**17-18**

**Cherry Street’s**

**Parent and Family Engagement Plan**

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| **1. Parent and Family Engagement Plan** |
| **a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?**We formed a committee, gathered input from the climate survey, Title I survey, PTO and SAC. We met on May 10, 2017 with a parent (Dena Smith), our parent liaison (Shanda Godwin), ESE resource teacher (Krissy Brown), and principal (Blythe Carpenter) to comprise the plan.**Documentation:** Sign-in sheet, input forms, and meeting notes.  |
| **b. Based on the needs identified by parents in the Title I Parent Spring Survey, what changes, if any are being made to the strategies/activities in this Parent and Family Engagement Plan?**We will increase the use of Remind 101 and Dojo to accommodate the parent requests for more school information to be relayed via text.**Documentation:** Title I survey results |
| **c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.**Parents’ work schedules - We will creatively involve working parents through electronic communication like Remind 101 and Dojo.**Documentation:** |
| **d. How will the school distribute to parents and family members of participating students the Parent and Family Engagement Plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand?**Create a summary and distribute flyers via planners and folders for the students to take home. We’ll advertise on the website, Remind 101, Dojo, school newsletter, social media sites - Facebook and Twitter.  **Documentation:**Email, flyer/newsletter, Remind 101 |
| **e. How will the school make the Parent and Family Engagement Plan available for the local community and update it periodically to meet the changing needs of parents and the school?** We will post it on our school website**.** **Documentation:** School website |
| **2. Policy Involvement** |
| **a. Title I Annual Meeting – Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation in Title I, how the funds are used, that the school is required to have parents involved in planning, reviewing, and improving the Parent and Family Engagement Plan and in the development of the School Improvement Plan, and that all parents have the right to be involved.**  **List the timeline, person(s) responsible, and steps the school will take to plan/prepare for the annual meeting.**

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| **Timeline** | **Action Step** | **Person(s) Responsible** |
| August | Plan for Title I Annual Meeting | S. Godwin |
| Aug./Sept. | Send flyers, school newsletter, school website, Dojo, Remind 101, School marquee, social media sites | S. Godwin, Carpenter, Eckles, Harris |
| Sept | IRIS Alert | Carpenter |
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**Documentation:** **Number of participants:**  |
| **b. How will the school ensure that a flexible number of meetings, such as meetings in the morning or evening are offered to accommodate parents’ schedules?**We will alternate our meeting times: 1st/3rd - Meetings will be held at 5:30 for working parents, and 2nd/4th meetings will be held at 2:30 for pick-up parents. **Documentation:** Sign-in sheets, agendas, flyers, school calendar |
|  **c. How will the school involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of the Parent and Family Engagement Plan and the joint development of the School-wide Program Plan?**

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| **Committee Name** | **Frequency of Meetings** | **Method of Recruiting Parents** | **Documentation** |
| School Advisory Council | We will meet a min. Of four times/year | Flyers, Dojo, Remind 101, newsletters, IRIS Alerts | Copies of the information listed.  |

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| **d. What process will the school follow to ensure parents are given timely information about parent activities and programs?** Communication in all formats previously mentioned in this plan.  |
| **e. What opportunities/methods will the school use to describe and explain to parents the:*** **curriculum to be used,**
* **forms of academic assessments used to measure student progress**
* **achievement levels of the State academic standards that students are expected to obtain**

Orientation, Open House, Curriculum nights, FSA nights, compacts, parent-teacher conferences, and SAC meetings |
| **f. If requested by parents, list other opportunities the school provides for parents to meet regularly to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.**

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| **Activity Name** | **Frequency** | **Documentation** |
| Community Outreach activities | monthly | Sign in sheets |
| Parent teacher conferences | twice/year | Sign in sheet, notes from meeting |

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| **g. If the School-wide Program Plan is not satisfactory to the parents of participating students, what process will the school use to submit any parent comments on the plan to the district?**Parent completes district provided comment form, turns into principal. Principal will send to Title I supervisor.  |

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| **3. Building Capacity for Involvement** |
| **a. List the activities planned that will assist parents in the understanding of such topics as the Florida State Standards, FSA, MAP and other state and local assessments, use of Parent Portal, how to monitor a child’s progress and work with educators to improve the achievement of their children.****Also, list the activities planned that will provide materials and trainings to assist parent/families to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy).** **Elementary must include their planned pre-k to k transition activities.**

