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## Parent and Family Engagement Plan 2017-18 School Year

SBMCS recognizes the important role of parents, families, and caregivers in helping educate children. Research shows that when families are actively involved in the education process, both at home and school, students are more engaged in their academics, enjoy going to school, and have higher academic achievement.

### Expectations

*The Schools' Expectations of Parents:* The following are some of the basic expectations we have of our parents:

- Acceptance of the Montessori Philosophy and a commitment to continuing its teachings at home.
- Adherence to the expectations, policies and procedures described in this handbook.
- Attendance at parent functions, workshops, and parent-teacher conferences.
- Timely communication to the teacher(s) and/or administration about your child's needs or any concerns you may have.
- Partnership with the teacher(s) and/or administration to set and reinforce goals for your child.
- A positive attitude towards school.

*Families' Expectations of the School:* As an organization, we commit to provide the following:

- A loving, secure, and safe environment.
- Care and respect for your child.
- Faculty and staff who live by the philosophy of the school and follow this handbook.
- Teachers who set rigorous - yet realistic - goals for your child.
- Teachers who provide information about your child's progress.
- Professionalism and integrity.
- Appreciation of your point of view.

## **Previous Levels of Parent Engagement**

The following data indicates percentage of parents who participated in parent involvement activities over the previous two years:

2015-2016 Level of Parent Involvement: **23 %** - of 119 total students

2016-2017 Level of Parent Involvement: **25%** - of 130 total students

## **Goal for Current Level of Parent Engagement**

2017-2018 Level of Parent Involvement: **35%** - of 140 total students

## Parent Meetings

Activity	Person Responsible	Timeline	Evidence of Effectiveness	Description
Parent Orientation	Elaine Padron Amanda Adair	August 15, 2017	Parent Information Letter/Sign-in Sheet	Parents are invited to attend a mandatory meeting which outlines the policies and procedures of SBMCS as it pertains to parents and students. Information is communicated in English and Spanish (written). The meeting includes an overview and concludes with a Q&A session for parents. Parents are given the Annual Parent Contract and informed of the deadline for returning to school. Parents are informed that they can view the Parent Handbook on the school's website (copies also available in the Front Office in both English and Spanish).

<b>Title I Annual Meeting</b>	Elaine Padron	September 19, 2017 (Rescheduled for Oct. 17, 2017 - due to Hurricane Irma)	Meeting agenda/ Sign-in sheet	Meeting is to inform parents of the Title I program, school choice, supplemental educational programs, and rights of parents.
<b>Back to School Night</b>	Classroom Teachers	September 5, 2017	Class Sign-in sheets	Parents are invited to attend Back to School Night. Teachers share classroom specific information regarding policies, procedures, routine, and homework. Information is communicated in English and Spanish by bilingual teacher(s). The meeting is concluded with a Q&A session for parents.
<b>District Title I Parent Training Academy</b>	Title I Office	See scheduled dates		Parents are invited to attend the Title I Training Academy Workshops where they will learn skills and strategies for improving their parenting and literacy skills. Attendees share the information with the school community.

## Building Capacity

Activity/Event	Person Responsible	Timeline	Evidence of Effectiveness	Description
PTO Meetings	Crissy Abreu Elaine Padron Amanda Adair Caridad Ramos	Monthly meetings	Sign-in sheet/Parent Survey	Parents, school administration, and teachers are invited to attend monthly meetings to discuss fundraising opportunities for the school, to share educational information, discuss school improvement, and collaborate to identify other ways in which the parents, staff, and students can collaborate to support the school and its efforts.
Parent-Teacher Conferences	Classroom Teachers	As needed throughout the school year	Conference Documentation Form	Parents/Teachers schedule conferences throughout the year as needed to discuss students' academic, social, emotional and behavioral successes and challenges within the classroom. Teachers share work samples, assessment data, and I-Ready performance.

