



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2023-2024

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)]



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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?

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 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.

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 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.



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- SAC members are elected yearly following SAC bi-laws. SAC members provide input for suggestions, changes, and deletions to the PFEP. 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 PFEP 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.

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. Hispanic Heritage in October and Literacy and ELL night in January.
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:



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#	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 social media, school website, Remind and blackboard.	Title 1 Contact Media contact	August	Sign in sheets, PowerPoint presentation from PFEC, Title I Night Checklist, Title I Night Flyer.
2	Development of agenda for Annual Parent Meeting.	Title 1 Contact	August	Completed Agenda.
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Title 1 contact	August	Copies of presentation from District PFEC, Title I Night planning checklist.
4	Advertise and notify parents by social media, school website, Remind and blackboard.	Media contact Administration	August	Social media, school website, Remind and Blackboard. Screen shots 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?

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 – 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.



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	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 and feedback on student performance.	August	Sign in sheets, PowerPoint presentation from PFEC, Title 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 2023-24	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	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, increase learning gains in ELA.
6	Spooktacular	PTA	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.	October	Agenda, flyer/advertisement



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6	Hispanic Heritage Festival	ELL department	Increase the understanding of Hispanic Culture and tolerance of student's differences.	October	Sign in sheets, completed agendas, flyers
7	Kindergarten Round-Up	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
8	Patriot Day and Veteran's Day Celebration	Music Teacher	Students participate in various presentations to honor and celebrate Veterans who served our country.	September and November	Agenda, sign ins, flyers/advertisement
9	Avid Family STEAM Night - Curriculum Night	Science teachers and PTA	Presentation of STEM fair projects from all grades. Students get to participate on STEAM hands on activities with parents.	December	Agenda, sign in, increased learning gains in STEAM
10	Halloween Parade	Teachers	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.	October	Flyers, agenda
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
13	Title I Student/Parent Conferences	Title I Contact Faculty	Improved behavior and academic gains.	Various times in year; As needed basis	Sign ins, schedules, flyer/advertisement



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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.

PFE Coordinator will provide three staff capacity trainings for parent and family engagement.

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

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.



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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 out with parents through Meet the Teacher, Open House, parent teacher conferences and monthly SAC meetings, in addition to approved school social media pages, Remind, and Blackboard.

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 are able to provide feedback directly to administration. 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.



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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 then recorded in the meeting minutes. 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 also has a Spanish line available for parents.

KLS provides school documents 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.