



## 2017-2018 Title I Parent and Family Engagement Plan

### Clay County District Schools

School Name: SBJ



#### Parent and Family Engagement Mission Statement

S. Bryan Jennings Elementary School will establish an open, caring, and safe environment which promotes maximum achievement, while challenging our scholars to meet today and tomorrow as happy healthy, successful and responsible individuals. Parent Involvement in our school plays an integral role in assisting the academic achievement of each scholar. S. Bryan Jennings Parent Involvement Activities will help parents to work with their children to improve academic achievement at our school.

#### Involvement of Parents in the Decision-Making Process

Describe how the 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 for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Describe how this plan is a shared responsibility and families give input to review and improve this plan. How often?

The SBJ Parent Involvement Plan is created with parent input is from SAC and other parent meetings. Parents also offer input regarding all activities through exit tickets, climate surveys, and by communication with teachers, staff, and administrators.

What method of evaluation do you utilize to review and design more effective engagement strategies?

SBJ utilizes a survey at the end of the year for parents to evaluate each activity offered throughout the school year. This survey then helps the Title I team to decide which activities to offer the following year. There is an area on the survey for parents to suggest new activities. Parents also complete the District Title I Survey, and give feedback to faculty at teacher/parent conferences.

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*“Discovering Endless Possibilities”*

**How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement activities?**

Parents complete surveys evaluating programs. Title I funds are discussed at SAC Meetings.

**What evidence do you have to document parent/family participation in the development of the Parent and Family Engagement Plan?**

Evidence to document participation:

- SAC Meeting Agendas
- SAC Sign-in Sheets
- SAC Minutes
- SBJ Title I Parent Involvement Survey

**How will the school share the comments it receives from parents/families?**

SBJ shares parent comments in SAC meetings, in the development of the School Improvement Plan, and the Parent Engagement Plan. Comments are also left on the school facebook page.

**How will be the plan be made available to the community?**

The SBJ Parent Engagement Plan will be available to the community at the front desk, included in the School Improvement Plan, and on the school website.

**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

Program	Coordination
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Title I Part A District Parent Advisory Committee	District Title I Dept. Annual Meeting
Title II Professional Development	District Title II Dept. will provide ongoing professional development
Title X resources for homeless families	District social workers provide support for qualifying homeless students
Title III	ESOL services are provided by endorsed teachers
IDEA	Supplemental instructional support is provided in accordance with student IEP per federal law; Students are In
Child FInd	District Child Find identifies children with needs throughout the community
Pre-school Visits	SBJ Title I team invites community pre-schools to visit
Kindergarten Screening	SBJ Kindergarten teachers screen pre-registered, incoming Kindergarten students in the Summer

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. [Section 1118(c)(1)].

<b>Date and time of Title I Annual Parent Meeting</b>	September 28, 2017 5:30 p.m.
<b>Describe the Title I Annual Parent Meeting (Including how parents were notified in a timely manner and what materials were utilized.</b>	<p>Parents were notified of the Title I Meeting:</p> <ul style="list-style-type: none"> <li>● Facebook</li> <li>● Flyer in Wednesday Folder</li> <li>● Display Cases on School</li> <li>● SBJ Billboard</li> </ul> <p>Materials:</p> <ul style="list-style-type: none"> <li>● Sign-in sheets</li> <li>● Feedback form</li> </ul>

	<ul style="list-style-type: none"> <li>• Spaghetti Dinner</li> <li>• Right to Know booklets</li> <li>• Title I Informational PowerPoint</li> </ul>
<p><b>Describe how your meeting will communicate information regarding:</b></p> <ul style="list-style-type: none"> <li>-The Title I Program (Benefits and how it affects your school)</li> <li>-Parents Right to Know</li> <li>-Qualifications of Teachers or Paraprofessionals</li> <li>-Notification of Teacher(s) who are out for more than 4 consecutive weeks</li> <li>-Ways Families Can Offer Suggestions/Feedback</li> </ul>	The Title I information is communicated to parents through an informational Powerpoint, and the Right to Know booklet.
<p><b>How did you determine the effectiveness of the Title I Annual Parent Meeting?</b></p>	Parents are given a 1,2,3 Feedback Form to complete and return to the school.

