquee, newsletter, and website to announce monthly events and SAC and PTA meetings where the planning of and input on all programs, their funding, and decisions regarding are discussed.
- SAC meetings will also be the forum for parents to request specific parental involvement activities.
- Minutes will be kept for all organized meetings including those discussed above. KLS’s webmaster has created a place on the school’s website where all parents can access SAC agendas and minutes.
- SAC members are elected yearly following SAC bylaws. SAC members provide input for suggestions, changes, and deletions to the PFEP. Parent requests are noted on SAC minutes and thus implemented throughout the year.
- SAC members and all KLS parents are allowed to express any concerns, requests, or changes to the PFEP and the Parent Compact. The parent compact specifically has a section for suggestions and feedback at the bottom of the form. All feedback is presented to SAC and approved with a majority agreement.



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	In partnership with Title I, we will have 2 ELL nights. ELL night combined with Literacy night in January. Hispanic Heritage night has been updated to Multicultural Night which will take place in May. ELL resources for parents will be shared at this event.
2	Early Childhood Education & VPK families	In partnership with Title I, we host K-Round Up in May for all incoming Kinder students. Parents and students are invited to the event. Parents receive information on school procedures, how to become a volunteer and receive school materials to help transition their children and begin the school year.
3	McKinney-Vento/CHIPS	All qualifying CHIPS families receive accommodations and resources from our school. CHIPS students are invited to our Title 1 Tutoring Program on the priority list. During the holiday season, vouchers are given to these families for food. Students create wish lists for Christmas and toys are purchased for the students. Halloween costumes are provided for the students who need them.

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:

Title I Contact and Principals are usually the responsible parties. If you are unsure of evidence for each column please consult with your Title I Contact.

Note: I have filled in the majority as I coordinate with Title I Contacts on this event – please respond to the remaining highlighted sections.

	Program	Person Responsible	Timeline	Evidence of Effectiveness
1	The school will hold an Annual Parent Meeting within the first two months of school and notify parents through social media, the school website, Remind, and Blackboard.	Title 1 Contact Media Contact	September 9, 2024	Sign-in sheets, PowerPoint presentation from PFEC, Title I Night Checklist, Title I Night Flyer.



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

2	Development of agenda for Annual Parent Meeting.	Title 1 Contact	September 2024	Completed Agenda.
3	Develop/plan materials (presentation, school/district handouts) for the Annual Parent Meeting.	Title 1 Contact	September 2024	Copies of presentation from District PFEC, Title I Night planning checklist.
4	Advertise and notify parents through social media, school website, Remind, and Blackboard.	Media Contact Administration	September 2024	Social media, school website, Remind, and Blackboard. Screenshots are submitted to LEA

Flexible Parent Meetings

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

Including but not limited to: alternating meeting times, polling parents for most convenient times, hosting varying parent engagement activities in the mornings and evenings, virtual meetings, notifying through different methods, how do you adapt the times based on feedback and attendance, distributing information online for parents who were unable to attend, etc.

Bulleted sentences will suffice.

Flexible meetings are available in the morning, during the school day, and after school as well as virtual meetings. Virtual meetings are held through our YouTube Live link. Links are posted to our school webpage and advertised prior to the meeting. During these events, Key Largo School has childcare services available. Meeting minutes and agendas will also be posted online. Additionally, through the Title I Survey, parents can select meeting times that work best 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 Meeting with Open House	Title 1 Contact	Students and parents get to meet with teachers on the requirements for the course	September 9, 2024	Sign-in sheets, PowerPoint presentation from PFEC, Title



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

			and feedback on student performance.		I Night Checklist, Title I Night Flyer.
2	Meet the Teacher	Title 1 Contact	Inform parental rights regarding Title I programs, funding, status of highly qualified teachers, and extended learning opportunities beyond the regular school day.	August	Sign in sheets
3	Initial SAC meeting discussing Title I parent night, AYP, and school compact 2024-25	Administration	Review parent involvement plan, student achievement results, and compact.	August	SAC Agenda, SAC minutes, SAC sign-in sheet, additional presented materials
4	Reading Night/Curriculum Night	Literacy Team	The program focuses on parents helping to build their child's success in school through workshops in Reading and student grades	January	Sign In sheets, completed agendas, applicable handouts
5	Sweets with a Sweetheart	Title 1 Contact	Parents and students visit the library and read together. Instills the importance of reading and builds a connection with a role model.	February	Completed Agenda, Sign-ins, flyers, feedback, and increased learning gains in ELA.
6	Spooktacular	PTA	This event is led by the school administration and the PTA. The event assists parents with teaching sportsmanship, following directions, healthy family interaction, and social skills.	October	Agenda, flyer/advertisement
7	Hispanic Heritage Festival	ELL department	Increase the understanding of Hispanic Culture and tolerance of student's differences. This will provide resources and strengthen a fostered a stronger connection between home and school for our ELL families.	October	Sign-in sheets, completed agendas, flyers
8	Kindergarten Round-Up	The school Registrar and School Administrative Team	It is designed to familiarize parents with the inner workings of the school, how to communicate with staff members and offer strategies for study skills at home.	May	Flyers, completed agenda, sign-in sheets, parent feedback survey



