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Parent and Family Engagement Plan

2023-2024

## Jefferson K-12 50 Davis Rd. Monticello, FL. 32344

Assurances

* Describe how parents of children served in Title I, Part A are involved in decisions about how Title I, Part A funds are spent.
* Describe how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8108of ESEA.
* Describe how the school's Parent and Family Engagement Plan was jointly developed/revised with parents and made available to the local community.
* Describe how the parents and families at the school are involved in planning, reviewing and improving the school-wide program plan.
* Describe how the plan uses the findings of the parent and family engagement plan review to design strategies for more effective engagement.
* Describe 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 or teachers who are out-of-field.
* Describe how the school will provide each family with timely notice regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
* Describe how the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments. [ESEA Section 1116)

# Mission Statement:

The mission of the Jefferson K-12 Parent and Family Engagement Plan is to provide ongoing and meaningful opportunities for parents to take an active role in their children's education.

**Goal**

Our goal is to increase proficiency in all core areas by using standard-based instruction, the MTSS process consistently and fidelity, and engaging parents in their children's daily instruction.

**Strategies/Action Steps**

**Strategy #l** Teach parents about how to interpret the results of the 1st state and district diagnostic results in reading and mathematics will increase academic achievement in students who scored a level I or 2 on the FSA in reading and/or mathematics.

**Action Step:** Parents will be trained on how to interpret testing data through Principal chats. This activity) will be executed with all students who scored a level I and 2 on the FAST in Reading and/or mathematics.

**Strategy** # 2: Parents will be introduced to teaching strategies and resources that will assist them in assisting their children with their assignments in class and homework.

**Action Step:** Teachers who are experts in the subject matter will demonstrate effective instructional strategies that will assist parents in successfully helping their children with their assigned tasks. The expert teacher will also share websites that will assist their children in comprehending the concept being taught in reading and/or mathematics. This will be done on a monthly basis.

**Strategy #3** Parents will be introduced to FAST and STAR and how it is used to determine remediation and enrichment for their children in reading and mathematics.

**Action Step:** Parents will be introduced to FAST and STAR reports by using the school reports rather than individual reports during SAC Meeting. Parents who have students who are reading and/or executing mathematics below grade level can receive data on their children. They will also be given a report on their children's skills that they have mastered and those that they have not mastered during Administrative Data Chats.

**Involvement of Parents**

Describe how the school will involve the 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 (ESEA Section 1116).

**Response:**

At Jefferson K-12 our parents' decisions will be requested and respected. Parents will be involved in the planning, review, and improvement of the Title I program including involvement in the decisions regarding how funds for parental involvement will be used by using the following methods:

1) Blackboard automatic calls will be used to disperse important information.

1. School Website-utilized by parents, students, teachers, and community members to access information. The Parent and Family Engagement Plan and the School Improvement Plan are also located on this site.
2. Facebook Page- It is another source where parents, teachers, and students can access important information about the time and place of Title 1 meetings.
3. Classroom Newsletters- The Liaison for the county dispersed monthly newsletters to each school so that parents will have access to any information concerning Title 1 programs.

5) The Tiger Times Newsletter - This is another source to announce parental meetings that engage them in academics.

1. SAC Meeting- SAC consists of parents, teachers, administration, and community members that will meet monthly. This group seeks parental input regarding the planning, review, and improvement of the Title 1 programs including involvement in the decisions on how funds for parental involvement will be used.
2. School Flyers- They are sent home by the students to remind the parents to attend the SAC Meeting every second Monday of the month.
3. PFEP Title I Survey- At Jefferson K-12, a parent engagement survey is conducted annually and the data is used in planning and making changes for the following year.

Parents will be invited to the Title I meeting and given the opportunity to share concerns, provide input and review the previous year’s Parent Involvement Plan. This communication will be documented by sign-in sheets, agendas, and presentations of the SIP and PFEP.

**Coordination and Integration with Other Federal Programs**

* + Describe how the school will coordinate and integrate parent and family engagement programs and activities.

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| --- | --- |
| Program | Coordination |
| VPK | Jefferson K-12 has a full-day VPK program. We provide these students with developmentally appropriate and research- based early learning activities. The instruction is delivered by classroom teachers that are experts in their field. These instructors work with students, families, parents, as well as other staff and administrators to ensure the program is aligned. |

* + Describe how the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]



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| Program | Coordination |
| Title 1 | Classroom teachers, MTSS Coordinator, and the administration will provide parents with resources and strategies to help their children at home through conferences, phone conferences, flyers, and the Blackboard Connect-ED. |
| Title II | The administration will ensure that teachers are executing professional development that will increase student achievement. The teachers will use the best practices to assist their parents in using the strategies to teach their children at home. |
| Curriculum Nights | A teacher that is an expert in reading or mathematics will be introducing parents to different strategies that will be used to assist students in meeting benchmarks for testing. |
| Student  Conferences and Data Chats | Parents and students will participate in ongoing chats with the  teacher and the principal. Parents will be informed about their children's weaknesses and strengths and how to improve their weaknesses. |
| Exceptional Educational Programs | The district and school-based personnel oversee support facilitation services to students who are deemed eligible for ESE services. Parents can receive translation services during meetings and educational materials to support the ESE student. |

# Annual Parent Meeting

Describe the specific steps the school will take to conduct the annual meeting to inform parents and families about the school's Title I program, including a description of the nature of the Title I program, and a description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents.

