

Place School Name and Logo Here

24-25 Parent and Family Engagement Plan

Date Revised with Parent Input:

4/23/2024

District Approved:

School Name: Rutherford High School		School #0341
Principal's Name: Dr. Todd Mitchell		

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format, and to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

Mission Statement

The mission of Rutherford 6-12 High School (RHS) is to meet the diverse needs of all students by providing a challenging, rigorous and relevant curriculum in an engaging, caring, and positive learning environment. To this end, all Rutherford staff, in cooperation with parents and community, will challenge all students to act with honesty and integrity as they develop a natural curiosity for the world around them and become productive, responsible, and accountable members of society in pursuit of excellence.

I, Dr. Todd Mitchell, do hereby certify that all facts, figures, and representations made in this plan are *(Principal's name here)* true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and 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 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.

What is required:

ASSURANCES: We Will:

- The school will be governed by the statutory definition of parent involvement, and will carry out programs, activities, and procedures in accordance with the definition outlines in section 9101(32), ESEA
- Involve the parents of children served in Title I Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent (Section 1118(b)(1));
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community (Section 1118(b)(1));
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the parent and family engagement plan and the joint development of the school-wide program plan under (Section 1114 (b)(2)) (Section 1118 ©(3));
- Use the findings of the parent and family engagement plan to review the strategies for more effective parent involvement, and to revise, if necessary, the school's parent and family engagement plan (Section 1118(a) (E));
- If the plan for the Title I Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency (Section 1118 (b)(4));
- Provide to each parent and individual student report about the performance of their **child** on the state assessment in at least mathematics, language arts, and reading (Section 1111 (h)(6)(B)(i));
- Provide each parent timely notice when their child has been assigned or has been taught for four(4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 (Section 1111(h)(6)(B)(ii); and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals (Section (h)(6)(A)).



Signature of Principal or Designee

4-23-24

Date Signed

Upload this document in the Originals Folder with principal signature

1. INVOLVEMENT OF PARENTS

<p>(A) By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP <u>Section 1116(c)(3)?</u></p>	<p>All parents are given the opportunity to complete a paper or on-line Title I Parent Survey. The results of the survey are tallied and shared with the faculty for their thoughts on ways to improve our PFEP for next year. An evaluation of the current PFEP is conducted during a SAC meeting. Based on the evaluation and survey results, revisions to the plan are made for the next school year. The plan will be reviewed during SAC meetings throughout the year to make revisions according to the changing needs of parents and the school.</p>
<p>(B) By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate , as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible <u>(Section 1116 (c) (4) (C) ?</u></p>	<p>The parent survey revealed that parents needed multiple opportunities to attend meetings. Meetings for the year will be scheduled at varied times (before school, during lunch, after school and in the evenings)in order to accommodate more stakeholders. If parents are unavailable to attend, they will have an opportunity to participate in phone conferences. Parents also have the opportunity to participate in SAC meetings, CST meetings, IEP meetings.</p>
<p>(C) By what means will the school involve parents in the joint development of the School Improvement Plan <u>(Section 1116(A)(2)?</u></p>	<p>During a SAC meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's SIP are reviewed. Revisions are made based on needs, barriers, and parent input.</p>
<p>(D) If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district <u>(Section 1116 (c) (5) ?</u></p>	<p>Parents who are not satisfied with the school-wide plan will complete a form to be submitted with the plan to the district.</p>
<p>(E) By what means will the school provide other reasonable support for parental involvement activities as parents may request <u>(Section 1116 (e)(13)?</u> (Based on the Title I Parent Survey results, what activities did the parents request that are included in this plan?)</p>	<p>Based on the Title I Parent Survey results, parents requested events for Parent Portal, monitoring student progress,curriculum information and graduation requirements. Parent involvement events have been set up according to parent requests.</p>

2. ACCESSIBILITY	
A. By what means will the school offer a flexible number of meetings, such as meetings the morning or evening to accommodate parents' schedules (Section 1116(c)(2)?	Based on the Parent Survey responses, the majority of parents indicated that before school and evenings are the most convenient times for meetings. This will be taken into consideration .
B. By what means will the school provide parents with <u>timely information</u> about meetings, activities, and events (Section 1116(c)(4)(A)).	A minimum of 2 weeks' notice will be our school policy. This will give parents an opportunity to save the date. Various methods of communications, such as flyers, everbridge alerts and notifications via the school FOCUS messenger and social media pages will be used to notify and remind parents about events to ensure the greatest participation.
C. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). (Section 1116(f)?	We will take the necessary steps to ensure that communication to parents is in a format that is easy to understand. Documents and other materials will be translated when necessary and/or requested by parents to ensure that all parents have the opportunity to participate in their child's education. Information regarding the plan will be distributed at the beginning of the school year and will be reviewed at the annual Title I meeting in September. The PFEP will also be posted on the school website and on school social media sites.
D. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand (Section 1116(e)(5) and (f)?	We will work to ensure that school communications are translated for our ELL families. Google Translate and staff members will assist with this. Bilingual staff members assist with conferences and phone calls.