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

<p><b>Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.</b></p>	SBJ has meetings before, during, and after school so all parents have an opportunity to participate in their child's education.
<p><b>Describe what child care, home visits, transportation and/or varied language services are provided by your school.</b></p>	SBJ provides child care for the Annual Meeting. Social workers make home visits when necessary. Transportation is provided to PAC and DAC meetings when needed. The district will provide translators for parent/teacher conferences for parents who do not speak fluent english. There are computer programs available to translate written work.
<p><b>Barriers:</b> Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.</p>	<p>Barriers hindering parent participation:</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Non English Speakers</li> </ul>
<p><b>Barriers:</b></p>	To overcome these barriers, the DAC meetings are offered at Orange Park

<p><b>What steps will the school take to overcome these barriers?</b></p>	<p>High School, and translators are provided for conferences. The district also provides translation for written communication.</p>
<p><b>Evaluations:</b>  <b>How will you obtain feedback regarding parent and family engagement activities?</b></p>	<p>SBJ will obtain feedback from the Title I Survey, the SBJ Parent Involvement Survey, Exit Tickets, and oral communication from parents. At times, some parents will comment on the SBJ Facebook page.</p>
<p><b>Accessibility:</b>  <b>Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].</b></p>	<p>SBJ provides flexible meetings throughout the day using translations as needed. SBJ has weekly folders on Wednesday, sends home flyers, newsletters, robo-calls, and Facebook to share information related to SBJ.</p>

## Building Capacity of Parents

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

<p><b>Parent and Family Engagement Event/Topic</b></p>	<p><b>Impact of Academic Achievement</b></p>	<p><b>Timeline of Event (Tentative Date/Time)</b></p>	<p><b>Evaluation Method</b></p>
<p><b>Transition Activities:</b></p> <ul style="list-style-type: none"> <li>● Pre-school visit to Kindergarten</li> <li>● Jr. High band, Admin visit to 6th grade</li> <li>● Jag Jewels Club</li> </ul>	<p>Ease of transition from one school to the next</p>	<p>Pre-School and Jr. High Visits are in the Spring. Jag Jewels meets biweekly throughout the school</p>	<ul style="list-style-type: none"> <li>● Kindergarten and Junior High Registration</li> <li>● Increased student achievement</li> <li>● Appropriate School Behavior</li> </ul>

			<ul style="list-style-type: none"> <li>• Parent feedback</li> </ul>
<b>Technology Opportunities:</b> <ul style="list-style-type: none"> <li>• Parent Portal Registration Opportunities</li> <li>• Facebook page</li> <li>• School Website</li> </ul>	Parent/teacher communication	Throughout the year	<ul style="list-style-type: none"> <li>• Percent of parent participation with the portal</li> <li>• Number of Facebook followers</li> <li>• Number of users</li> </ul>
<b>Supporting Learning at Home:</b>			
<ul style="list-style-type: none"> <li>• Volunteer Orientation</li> </ul>	Increased student achievement through parental support	September 6, 2017 / 8:00 am	Participation number from sign in sheets
<ul style="list-style-type: none"> <li>• Parent Resource Room</li> </ul>	Increased student achievement through parental support	Daily / 7:30 - 3:30	Participation number from sign in sheets
<ul style="list-style-type: none"> <li>• Publix Math Night</li> </ul>	Increased student achievement through parental support	February 15, 2018 5-7 p.m.	Participation number from sign in sheets
<ul style="list-style-type: none"> <li>• Literacy Night</li> </ul>	Increased student achievement through parental support	April 26, 2018 5 - 7 p.m.	Participation number from sign in sheets
<ul style="list-style-type: none"> <li>• Seed Survivor</li> </ul>	Increased student achievement through parental support	March 8, 2018 / 7:30 a.m. - 3:30 p.m.	Participation number from sign in sheets
<ul style="list-style-type: none"> <li>• Award Ceremonies</li> </ul>	Increased student achievement through parental support	June 1 - June 5 / various times	Participation number from sign in sheets
<b>Community Building:</b>			
<ul style="list-style-type: none"> <li>• Pre-season Pizza / school</li> </ul>	Home School Connection with	August 8, 2017 / 3-6 p.m.	Participation number from sign in