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| --- | --- | --- | --- |
| Activity tasks | Person Responsible | Timeline | Evidence of Effectiveness |
| Determine date and location of Title 1 Annual Meeting | School Administration and Grant Manager | Fall 2023 | Agendas, PowerPoint, Handouts, and Sign-in sheets |
| Develop Title 1 Annual Meeting Flyer | Parent Liaison | Fall 2023 | Flyer |
|  |
| Create Teacher/Parent/Student Compacts | Jefferson K-12 Principal, Parent Liaison | Fall 2023 | Sign in sheets from meeting |
|  |
| Conduct Title I Annual Meeting and an overview of an academic day at Jefferson K-12 | Principal, Parent Liaison, Grants Manager, and Teachers | Fall 2023 | Sign-In Sheets, PowerPoint, Agenda |
| Seek input from parents about the compact and PFEP | SAC President, Parent Liaison | Ongoing (finalized in Spring 2024) | SAC Agenda, Minutes, 2023-2024 PFEP and Title I Compact 2023-2024 |

# Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening. Also, describe how the school will provide, with Title I funds, services (i.e. child care, home visits) to assist with parent and family engagement.

**Response:**

Jefferson K-12 is committed to meeting all students’ needs by communicating with parents throughout the year. We strive for flexibility in times, locations, and accommodations for parent engagement.

Our faculty is available before school, during planning times, as well as afternoons to meet with parents. We pride ourselves on finding ways to engage parents in the learning process. As we execute activities during the year to assist parents in their children's education, we will provide services such as food and transportation.

# Building Capacity

* + Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.
  + Describe how the school will implement activities that will build relationships with the community to improve student achievement.
  + Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).
  + Describe how the school will provide other reasonable support for parent/family engagement activities. [ESEA Section 1116]

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| --- | --- | --- | --- | --- |
| Content and Type of Activity | Person Responsible | Anticipated Impact on Student | Timeline | Evidence of Effectiveness |
|  |  | Achievement |  |  |
| Conferences | Teachers, Principal, Parent Liaison | Parent and teachers | ongoing | Conference |
|  | meet to discuss the |  | minutes, |
|  | compact, state and |  | survey |
|  | local assessments, |  |  |
|  | and Florida |  |  |
|  | Standards |  |  |
| SAC/PTO | SAC Chair/PTO  President, Parent Liaison, Principal | Meetings/events |  | Sign-in sheet |
| Meetings | conducted to |  | minutes, |
|  | promote a strong | monthly | progress |
|  | connection between |  | reports, |
|  | home and school. |  | report cards |
|  | The SAC/PTO |  |  |
|  | facilitate opportunity |  |  |
|  |  | for teachers and |  |  |
|  |  | parents to discuss |  |  |
|  |  | and participate in |  |  |
|  |  | school events which |  |  |
|  |  | provide positive experiences for |  |  |
|  |  | students which |  |  |
|  |  | increases academic |  |  |
|  |  | achievement. |  |  |
| Jefferson K-12 PBIS/MTSS Program | Principal, Parent Facilitator,  Teachers, and  Paraprofessionals | Students are | Every | Increased # |
| motivated to make | 9wks | of students in |
| good grades due to |  | the JEFFERSON K-12 |
| the recognition |  | PBIS/MTSS |
|  |  | program |  | Program |
| Mentoring | SAC & | The mentors will | Weekly | Academic, |
| Students below | Community | discuss the three As |  | Attendance, |
| grade level in | Members | with each student |  | Attitude, & |
| Reading &Math | Principal | during non- |  | Prog. Monitor. |

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|  |  | academics times. |  | Reports |
| Family Night Activity | Principal. Parent Liaison and Teachers | Increase Student Achievement in all core areas | Ongoing | Hand out given on Reading, Math and Science |
| Progress Monitoring | Principal and teachers | Increase Student achievement in Reading and Math | Ongoing | Progress monitoring reports, Progress Reports and Report Cards |
| Skyward as a resource to parents | Admin. & Parent Liaison | Parents will have access to students' grades and assignments | Ongoing | The number of logins on the system |

# Staff Development

Please describe 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 the following:

* the value and utility of contributions of parents/families
* how to reach out to, communicate with, and work with parents/families as equal partners