3. ANNUAL PARENT MEETING
The school will conduct the Annual Parent Meeting about the benefits of the Title I Schoolwide Program to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the <u>school will provide a description, explanation, or understanding</u> of the Title I Schoolwide Program which includes an explanation about the forms of academic assessments, the school performance data, and the rights of parents. Additionally , the school will document that the communication has been provided to stakeholders as follows:

<p>By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved (Section 1116(c)(1) ?</p>	<p>The Title I Annual Meeting will be held before Open House. There will also be a virtual option for parents to attend live.</p>
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<p>4. BUILDING PARENT CAPACITY (Address topics F-J)</p>	
<p>(F) Assist parents in understanding:</p> <ul style="list-style-type: none"> ● State academic standards; ● State and local academic assessments; ● Requirements of Title I; ● Monitoring a child's progress; and ● Work with educators to improve achievement of their children <u>(Section 1116 (e) (1)</u> 	
<p>(G) Description and explanation of:</p> <ul style="list-style-type: none"> ● Curriculum is use at the school (Section 1116(4) (B) 	
<p>(H) Description and explanation of:</p> <ul style="list-style-type: none"> ● Academic assessments used to measure student progress. (Section 1116 (4) (B) 	
<p>(I) Description and explanation of:</p> <ul style="list-style-type: none"> ● Achievement levels of State academic standards that students are expected to obtain (Section 1116 (4) (B) 	
<p>(J) Provide materials and training to:</p> <ul style="list-style-type: none"> ● Help parents work with their child to improve their children's achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement <u>(Section 1116 (e) (2)</u> (LEA note: This includes Parent Portal Training) ● Schools must provide a <u>description, explanation, or understanding</u> of academic requirements that fall under the Federal Guidelines for Title I. <i>(Do not JUST give parents handouts. This does NOT build parent capacity)</i> 	

Table A
PARENT TRAINING OPPORTUNITIES

List all activities for requirements F through J and transition activities that involve parents.

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/Documentation for Effectiveness	# Of Parents Attended
August	Back to School Orientation	School procedures including: Dress Code, Lunch procedures, and Attendance. Students will also be informed about Graduation requirements and FSA assessments. Parents will also have the opportunity to enroll in Parent Portal and will be informed on how to use source to monitor their child's after grades, etc.	G,H		
Sept/Oct	Title I Annual Meeting	Requirements of Title I	G, I, J		
Sept	6-12 Open House	Classroom Expectations, Curriculum, assessments, Parent Portal	G, H		
October	Senior Night	Curriculum, grades and testing, College Readiness	F,G,J		
December / March	Bring Your Parents to School Day	Classroom Expectations, Curriculum, assessments, Parent Portal	F, G, J		
February	Black History Showcase	Student Achievement, Curriculum, Community Involvement	F, G		
April	CTE Career and Community EXPO	Classroom Expectations, Curriculum, assessments, Parent Portal	F, G, J		

**Table B
OTHER EVENTS/ACTIVITIES**

Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children (Section 1116 (e) (4)).

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/Documentation for Effectiveness	# Of Parents Attended
Aug-May	School Advisory Council (virtual meeting & in person)	Plan/review/improve the PFEP and develop the SWP			
Quarterly	Academic Awards	Highlight academic achievement			
Ongoing	Saturday School	Provide students and parents the opportunity to receive extra help with assignments and credit recovery.			
Ongoing	After School Tutoring	Provide students and parents the opportunity to receive extra help with assignments.			

5. PARENT/SCHOOL COMPACT

As a component of the school level Parent and Family Engagement Plan, **each school (ALL) shall jointly develop, with parents** for all children served under this part, a school -parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

How will the school ensure parents/families involvement in this process?

The compact will be sent to all parents by paper and online at the beginning of the school year to ensure all parents and families have an opportunity to provide input.

ELEMENTARY

How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed and signed? **(Section 1116 (d) (2) (A)**

Your Response Here

MIDDLE & HIGH SCHOOL

How will the school distribute the school-parent-student compact? **(Section 1116 (d) (2)(A)?**

The compact will be sent to all parents by paper and online at the beginning of the school year to ensure all parents and families have an opportunity to provide input.

