



Parent and Family Engagement Plan

SECTION I - GOALS

- I. **Open and two-way communication between families and the district and school both verbally and in writing using a variety of strategies and methods will be supported and increased.**

Strategies:

- Schoolwide Parent/Teacher Conferences will be held at least four times yearly to inform parents of their child's progress in school including academic performance and assistance with understanding their child's individual classroom grades and test results to address specific academic needs of their child.
 - Parent/Teacher Conferences will be held at the end of each nine-weeks for all the schools.
- A "Back to School" Celebration will be held at the beginning and end of each school year, and the following information will be communicated to parents:
 - Purpose of the Family Engagement Initiative
 - Family Engagement School Board Policy
 - Title I Requirements
 - Assessment Results on all State Tests
 - Accountability Standards
 - Curriculum
 - School-Parent Compact
 - School Policies
 - Teacher Information
 - Parent Rights
 - Future Family Engagement Activities
- The district will hold an annual Title I Meeting in which all parents of all students will be invited and encouraged to attend. Parents/families will be informed of their school's participation in the Title I Program, and the right of the parents/families to be involved. Parents will be informed of the following information:
 - Teacher/Parent/Student Compact
 - Current student assessment scores
 - Curricular information including any changes in the curriculum and assessment instructional strategies
- A Student Handbook will be sent home at the beginning of each school year to inform parents of district and school policies for enrollment, attendance, homework, safety and discipline procedures, bus routes and bus behavior, Technology Acceptable Use Policy and Parents Educational Rights and Privacy Act. Parents are required to sign and return to the child's teacher the appropriate form attached to the front of the handbook stating that they have read and discussed the handbook with their child.



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- A School-Parent Compact, a requirement of the Title I Program will be jointly developed by the KIPP Miami: Team & Family Advisory Council that outlines how parents, the school 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.
- Teachers will send home in writing to families/parents classroom information including teacher information (phone number and e-mail address), classroom rules and procedures, grading policy, etc. at the beginning of the school year. This information can also be found on the school and teacher websites.
- Teachers will communicate with families/parents concerning their child's successes and/or problems on a regular basis through reports, notes, letters, phone calls, awards, etc.
 - Report cards will be sent to parents at the end of each nine-week period.
 - Progress reports will be sent home at for all students to make parents aware of student progress as well as allow parents the opportunity to request conferences and additional information to provide added supervision of student learning/homework in order to improve grades if needed.
 - Teachers will document parent contacts and whether made by phone, note, virtual, etc. indicating the date and information discussed.
 - Parents can check portal every two weeks for student academic progress.
- School/classroom newsletters and notes will be written in students' native language and sent to parents/families on a regular basis to keep parents informed of school and classroom events and/or activities.
- Parent/family surveys and checklists will be used to gain parent input and suggestions as to the quality of parent engagement activities in the school.
- A copy of the School Board Parent Involvement Policy and information related to programs, meetings, and activities will be sent to parents/families, placed in the Student Handbook and on the district website at www.kippmiami.org.
- Parents/families will be notified in writing that they may request information about their child's course of study and have access to all learning materials by making a request to the principal of their child's school, and sample instructional materials will be displayed for review at Parent-Teacher Conferences.
- Parents/families will be informed in the KIPP Miami Student Handbook of their right to access their children's official school records.



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- Parents/families will be informed through various mediums of their right to access the KIPP Miami Parent and Family Engagement Policy and curriculum information on the district website located at www.kippmiami.org.
- Teacher certification and qualifications including Highly Qualified information will be available for parent review and can be obtained by going to the Florida Department of Education website <https://flcertify.fldoe.org/datamart/selectSearchType.do> Teacher License Lookup or by addressing questions to the district. Parents were informed of this information during our Back to School Town Halls.
- Breakfast and Lunch Menus are published through Miami Dade County Public School Food & Nutrition Program at <https://dadeschools.nutrislice.com/menu> menus are posted on the office bulletin board at each school.
- An “end of the year” ceremony will be conducted at each school center which includes special activities such as Awards Day, etc.
- Through Deans List, our parent and family notification system, parents are sent pertinent information such as school closure for inclement weather, etc.

II. Family/Parents’ opportunities for involvement in classroom, school, and district activities will be increased.

Strategies:

- Many activities will be provided at the district level and at individual schools to allow parents/families to be involved in their child’s school and learning:
 - Regional Town Hall Meetings
 - School based Town Hall Meetings
- Family Reading Nights
 - All elementary school centers will hold Family Reading Nights on a regular basis for all parents/families to come and read with their child. The Family Reading Nights will be scheduled and published on Class Dojo and/or Deans List.
- Parent Volunteer Program
 - All schools will encourage parents to volunteer in the school with activities such as reading with children, tutoring, designing bulletin boards, or clerical work. Parents can sign up through Miami Dade County Public Schools system at <https://www.engagemiamidade.net/volunteers>



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- Parents will be given the opportunity to become involved in their child's education by participating in the following activities and programs:
 - Grandparents Day
 - Queen Mentor Queen Day
 - King Mentor King Day
 - Special Student Programs
 - Carnivals/Festivals
 - Advisory Council Meetings
 - Awards/Honors Day
 - Attendance Recognition/Incentive Program
 - Help with classroom events such as parties, etc.
 - Advocacy
 - Any other activities that may arise
 - Field Day
 - Sports Events
 - Field Trips

III. Parents/families will be given increased assistance by district/school staff to gain the knowledge and skills in parenting and fostering conditions to assist and support their children's learning and development at home.