\*implementing and coordinating parent/family programs, and in building ties between parents/families and schools. [ESEA Section 1116]

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| --- | --- | --- | --- | --- | --- |
| Count | Content and Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline | Evidence of Effectiveness |
| I | Multi-Tiered System of Supports | Academic coaches, administration, teachers, Reading interventionist, Parent liaison | Eliminate barriers to academic achievement by providing interventions to support student success | On-going | Increased Academic Achievement in Reading and Mathematics |
| 2 | Progress monitoring | Administration, teachers, parent liaison | The faculty will be able to discuss the progress  and growth that students are making in STAR and FAST to parents. | On-going | Progress Reports and Report Cards |

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| --- | --- | --- | --- | --- |
| Teachers will be provided training on how to post lesson plans, grades, attendance and discipline for family access in Focus | Administration | Creates an open communication and transparency with lesson plans, gradebooks, missing assignments, attendance, and discipline so parents and students can actively monitor student achievement. | Fall 2022 | Focus family access |
| Teachers Building ties between home and school | Administration, parent liaison, teachers | SAC chair and members brainstorm ways to bond the family and school. They present them to the administration during the meeting. | Ongoing | Visitor login of parents |

# Other Activities

Describe other activities (i.e. 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). [ESEA Section 1116]

**Response:**

Jefferson K-12 will maintain a hard copy of the Parent and Family Engagement Plan in the front office. Parents will also be able to obtain resources that will assist them in assisting their students in their core academics. Parents will be provided step-by-step information to log into reading, math, and science websites. Parents will also be invited to participate in family togetherness events, such as athletics, Hispanic Heritage Celebrations, Black History Month, Emancipation Assembly, Fine Arts Program, and Field Day. Jefferson K-12 will also provide a computer so that parents can access their children's grades, attendance, and behavior reports.

# Communication

* Describe how the school will provide timely information about the Title I programs.
* Describe how the school will describe and explain curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.
* Describe, if requested by parents, how 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).
* Describe how the school will submit parent’s/families’ comments if the school wide plan is not satisfactory to them. [ESEA Section 1116]

**Response:** Jefferson K-12 will keep parents informed of the Title I programs via monthly newsletters, school Facebook, school website, school flyers, class Dojo, and emails. Parents will be invited and remain informed of the individual student’s progress involved in the MTSS process. On Family Night parents are provided with information describing their child's grade-specific Florida BEST Standards. Parents are invited to meet with the administration, teachers, and MTSS Coordinator at any time to help facilitate their children's learning and social and emotional growth.

**Accessibility**

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families. Also, describe 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 language that the parents/families can understand.

**Response:** Jefferson K-12 realizes that parents are comfortable at different levels of engagement. We will work hard to include them in school activities and their children's learning. Parents that do not have transportation available are invited to engage in phone conferences with their child's teacher when needed. While most of our communication goes home through a written form, such as newsletters, we do use our school Facebook page, and website to provide information to all of our parents.

All items sent home are translated (when available) to match languages primarily used at home. Jefferson K-12 is handicapped accessible and information on our school website and email provide a resource for parents who are hearing impaired.

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**Discretionary Activities**

Describe any activities that are not required, but will be paid for through Title 1Part A funding.

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| Activity | Description of Implementation | Person Responsible | Anticipated Impact on Student Achievement | Timeline |
| Adopting and Implementing model approaches to improving parental engagement [ Section 1116(e)(11); | Teachers will train parents in the classroom on how to work  with their children by using manipulatives that were created by teachers and given to the parents. Parents will then be able to help close the achievement gap between students. | Teachers, Parents, & Administration | Increased Student Achievement | 9/2023-5/2024 |
| Developing appropriate roles for | Jefferson K-12 is committed to working with the community to help achieve higher percentages of parent and family engagement activities. | Administration, Community based organizations | Increased parent and family engagement | 9/2023-5/2024 |
| community-based rganizations, |
| businesses, and faith-based |
| organizations in parent |
| engagement activities [Section |
| l 116(e)(13) |

# Barriers

Describe the barriers that hindered participation by parents during the previous school year and include a description of the steps the school will take during the upcoming 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). [ESEA Section 1116]

## Lack of engaging parents to interpret STAR and FAST results.

1. Lack of parent engagement with student learning.
2. Lack of parent/community members interested in the educational future of our students.

**Steps to Eliminating the Barriers:**

1. Jefferson K-12 has scheduled meetings and administrative data chats with parents to explain the progress monitoring results.
2. Jefferson K-12 will continue to offer Parent Night. During this time, teachers will teach parents strategies to work with their children in reading and mathematics.
3. Jefferson K-12 will train parents and community members on how to be mentors to students. These mentors will encourage identified students weekly in attendance, academics, and attitudes.