6. BUILDING STAFF CAPACITY

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support, principals, and other school leaders, as well as other staff with the assistance of parents/families in:

- The value and utility of their contributions
- How to reach out to, communicate with, and work with parents and families as equal partners; and
- How to implement and coordinate parent/family programs and build ties between parent/families and the school. **(Section 1116 (e) (3)**

****Complete Table C.****

Table C

Activity/ Topic	Person Responsible	Timeline	Evidence Documentation of Effectiveness	# of Faculty/ Staff Attended
Improving Communication with Parents	Administration			
Understanding Title I and the Parent Compact	Administration			

7. COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe to the extent feasible, the means the school will coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children (Section 1116 (e) (4)).

Program	Coordination
Title II Professional Learning	
Title III ESOL	Support for our ESOL population through parent communication translations, ESOL paraprofessionals to assist with parent meetings, and monitoring to increase achievement through greater parent involvement. We will host an ESOL parent event in the Spring to increase parent involvement with our ESOL families so they can help their students at home.
Title IX Homeless	Support for our Homeless students will be provided by working with the District and our Community Partners to increase student attendance and reduce any barriers that prevent students from being successful.
Preschool	<i>Your Response Here</i>
Other	<i>Your Response Here</i>

8. DISCRETIONARY ACTIVITIES

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

<p>How will your school develop appropriate roles for community-based organizations and businesses in parent involvement activities (Section 1116 (e) (13)?</p>	<p><i>We will utilize the assistance of our Community Partnership Director and partnership with Gulf Coast State College, PanCare Health, Children's Home Societies, & Bay District Schools.</i></p>
<p>By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training (Section 1116 (e) (6)?</p>	<p><i>We will utilize the assistance of our Community Partnership Director and partnership with Gulf Coast State College, PanCare Health, Children's Home Societies, & Bay District Schools.</i></p>
<p>By what means will the school provide literacy training for parents if the LEA has exhausted all other resources of funding (Section 1116 (e) (7)?</p>	<p><i>We will utilize the assistance of our Community Partnership Director and partnership with Gulf Coast State College, PanCare Health, Children's Home Societies, & Bay District Schools.</i></p>
<p>By what means will the school pay reasonable and necessary expenses, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions (Section 1116 (e) (8)?</p>	<p><i>We will utilize the assistance of our Community Partnership Director and partnership with Gulf Coast State College, PanCare Health, Children's Home Societies, & Bay District Schools.</i></p>
<p>By what means will the school train parents to enhance the involvement of other parents (Section 1116 (e) (9)?</p>	<p><i>We will utilize the assistance of our Community Partnership Director and partnership with Gulf Coast State College, PanCare Health, Children's Home Societies, & Bay District Schools.</i></p>
<p>By what means will the school conduct in-home conferences for parents who are unable to attend at school (Section 1116 (e)(10)?</p>	<p><i>We will utilize the assistance of our Community Partnership Director and partnership with Gulf Coast State College, PanCare Health, Children's Home Societies, & Bay District Schools.</i></p>
<p>By what means will the school adopt and implement model approaches to improve parent involvement (Section 1116 (e)(11)?</p>	<p><i>We will utilize the assistance of our Community Partnership Director and partnership with Gulf Coast State College, PanCare Health, Children's Home Societies, & Bay District Schools.</i></p>

9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT

Category	List of Items
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Parent Communications	Paper, Ink/Toner, Stamps
Parent/Teacher Conferences	Subs to cover classrooms for parent phone conferences
Parent Center	Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants, ink/toner

10. BARRIERS

Provide a description of the:

- Barriers that hindered participation by parents during the previous school year.
- 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)

Use the data collected from Parent Event Evaluations, Surveys, and the School Improvement Plan.

Barrier (Including the specific subgroup)	Steps the School will Take to Overcome Barrier
Communication (All)	<ul style="list-style-type: none"> • Multiple platforms to increase communication (Facebook, website, school messenger, Class DOJO, Portal Messenger, Marquee sign, Peachjar, etc.)

11. PARENT AND FAMILY FEEDBACK

Each year, our school encourages parents, and families to work in collaboration with the school to develop, review, and revise the Title I school-level Parent and Family Engagement Plan (PFEP). The PFEP is a tool that is used to determine how well our school is partnering with you and promoting your involvement in your child's education throughout school. Your feedback is important in helping us in continually improving the PFEP and the parent and family engagement program at our school. We have provided contact information below so that you can learn about the different ways you can be a part of this home school connection.

District Title I Supervisor	<i>Loretta Mistrot 850-767-4354</i> <u>mistrll@bay.k12.fl.us</u>
District Parent Liaison	<i>Bobbie Copsey 850-767-4294</i> <u>copserm@bay.k12.fl.us</u>
Principal	<i>Dr. Todd Mitchell (850) 767-4500</i> <u>mitchrt@bay.k12.fl.us</u>
Title I Coordinator	<i>Jessica Brantley (850) 767-4500</i> <u>brantj@bay.k12.fl.us</u>