Strategies:

- Since parents are a child's first and most important teacher, they will be given parental support for their child's academic success in school.
 - Newsletter distribution from The Children's Trust through Deans List Portal how parents can help their child with homework, discipline, etc.
 - Grade level meetings outlining daily topics and questions for discussion by parents and students.
 - Parents will be invited to support their children through attending various school events including student programs, performances, assemblies, sports events, etc.
 - A monthly event calendar will be maintained at the school and posted on Deans List Portal.
 - Parents will be provided with pamphlets and brochures with suggestions for successful parenting skills and additional parent resources through our partnerships.
 - Parents will be encouraged to monitor and/or supervise homework and daily reading activities that reinforce or enrich their child's classroom learning and a list of selected books to read is provided.
 - Parents will be encouraged to monitor their children's television viewing as well as their use of free time.
 - Referrals are being made to the provider for court-ordered parenting-classes for students with excessive absences.



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- Parents/families participation in joint projects that involve students and teachers will be encouraged and supported.
 - The district will provide multiple opportunities for parents to develop their parenting and child-rearing skills to help their children succeed in school and life.
 - The Family Resource Center will provide Parenting Resources such as jobs, job fairs, food distribution, mental health, immunization information, computer and printer access, etc.
- IV. Parents/Families and community organizations will be provided numerous opportunities to share in decision-making and to become leaders in the advisory and advocacy roles in the schools including school review and steps for school improvement.**

Strategies:

- The district and schools will invite parents to participate as partners in decision-making activities.
 - One or more parents from each school involved in the development of the District Family Engagement Plan, School Improvement Plan, Advisory Council.
 - District will establish a Parent/Family Advisory Committee to meet quarterly with minutes being recorded.
 - Advocacy Development
- The District will collaborate with business and community organizations.
 - The Family Resource Center will collaborate with the community and businesses to link parents/families to school and community resources.
 - Community and business partners will be recruited to provide incentives for good attendance, etc.
 - A binder containing a list of community resources found in the school district will be provided to give the district/schools information regarding community resources.
 - Other collaborations have been established to develop a mutual support and appreciation between business, community, and schools.
 - Collaborate with Pre-K and Headstart programs

SECTION II – COORDINATION, ASSISTANCE, AND SUPPORT

- I. The School District will provide the coordination, technical assistance and support through direct participation of the Team & Family Advisory Council to assist schools in planning and implementing effective Parent/Family Involvement activities.**

Strategies:

- Training for Teachers/Staff on the importance of Family Engagement.



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- The school district provided professional development sessions through regional staff and community partners.
- The district will provide technical assistance and support in helping schools in planning and implementing their School Parent/Family Involvement Plan.
 - District will provide Staff of technical assistance and support in helping the schools implement the annual “Back to School” Celebration. Regional staff advertised the event, provided invitations and a sample agenda, and regional staff attended a specified school site to provide assistance during the event.
 - School Leaders attended a meeting with regional manager to work on their School Parent/Family Involvement Plan.

III. EVALUATION

Strategies:

- The Family Engagement Advisory Council will annually evaluate the content and effectiveness of the Family Engagement Program in the district and schools.
 - Family and Community feedback concerning the effectiveness will be received through multiple outlets in order to evaluate the effectiveness of the engagement program. Feedback will be accepted from our website, emails, conflict resolution designee and annually at our Family Engagement Meeting.
- Documentation from district/school/family engagement activities such as a file including sign-ins with name and position, minutes of meetings, surveys, questionnaires, invitations, agendas, pictures, videos, newsletters, and news releases will be maintained at the district.
- The Team & Family Advisory Council will develop strategies to address respondent concerns.
 - To improve open and two-way communication between families and schools/teachers as listed in Goal I.
 - Provide teacher contact information (phone number, e-mail address, and planning time) for parents/families.
 - Contact information given during Welcome Meetings that is sent home at the beginning of the school year.
 - Place contact information on each correspondence that is sent home to parents throughout the school year.
 - Send a newsletter home to parents regularly.
- The Team & Family Advisory Council will identify and develop strategies to remove barriers that prevents parents from participating in district/school family engagement activities.



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- Many of our parent/family members work and cannot attend during the school day.
 - Provide activities at different times.
 - Combine parent trainings with Family Reading Night - an activity with high attendance.

The school district with input from the Team & Family Advisory Council has sent to parents the parent involvement policy and information about school programs, meetings, and activities.