



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2021-2022

Key Largo School

Darren Pais

104801 Overseas Hwy

Key Largo, FL 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 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 teacher who is out of the field.
• How the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments.
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Table with 1 column and 3 rows: 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?, 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



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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 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 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.

KLS Mission: Preparing All Students for Success in a Global Society

KLS Vision Statement: The Key Largo School community ignites innovative learning, fosters leadership, celebrates diversity, and inspires active citizenship.

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?

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 be live on the school YouTube Channel.
- SAC meetings will also be the forum from which parents can 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 bi-laws. SAC members provide input for suggestions, changes, and deletions to the PEP. Parent requests are notes on SAC minutes and thus implemented throughout the year.
- SAC members and all KLS parents are afforded the opportunity to express any concerns, requests or changes to the PEP and the Parent Compact. The parent compact specifically has a section for suggestions and feedback on the bottom of the form. All feedback is presented to SAC and approved with a majority agreement. The timeline for feedback is from May 2021 to the final approval of the PFEP at the October 2021 meeting.



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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?

Key Largo holds an annual Title I Parent Night each school year in the month of either August or September. At the meeting Title I school information is shared with parents including the Title I Brochure and Compact forms. Discussions on our School Improvement Plan and goals will take place during the first 3 SAC meetings of the school year in August, September, and October. In the August meeting it was shared with parents that the Title I Compact would be virtual as part of the Welcome Back to School Forms shared virtually with parents. Form link was shared out on Remind, website, and social media. Form is in English and Spanish.

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?

Flexible meetings are available in the morning, during the school day, and after school as well as virtual meetings. 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 are able to select meeting times that work best for them.

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
Title I Meet the Teacher and Open House	Title I PowerPoint Presentation, sign in sheets, and brochures	Inform parental rights regarding Title I programs, funding, status of highly qualified teachers and



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		extended learning opportunities beyond the regular school day.
Initial SAC meeting discussing Title I parent night, AYP, and school compact 2021-2022	School compact, review PIP and parent suggestions, FSA results, and agenda	Review parent involvement plan, student achievement results, and compact.
Reading Night/Curriculum Night	PowerPoint presentations, teacher presentations, invitations, refreshments, books and videos	Program focuses on parents helping to build their child's success in school through workshops in Reading and student grades.

Hispanic Heritage Night	Food Trucks	Increased understanding of Hispanic Culture and tolerance of student's differences.
Dad's and donuts	Refreshments	Parents and students visit the library and read together. Instills the importance of reading and builds a connection with a male role model.
Spooktacular	Refreshments	This event is led by School administration and the PTA. The event assists parent with teaching sportsmanship, following directions, healthy family interaction, and social skills.
Kindergarten Round-Up	Presentation/Reading Materials (students get to keep books)	This event is organized by 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



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HeadStart/VPK		KLS maintains a site coordinator to run all aspects of the program including, but not limited to, acting as a parent/instructor liaison, running parent meetings, home visits, conferences, training, and connecting families with outside agencies for additional resources.
Patriot Day and Veteran's Day Celebration	Presentation	The music teacher leads this event. Students participate in various presentations to honor and celebrate Veterans who served our country.
Avid Family STEAM Night/Curriculum Night	Parent training materials, reading material, and presentation	Progress monitoring data and summative evaluation data (standardized and nonstandardized) will be analyzed to correlate participation versus student achievement.
Fine Arts Festival/Curriculum Night	Student created artwork and performances	This event is led by S. Bazin, K. Burns, and P. Caputo. Students participate in various performances and student created artwork is displayed.
Halloween Parade		Parents will be able to see their child(ren) in a school wide parade while in their Halloween costumes. Middle school students will be creating and building floats to present at the parade.
Last SAC meeting in May	Parent engagement plan,	Review parent engagement



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	compact, surveys	plan, compacts, and surveys and discuss recommendations and programs for the next school year.
Due to COVID 19 and social distancing requirements, in person events may not be held at the time listed. We will use Zoom, School YouTube Channel or reschedule as necessary.		

<p>Staff Development</p> <p>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?</p> <p>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?</p> <p>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?</p>	
Value and utility of parents/families contributions	<p>The District family and Community Engagement Coordinator will provide training this year in the fall.</p> <p>Agenda objectives covered:</p> <ol style="list-style-type: none"> 1. Poverty Awareness 2. Local Cultures 3. How to Reach the Unreachable Parent
Communicating and working with parents/families as equal partners	<p>EL Training provided by the district in March</p> <ol style="list-style-type: none"> 1. Reviewed WIDA can do descriptors 2. How to communicate with ELL Students and families
Parent/family programs that build ties between parents/families and school	<p>The District family and Community Engagement Coordinator will provide training in the fall. Agenda objectives covered:</p> <ol style="list-style-type: none"> 1. Understand meaning of family engagement



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	<ol style="list-style-type: none"> 2. Acknowledge value and utility of parents/family contributions 3. Commit to communicating and working with parents/families as equal partners 4. Explore family programs that build ties between families and school
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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)?

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.

Recently Key Largo School ordered textbooks for parents who showed an interest in learning the English language. Ms. Wiltz started teaching the parent English class in spring 2019.

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?

Title I Programs and information has been shared out with parents through our Meet the Teacher, Open House, parent teacher conferences, monthly SAC meetings, school social media, Remind, blackboard, and our KLS Grading Policy found on our school website.

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?

Our school and district website is ADA compliant.

Key Largo School’s web page includes a translation tab for parents to translate the entire website into Spanish if needed. KLS also has a Spanish line available for parents.

Barriers



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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	<ul style="list-style-type: none"> ▪ KLS will offer materials in both languages, provide presentations in Spanish, and if not available offer translating for parents. ▪ Bilingual front office staff member and contacts throughout the school

Family and Community Engagement Coordinator
<p>Detail how the School will utilize and require assistance from the District Family and Community Engagement Coordinator.</p> <p>List areas of need by the School the District Family and Community Engagement Coordinator will support.</p> <p>Elizabeth Hogan, the District Family and Community Engagement Coordinator will assist with ideas and notify Key Largo School on district wide activities. In addition, she will also provide us with information and guidance on staff professional development to support parents and families. Throughout the school year, she has provided us with family engagement newsletters to distribute to the parents show casing activities throughout the district. She will also solicit feedback at parent meetings regarding Title I and will participate in Title I events as requested.</p>