supplies / Haircuts	Social Emotional Learning		sheets
• Open House Cook-out	Home School Connection with Social Emotional Learning	August 11, 2017 / 4-6 p.m.	Participation number from sign in sheets
• Title I Meeting and Dinner	Home School Connection with Social Emotional Learning	September 28, 2017 / 5-7 p.m.	Participation number from sign in sheets
• Volunteer Breakfast	Home School Connection with Social Emotional Learning	August 25, 2017 / 8:30 - 9:30 a.m.	Participation number from sign in sheets
• Dad's bring child to work	Home School Connection with Social Emotional Learning	September 27, 2017 7:45 - 8:45 a.m.	Participation number from sign in sheets
• Muffins for moms	Home School Connection with Social Emotional Learning	October 19, 2017 7:45 - 8:45 a.m.	Participation number from sign in sheets
• Storybook Character Parade	Home School Connection with Social Emotional Learning	October 31, 2017 9:00 a.m.	Participation number from sign in sheets
• 50 Year celebration-SBJ	Home School Connection with Social Emotional Learning	November 3, 2017	Participation number from sign in sheets
• Veterans' day Performance	Home School Connection with Social Emotional Learning	November 9, 2017 / 1:30 p.m. and 6:00 p.m.	Participation number from sign in sheets
• Thanksgiving Day Feast	Home School Connection with Social Emotional Learning	November 16, 2017 / 10:40 a.m. - 1:00 p.m.	Participation number from sign in sheets
• Holiday Extravaganza	Home School Connection with Social Emotional Learning	December 7, 2017 / 4:30 - 7:00 p.m.	Participation number from sign in sheets
• Field Day	Home School Connection with Social Emotional Learning	March 29, 2018 / 6:00 a.m. - 3:00 p.m.	Participation number from sign in sheets
• Father/Daughter Dance	Home School Connection with	February 7, 2018 / 5-7 p.m.	Participation number from sign in

	<b>Social Emotional Learning</b>		<b>sheets</b>
<ul style="list-style-type: none"> <li>• <b>Jump Rope for Heart</b></li> </ul>	<b>Home School Connection with Social Emotional Learning</b>	<b>March 2, 2018 / 7:30 a.m. - 3:30 p.m.</b>	<b>Participation number from sign in sheets</b>
<ul style="list-style-type: none"> <li>• <b>Musical Performance</b></li> </ul>	<b>Home School Connection with Social Emotional Learning</b>	<b>May 24, 2018 / 1:30 p.m. and 6:00 p.m.</b>	<b>Participation number from sign in sheets</b>
<ul style="list-style-type: none"> <li>• <b>Volunteer Thank You Breakfast</b></li> </ul>	<b>Home School Connection with Social Emotional Learning</b>	<b>May 30, 2018 / 8:30 a.m. - 9:30 a.m.</b>	<b>Participation number from sign in sheets</b>
<b>Neighborhood Community Support of Hurricane Irma</b>	<b>Scholars able to attend school with clothing, shoes, and needed supplies.</b>	<b>September 14, 2017 - September 28, 2017 / Daily 7:30 a.m. - 4:00 p.m.</b>	<b>Attendance log in FOCUS Channel 4 News Report Facebook comments</b>

### **Building Capacity of Teachers**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

<b>Title</b>	<b>Purpose</b>	<b>Training Format (Workshop, book study...)  Presenter?</b>	<b>Intended Audience</b>	<b>Timeline</b>
S.B.J: A Title I School	<ul style="list-style-type: none"> <li>• Explain Title I</li> <li>• Importance of communicate with parent/families</li> <li>• The value of contributions of parents/families</li> <li>• coordinate and document parent/family connections</li> </ul>	Professional Development  C. Sease	SBJ Faculty and Staff	August 18, 2017



## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

<p><b>How do you notify each family, in a timely manner when their child has been assigned or taught for four or more consecutive weeks by a teacher out of field?</b></p>	<p>A letter is sent home from the Principal of SBJ informing all parents of scholars in a class where the teacher will be absent for 4 or more consecutive weeks.</p>
<p><b>Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.</b></p>	<p>Parents are informed of curriculum through Parent Curriculum Nights, the Title I meeting, SAC meetings, and the school and district web sites. Information about assessments are shared with parent via newsletters, Facebook, and the FOCUS parent portal. Scholar expectations are shared during parent / teacher conferences and Curriculum Nights.</p>
<p><b>Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.</b></p>	<p>Parents are informed through Facebook when the FSA score are available to view on the parent portal. If a parent is unable to access the parent portal, a paper copy will be sent home when requested.</p>
<p><b>How do you ensure that your school holds parent-teacher conferences, at least annually, of which the compact is discussed as it relates to student achievement?</b></p>	<p>All teachers, and the Principal must sign an attestation stating they have had at least one conference with each parent and a learning compact was signed. If they are unable to have a conference, the teacher documents in the FOCUS parent log three different attempts to schedule a conference.</p>

## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Parents are notified of school activities, school reports, and meetings through a variety of media including newsletters, SBJ website, Parent Portal, Wednesday folders and planners, use of school billboard, Robo calls, Facebook, and OneClay App notifications. Non-English speaking parents will be provided with an interpreter as needed, and notices will be sent home in the parents' home language as needed. Handicap ramps are accessible to those that are in need.

## Evaluation of Previous Year's Parental Involvement Plan

Parent and Family Engagement Activity	Number of Participants	Anticipated Impact	Effectiveness
Staff Training	42	Increased parent involvement and communication	Yes, effective due to increased participation numbers.
Parent Teacher Conferences	500	Increased parent involvement and communication	Yes, effective due to 100% parent compact logs.
Wednesday Folders / Planners / Weekly Newsletter / Web site	500	Increased parent involvement and communication	Yes, effective due to Signed Planners / Folders.
Interims / Report Cards / FOCUS	500	Increased parent involvement and communication	Yes, effective due to increase in Parent Portal subscription.
Pre-Season Hair Cuts / Pizza School Supplies	190	Increased parent involvement and communication	Yes, effective due to increased participation numbers.
Orientation / Open House / Cook-out	96	Increased parent involvement and communication	Yes, effective due to increased participation numbers.

Title I Meeting / Spaghetti Dinner	96	Increased parent involvement and communication	Yes, effective due to increased participation numbers.
SAC Meetings	8	PIP / SIP / Increased parent involvement and communication	Yes, effective due to increased participation numbers.
Volunteer Meetings	17 - 20	Increased parent involvement and communication / Student Achievement	Yes, effective due to increased participation numbers.
Holiday Extravaganza	200	Increased parent involvement and communication	Yes, effective due to photographs of parents and children enjoying the programs.
PAC Meetings / DAC Meeting	5 - 8	Student Achievement Increased parent involvement and communication	Yes, effective due to increased participation.
Math Night	180	Student Achievement and increased parent involvement	Yes, effective due to increased participation numbers.
Earth Literacy Night	185	Student Achievement and increased parent involvement	Yes, effective due to increased participation numbers.
Jogging / Garden Clubs	5-10	Student Achievement and increased parent involvement	Yes, effective due to increased participation numbers.
Math Club / Math Field Day	80	Student Achievement	Yes, effective due to increased participation numbers.
Homework Club	50	Student Achievement	Yes, effective due to increased participation numbers.

Track Meet	50	Student Achievement and increased parent involvement	Yes, effective due to photographs of parents and children enjoying the meet, along with increased positive behavior in PE.
<b>Field Day</b>	<b>520</b>	<b>Student Achievement and increased parent involvement</b>	<b>Yes, effective due to increased participation numbers.</b>