



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2023-2024

Gerald Adams Elementary School

Melissa Alsobrooks

5558 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)]



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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?

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:

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 23-24 school year, we have changed format for SAC to begin at 7:45 am to encourage parents to attend during student drop off. Meeting time is voted on by attending SAC members.



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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:

	Program	Coordination
1	ELL Parent Nights	We will hold 1 ELL parent night as a school and participate in our district ELL parent nights. We also utilize our Title I Open House and Literacy night as a way to invite and communicate with parents.
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.
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 14th 2023	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	September 2023	Completed Agenda.
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Melissa Alsobrooks (Principal) / Title I Contact	August – September 2023	Copies of presentation from District PFEC, Title I Night planning checklist.



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4	Advertise and notify parents by website, social media, classroom communication along with our Blackboard communication system.	Melissa Alsobrooks (Principal) / Title I Contact	August – September 2023	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?

We schedule events at a variety of times. Our SAC meetings were moved to 7:45 am to better fit with parent schedules, this was voted by parent members during the SAC meeting. 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).

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	Melissa Alsobrooks (Principal), Title I Contact	Increase parent engagement in order to further student achievement by fostering at-home and at-school connections.	August/September 2023	Sign in sheets, agenda, Title I informational presentation, send-home flyers



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2	Literacy Night	Donna Miller	Increase performance in ELA due to exposure to reading and literature	November/ December 2023	Sign in sheets, agenda, send-home flyer, increased learning gains in ELA
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 2023	Sign in sheets, agenda, send-home flyer, increased learning gains and skills
4	ELL Night	Melissa Alsobrooks	Increased EL parent involvement	January/ February/ March 2023	Sign in sheets, send-home flyer, agenda, photos
5	Quarterly Honor Roll Awards	Melissa Alsobrooks	Increase parent involvement with school through celebration of student achievement	October, January, March and May of 2023-2024	Sign in sheets, texts home, photos posted to social media
6	Title I Parent Teacher Conferences	Teachers	Teaches work collaboratively with parents during 1 st quarter to schedule conferences to discuss student progress	September 2023	Sign in sheets, letters home, flyers
7	End of Year Awards	Melissa Alsobrooks	Parents are invited for end of year celebrations to recognize student achievement	May 2024	Sign in sheets, social media posts, messages/ letters home



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8	Fall Carnival	Melissa Alsobrooks	Parents are invited to attend the activities provided to student in our backyard to reward positive student behavior	October 2023	Sign in sheets, social media posts, messages and letters home
9	Spring Carnival	Melissa Alsobrooks	Parents are invited to attend the activities provided to student in our backyard to reward positive student behavior	April 2024	Sign in sheets, social media posts, 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	April 2024	Sign in sheets, social media posts, messages and letters home
11	Laps with a Loved one	Melissa Alsobrooks	Parents invited to participate in morning mile with their student to celebrate grandparents day and healthy choices	September 2023	Sign in sheets, social media posts, messages and letters home
12	Turkey Trot	Melissa Alsobrooks	Parents invited to participate in morning mile with their student to celebrate thanksgiving and healthy choices	November 2023	Sign in sheets, social media posts, messages and letters home



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14	SAC Meetings	Melissa Alsobrooks	Collaborative meeting with parents monthly to discuss school business and plan future events with parent input	Monthly- 8:00am 2023-2024	Sign in sheets, social media posts
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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: Continued Contact: Strategies for Connection	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
PFE Training 2: Language Line	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
PFE Training 3: TBD	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



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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 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:

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.



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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:

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. 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.

Communication (cont.)

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

SAC meetings are held monthly to gather parent/family input. Meeting 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.

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:

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.



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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:

We have a parent educator on staff who works with our families. She works to translate and interpret at events, meetings, 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.