



# SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2022-2023

Stanley Switlik Elementary School

Christine Paul

3400 Overseas Hwy. Marathon, FL 33050

I, Christine Paul, 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?

The School Board believes that parent involvement is essential for the School District to fulfill its mission of preparing students to become lifelong learners and productive citizens. The purpose of the PFEP is to create a roadmap for collaboration because the Board 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 to plan for college or career, and



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make sure that out of school activities are positive, their children tend to do well in school and in 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 of their community and country.

### **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?

The PFEP is developed using the input from School Advisory Council, PTO, MCSD Climate Survey data, and the general feedback of staff and parents. Activities are organized in order to offer parents a wide variety of opportunities to become involved in the school community. These activities include monthly School Advisory Meetings, the annual school open house and Title I annual meeting, meet the teacher day, Parent-to-Kid Nights, various activities within the school on a weekly basis, Kindergarten round-up, and parent conferences. In addition, parent volunteers are encouraged to find an active role that they can play within the school community. The lines of communication are kept open with BlackBoard Connect-Ed messages in both English and Spanish, School Facebook page, Focus internet viewer (online grades), weekly school newsletters, various teacher newsletters, and other forms of weekly communication between the teacher and parent. Through all of these lines of communication there is a focus on collecting feedback from parents on ways to make the instructional program and the general school community work better to meet the needs of the families.

Parent input on Title I fund allocation will be included in SAC agendas and documented in the form of meeting minutes. Parents may also make suggestions using a suggestions box to provide feedback on Title I programs at informal meetings such as Parent to Kid Night and Open House.

Parents will be encouraged to participate in all SSE activities including School Advisory Council, PTO, and Parent to Kid nights. For parents that are unable to attend, meeting minutes for School Advisory Council and PTO will be stored on the school website.

### **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?



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The Title I Parent Meeting will be scheduled and shared with stakeholders through school wide communication formats such as Blackboard Connect, school and classroom newsletters, website, and social media. This meeting will provide an overview of the Title I services and adequate yearly progress (AYP). The agenda will include the following.

- Information about Title I and Title I funds
- School level Parent and Family Engagement Plan (PFEP)
- School Improvement Plan (SIP) process
- School Achievement and Performance Data
- Title I School-Parent Compact
- Parents, families, and schools working together
- Parent’s Right-to-Know
- Afterschool programs
- Parent and Family Engagement survey
- School Contact Information
- Questions/Answers

### **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 school will offer monthly Parent-to-Kid meetings in the evenings to support home literacy initiatives. Parent - teacher conferences, MTSS meetings, and IEP meetings will be held at flexible times including before school, after school, and during the school day. Virtual conferences will be available for parents who cannot attend in person. Interpreters will be available as needed to assist Spanish-speaking parents.

### **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?

Activity and Implementation Plan	Materials / Trainings	Anticipated Impact on Student Achievement
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Parent-to Kid Night		Progress monitoring data and summative evaluation data (standardized and non-standardized) will be analyzed to correlate participation with student achievement.
PTO Room parents		Organized and informed parents and students.
ELL Parent Meetings	Student support and collaborative parent training	Progress monitoring data and summative evaluation data (standardized and non-standardized) will be analyzed to correlate participation with student achievement.
AVID Strategies	Parent Training	Progress monitoring data and summative evaluation data (standardized and non-standardized) will be analyzed to correlate participation with student achievement.
Curriculum Events	STEM Night/Reading Night	Hands on learning activities encouraging parent involvement at home.

### **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?**

**Value and utility of parents/families contributions**

The BLPT and leadership team will coordinate promote the value and utility of contributions of parents and families by developing and implementing parent



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	involvement strategies to be shared with grade level/department teams.
<b>Communicating and working with parents/families as equal partners</b>	Short (5-10 minute) video segments will be presented 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.
<b>Parent/family programs that build ties between parents/families and school</b>	Two trainings focusing on general family engagement will be offered. Training 1 (around 15 minutes) is an overview of family engagement and how it relates to students, staff, and families. Training 2 (around 30 minutes) looks more closely at engaging families directly within the classroom.

### **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)?

The largest outreach program is the Parent to Kid function which occurs on a monthly basis. This program involves the Literacy Professional Learning Community, the staff, parents, and students in Literacy based activities. In addition, the school will organize a “Read-a-thon” which will encourage parent participation in literacy rich activities. A parent-student Kindergarten Orientation program was developed which focuses on preparing parents of kindergarten aged students for the challenges of K-12 school and to provide tips and tricks to make the first full year of school a successful one. A Parent Resource center is available in the front office. The parent liaison/front office bilingual receptionist will be available to assist parents when they visit the Parent Resource Center with programs such as FOCUS and other student academic programs.

### **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?

Information about Title I programs, school curriculum, and forms of assessment are shared monthly at SAC, PTO, and Parent to Kid Night meetings and events. Parents are invited to participate and assist with decision making as appropriate. Parents provide feedback in the Title I survey and suggestion box available at monthly meetings and events.



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### 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?

Opportunities will be scheduled throughout the year to provide parents with a variety of opportunities to engage. School information is shared on multiple formats and accessible in all languages on the website, school newsletter, and social media. The BlackBoard messaging system is used to send voice calls, emails, and texts in multiple languages.

### 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).

Barrier (including specific subgroup)	Steps the School will Take to Overcome
Language Barriers (ELL)	All communication is provided in both English and Spanish. We have a bilingual front office staff member to assist parents. Interpreters are provided for conferences and IEP meetings.
Time constraints (Working parents)	Our parent teacher conferences are going to be held in the evenings rather than during early release days to help accommodate working parents and teachers are encouraged to be flexible with meeting times. Our PTK nights and PTO/SAC meetings begin at 5:30 in order to accommodate working parents. Due to COVID-19, parent meetings, events, and conferences are scheduled virtually to enable participation as well as keep everyone safe.

### 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.



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The coordinator will provide us with new ideas from other schools and with standard notifications on district-wide activities. They will also provide us with information and guidance on staff professional development to support parents and families.