<b>Parent Education Seminars</b>	Elaine Padron Amanda Adair	TBD - periodically throughout the school year	Sign-in sheet/Parent Survey	Parents are invited to attend a variety of Parent Education opportunities. Topics include: Curriculum Programs, Montessori Education (related to school and home), I-Ready, etc. Presentations are made by the Principal, Curriculum Director, and Teachers.
<b>Trunk or Treat Festivities</b>	PTO/Parents	October 31, 2017	Volunteer Sign-in sheet/Parent Survey	Parents are invited to attend our Annual Trunk or Treat Festivities; fall themed activities which include decorated trunks, treating or goodies, and craft projects.
<b>Book Fair</b>	Karina Lencina PTO/Parents	November 13 - 17, 2017  Mar 5 - 9, 2018	Volunteer Sign-in sheet	Parents are invited to attend/volunteer for our bi-annual Book Fairs. Parents are encouraged to purchase books for the home and classroom to support reading and literacy.
<b>Family Night</b>	Karina Lencina PTO/Parents	November 14, 2017	Sign-in sheet/Parent Survey	As a culminating event to our Fall Book Fair, parents are invited to participate in Family Night. Parents are encouraged to purchase books for the home and classroom to support reading and literacy.
<b>Harvest Feast</b>	PTO/Parents	November 17, 2017	Sign-in sheet/Parent Survey	Parents are invited to attend our Annual Harvest Feast, a community gathering of feasting, dancing, and student artwork display.

<b>Art Exhibition</b>	Lisett Domenech	TBD - Spring	Sign-in sheet/Parent Survey	Parents are invited to attend the Art Exhibition which will showcase student artwork. Parents will have an opportunity to purchase items as a fundraiser for the school.
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## **Staff Training**

<b>Activity</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>	<b>Description</b>
<b>Back to School Staff Meeting</b>	Elaine Padron Amanda Adair	August 22, 2017	Sign-in sheet	Important information regarding policies, procedures and building relationships with parents are discussed. School staff signs an acknowledgement form stating they've read and understand the Staff and Parent Handbook.
<b>Professional Development Workshops</b>	Amanda Adair	Scheduled throughout the school year	Sign-in sheet/ Teacher Survey	Teachers receive information on how to encourage involvement of parents in their student's education. Topics include conferencing, effective written communication to parents, effective verbal communication with parents, maintaining call logs, writing clear and concise report comments, and soliciting volunteers.

## Communication

Activity/Event	Person Responsible	Timeline	Evidence of Effectiveness	Description
<b>Title I Annual Meeting</b>	Elaine Padron	September 19, 2017 (Rescheduled for Oct. 17, 2017 - due to Hurricane Irma)	Meeting agenda/ Sign-in sheet	Meeting is to inform parents of the Title I program, school choice, supplemental educational programs, and rights of parents.
<b>PTO Meeting - Curriculum and Assessment</b>	Amanda Adair	November 6, 2017	Sign-in sheet/Parent Survey	Parents, school administration, and teachers are invited to attend a PTO Meeting that will include a discussion/conversation about the curriculum programs for the current school year and the school, district, and state assessments their children will complete as various points throughout the year.
<b>Written Communication</b>	All Staff/PTO	Throughout the school year	Samples/ Parent Survey	The school will send home written communication in English and Spanish. Parents whose home language is Russian will receive communication in English/Russian.
<b>Verbal Communication</b>	All Staff/PTO	Throughout the school year	Parent Survey	The school will communication verbally in English and provide Spanish translation when possible/appropriate (PTO Meetings, parent-teacher conferences, etc.)



## Accessibility

Activity/Event	Person Responsible	Timeline	Evidence of Effectiveness	Description
<b>Full Parental Involvement/ Participation</b>	All Staff	Throughout the school year	Parent Feedback/ Survey	Full parental participation in our school programs is encouraged. Some examples of written communication which motivate involvement include PTO/Office communication about special events, letters, notices, parent links, progress reports, report cards, and conference documentation.