



520 NW 5th St
Hallandale Beach, FL 33009
(954) 251-1443
info@sbmontessoricharter.com
www.sbmontessoricharter.com

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.

Involvement of Parents

SBMCS 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©(3), 1114(b)(2), and 1118(a)(2)(B)].

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

Coordination and Integration

SBMCS will coordinate and integrate parental involvement programs and activities that teach parents how to help their child 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 11118(e)(4)].

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).
Back to School Night	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.
District Title I Parent Training Academy	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.

Annual Parent Meeting

SBMCS will take the following actions to conduct an annual meeting designed to inform the parents of participating children about the school's Title I program the nature of the Title I program (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline persons responsible, documentation to be maintained, and steps to ensure that all parents are invited and encouraged to attend [Section 1118(c)(1)].

Activity/Event	Person Responsible	Timeline	Evidence of Effectiveness	Description
Title I Annual Meeting	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.

Building Capacity

SBMCS 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(s)]. 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 111(e)(2)].

Activity/Event	Person Responsible	Timeline	Evidence of Effectiveness	Description
PTO Meetings	Crissy Abreu Elaine Padron Amanda Adair	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

	Caridad Ramos			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.
Parent Education Seminars	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.
Trunk or Treat Festivities	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.
Book Fair	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.
Family Night	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.
Harvest Feast	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.
Math Night	Admin/Teachers	February 13, 2018	Sign-in sheet/Parent Survey	Parents are invited to attend an evening of Math Education. They will learn about the Montessori Math curriculum, Florida Math Standards, and how we integrate the two at our school.
Literacy Night	Admin/Teachers	March 2018	Sign-in sheet/Parent Survey	Parents are invited to attend an evening of Family Literacy. They will learn about the importance of early literacy at home, how we teach literacy in school, and the Florida ELA Standards.
Art Exhibition	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.

Staff Training

Activity	Person Responsible	Timeline	Evidence of Effectiveness	Description
Back to School Staff Meeting	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.
Professional Development Workshops	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.
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Communication

SBMCS will provide parents of participating children the following [Section 1118(c)(4)]: 11118(c)(4)(A);

- 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 level students are expected to meet [Section 11(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 school wide program pan under Section 1114(b)(2) is not satisfactory to the parents of the participating children, the school will also submit the parents’ comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

Activity/Event	Person Responsible	Timeline	Evidence of Effectiveness	Description
Title I Annual Meeting	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.
PTO Meeting – Curriculum and Assessment	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.
Written Communication	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.
Verbal Communication	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

SBMCS 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 inform format and to the extent practical, in a language parents can understand [Section 1118(e) and 1118(f)].

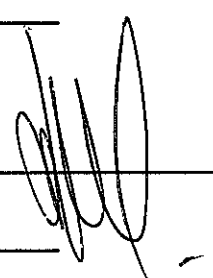
Activity/Event	Person Responsible	Timeline	Evidence of Effectiveness	Description
Full Parental Involvement/ Participation	All Staff	Throughout the school year	Parent Feedback/Survey	Full parental participation in our school programs is encouraged. Some examples of written communication which motivate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

Principal's Signature Elaine Padua

Date 1-23-18

Board Member's Signature _____

Date 1-23-2018

A handwritten signature in black ink, appearing to be a stylized name, written over a horizontal line.