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| **Timeline** | **Name of Activity** | **Topic(s) Covered** | **Person(s) Responsible** | **# of attendees** |
| Sept. | Donuts with Dad - Dad’s take your child to school | Parent Involvement, Attendance | Parent Liaison |  |
| Nov. | Reading Night- Bingo for Books | Parent Involvement/Literacy, FSA | Lori Young |  |
| Jan.  | Art/Writing Night | Writing/Literacy, FSA | Susan Brooks/Toni Golden |  |
| March | Math & Science Night | Math & Science Activities, FSA | Tracey O’Neil & Lori Clutch |  |
| May | Pre-K/K Transition | Parent Involvement, Curriculum | Paula Clements |  |
| May | Muffins with Mom | Parent Involvement, Attendance | Parent Liaison |  |
| Oct, Jan, Mar, & May | SAC Meeting | Parent Involvement | SAC Chair |  |
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**Documentation: Sign-in sheets** |
| **b. How will the school educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents,** * **in the value and utility of contributions of parents**
* **in how to reach out to, communicate with, and work with parents as equal partners**
* **in implementing and coordinating parent/family programs, and in building ties between parents/families and the schools**

Provide poverty training to give staff a better understanding of the demographic we serve. Use district provided materials during faculty meetings and pre-school planning **Documentation: Sign-in sheets****Number of participants:** |
| **c. To the extent feasible and appropriate, how will the school coordinate and integrate parent involvement programs and activities with other federal, state and/or local programs, including public pre-school programs.** School coordinates with DCF for Access Assistance, backpack blessings, church partnerships, business/community partnerships, dental bus, partner with Haney for free haircuts prior to the start of school.**Documentation:Flyers, newsletters, lists of children who receive backpack blessings, and sign-in sheets** |
| **d. List any other activities, such as the parent resource center, the school will conduct to encourage and support parents and families to participate more fully in the education of their children?**

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| **Name of Activity** | **Person(s) Responsible** |
| Parent Resource Center | Parent Liaison |
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**Documentation:** |
| **e. What process will the school follow to ensure that all information related to school and parent/family programs, meetings, school reports, and other activities is sent to the parents of participating children in a format and, to the extent practicable in a language the parent can understand?**The district will provide a translator, where possible, to IEP and CST meetings. Google translator will be used to communicate with families who do not speak English on flyers, newsletters, etc. **Documentation:**Email requesting district assistance, and sign-in sheets at all meetings.  |
| **f. List, as requested by parents, other reasonable supports for parental involvement activities.**Will be completed at parents’ request. **Documentation:**  |

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| **4. Accessibility** |
| **a. What process will the school follow to disseminate to each family in a timely manner a notice concerning their right to request information on the professional qualifications of the classroom teacher and paraprofessional?**The district will provide “Right to Know” letter and the school will disseminate the first day of school and with new students packets. **Documentation:****Google Doc** |
| **b. What process will the school follow to 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 who is out of field?**The data clerk will notify the district of any teachers who are teaching out of field. Letters will be created and sent home in a timely manner. **Documentation:** District will provide the “Right to Know” letter to the parents who have students impacted by out of field teachers.  |
| **c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?**Parent Portal, send home a copy with individual students, MTSS meetings, IEP meetings, CST meetings, parent-teacher conferences, and hand-deliver individual reports to parents during parent involvement events**Documentation:** Meeting notes, sign-in sheets, and copies of reports sent home with students |
| **d. Elementary only – How will the school ensure that parent-teacher conferences are held for individual students at least annually, during which the compact is discussed?**Google Doc will be created and maintained to ensure that the compacts are being completed. Email updates of compact completion status. **Documentation:** |
| **5. Discretionary Activities (optional)** |
| **a. If needed, how will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.**Parent feedback via Title I survey will help identify areas for professional development for faculty and staff.  |
| **b. If needed, how will the school provide necessary literacy training from funds received if the LEA has exhausted all other reasonable available sources of funding for such training?**Haney is present at our family nights to assist with further education and understanding, GED opportunities |
| **c. If needed and/or not discussed in other areas within this plan, how will the school pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions?** We partner with local churches to feed the families in attendance for our parent/family nights. Our guidance counselor is a good point of contact for assisting with transportation or child care issues. Title I funds will be used for refreshments as needed.  |
| **d. If needed, how will the school train parents to enhance the involvement of other parents?**Parent nights |
| **e. If needed, how will the school arrange to conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation?**Social worker, guidance counselor, AA, and select teachers will provide home visits for conferences, and necessary paperwork signatures etc.  |
| **f. If needed, how will the school adopt and implement model approaches to improving parental involvement?**Survey sister schools to adopt similar programs that have proven successful that we can implement at M. Cherry Street.  |