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

10	Avid Family STEAM Night - Curriculum Night	Science teachers and PTA	Presentation of STEM fair projects from all grades. Students get to participate in STEAM hands-on activities with parents.	January	Agenda, sign-in, increased learning gains in STEAM
12	Last SAC meeting in May	Administration	Review parent engagement plan, compacts, and surveys and discuss recommendations and programs for the next school year.	May	SAC agenda and minutes, SAC sign-ins, Title I PFE EOY survey results, PFE year-end parent survey, Recorded evidence of parent input and feedback
13	Title I Student/Parent Conferences	Title I Contact Faculty	Improved behavior and academic gains.	Various times in the year; As needed basis	Sign-ins, schedules, flyer/advertisement

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.	October 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	April 2025	Agendas, evaluation/survey responses, attendance sheet, Presentation video



		outcomes specifically with <i>Summer slides</i> in learning.		
--	--	---	--	--

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:

Key Largo School has computers in the Parent Resource Center. Computers are available in the resource center for parents who need digital access to Focus, Google Classroom, and access to the school’s website. Take-home kits, books, and activities are also available along with community resources to assist parents.

Communication

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

Title 1 Programs and additional information are shared with parents through Meet the Teacher, Title I Night Open House, parent-teacher conferences, and monthly SAC meetings, in addition to approved school social media pages, Remind, and Blackboard calls, text messages and emails.

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:

- FAST 3-8 progress monitoring
- STAR K-2 progress monitoring
- Monthly ISIP
- IXL Snapshot diagnostic

FAST and STAR results are posted on Focus for parents and students. Assessment result reports are sent home to parents. ISIP results are shared during parent conferences.

Parent conferences are scheduled after each progress monitoring to review student progress. Data chats with coaches and team meetings to review student progress. Review student achievement levels to organize tutoring rosters.



Communication (cont.)

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

Key Largo School holds PTA and SAC meetings monthly in the school library. Parents can provide feedback directly to the administration. Parents can attend in person but also have the option to join all meetings virtually on our YouTube link to participate and provide feedback. All discussions and feedback are added to the SAC minutes and posted on the school website. Parent conferences are scheduled after each progress monitoring to review student progress.

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;

During SAC meetings, Parents can give feedback, which is recorded in the meeting minutes. Parents are also asked to complete multiple surveys throughout the year that provide Administrators with input for the formation of our school plans. These surveys include the Beginning and End of Year Parent and Family Engagement Survey, Use of Federal Funds Survey, and the Title I PFEP/SIP Evaluation and Feedback Survey. 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:

Our school and district websites are ADA-compliant. Key Largo School’s web page includes a translation tab for parents to translate the entire website into Spanish if needed. KLS has many bilingual staff members available to assist parents with phone calls, KLS provides school documents and advertisements for activities in Spanish or Creole as needed. We use filtered Focus reports to identify families who may need extra support or resources (i.e. homeless students, EL students/families). We have on staff members on site that serve as translators when needed.



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).

Key Largo School, 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
Stakeholders not able to attend due to short-notice advertisement of date and time of hosted events.	School events will be advertised through send-home flyers and approved social media at least 10 days in advance with scheduled reminders sent through Blackboard text/phone messages in the three days leading up to the event. Information will be shared through teacher classroom communication platforms.
Stakeholders not able to attend SAC meetings due to childcare, work hours, or transportation.	SAC is available on the Key Largo School YouTube channel live link to watch and participate through chat box.
Stakeholders not able to attend events due to work, childcare, and schedules.	Hold events on different days of the week. Vary the times in order for parents to have the opportunity to participate on their available days/times.