

2020-2021 TITLE I PART A PARENT & FAMILY ENGAGEMENT PLAN & POLICIES

CLAY COUNTY DISTRICT SCHOOLS

School Name: KHE



School-Wide Parent and Family Engagement Mission Statement

Keystone Heights Elementary School's mission, while recognizing parents as full partners in children's education, will ensure meaningful, two-way communication between the school and home. We will encourage active parental participation in activities, programs, and decisions involved in the education of their child.

Assurances

Assurance 9, Certification: The LEA will ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. §1112(c)(6). The LEA will also ensure parents are notified appropriately according to the "Parents Right-To-Know" provision, §1112(e)(1)(A-B)

- At the start of each school year (in a timely manner), and LEA that receives Title I, Part A funds must inform/notify parents of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals' qualifications.
- When a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified, but teaching out-of-field, the LEA must provide written notification to each parent in a timely manner. This notification should be timely and in letter form on LEA or school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

Assurance 11i, Parent Consultation: The LEA will ensure that in order to receive parent and family engagement funds under section 1116 the agency will conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Assurance 11i, School Parent and Family Engagement Policy: The LEA will ensure that all requirements outlined in section 1116(b)(1-4) are met.

- Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform

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format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.
- If the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, such agency may amend that policy, if necessary, to meet the requirements of this subsection.
- If the plan under section 1112 is not satisfactory to the parents of participating children, the LEA shall submit any parent comments with such plan when such LEA submits the plan to the state.

Assurance 11c, Policy Involvement: The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5).

- 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 under this part and to explain the requirements of this part, and the right of the parents to be involved.
- Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.
- 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 school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.
- Provide parents of participating children — (A) timely information about programs under this part; (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and (C) 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, and respond to any such suggestions as soon as practicably possible.
- If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA.

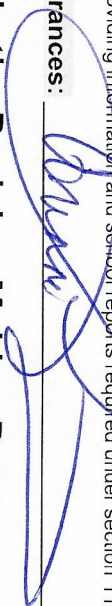
Assurance 11d, Shared Responsibilities for High Student Academic Achievement: The LEA will ensure that all requirements outlined in section 1116(d)(1-2) are met.

- As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part 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 and the means by which the school and parents will build and develop a partnership to help children achieve the Florida's challenging academic standards. Such compact shall — (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom, and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum — (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and (D) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Assurance 11i, Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and LEA assisted under this part will meet the requirements outlined in section 1116(e)(1-14).

Assurance 11f, Accessibility: The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Administrative Signature of Assurances: _____



Involvement of Parents in the Decision-Making Process

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). 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 school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

How will your school involve parents/families in the decision-making process of your Title I program?	The KHE School Advisory Committee meets to plan for and review the effectiveness of Title I programs, discussions involve ideas for future parent involvement ideas and the funding necessary to facilitate each event. The School Advisory Committee is made up mostly of parents who were elected to serve on the committee, school administrators, community business partner, and teachers. We will use the annual Title I spring survey, feedback forms from the parent events, and we will use the Parent Evaluation Form. We will meet at least three times yearly and more if needed.
How Title I funds will be used for parent/family engagement activities and policies at your school?	Title I funds will be used for parent/family engagement activities that are research based.
How will your school ensure adequate representation of parents of participating children in the decision-making process?	KHE will have a sign up notice for the School Advisory Committee at the beginning of the school year at our Open House Night. Once we have all names of parents that would like to participate, we then send out ballots for parents to select those members that will be considered the School Advisory Committee. This committee will meet periodically to make decisions about our parent/family engagement activities and what are best ways of using our Title I money to help our students achieve and be successful.
Describe how your school will involve parents (in an organized, ongoing and timely way) in planning, reviewing and the improvement of programs and policies?	The KHE School Advisory Committee meets to plan for and review the effectiveness of Title I programs, discussions involve ideas for future parent involvement ideas and the funding necessary to facilitate each event. A detailed discussion of the Title I annual budget takes place at one of the SAC meetings and parents are given the opportunity to make suggestions, comments, and provide feedback for improvement.

If requested by parents, how will your school respond to opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible?	KHE will periodically hold SAC meetings for our parents to attend to help with decision making on the education that their children are receiving. If a meeting is needed, and one is not scheduled, we will hold one ASAP when administration and board is available.
What method of evaluation do you utilize to review and design more effective parent/family engagement strategies and policies?	Planning, review, and improvement of Title I programs will grow and evolve from responses and comments on the annual Parent Climate Survey, Title 1 annual survey, recommendations submitted by the KHE School Advisory Council (SAC), and parent suggestions throughout the year gathered from feedback forms completed at parent involvement activities.
How will the plan be made available to the community?	The PFEPP will be made available to our community on the Keystone Heights Elementary website and a link will be posted on our Facebook page. We will also have copies available in the front office. We will provide all written material in the home language of our parents as needed.

*If any part of this policy or plan is not satisfactory to the parents, please note within the plan and submit to the district-level Title I representative.

Coordination and Integration

1. Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children 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 1118(e)(4)].
2. Describe how the agency will involve parents and family members in jointly developing the LEA plan under section 1112, and the development of support and improvement plans under paragraphs (1-2) of section 1111(d). How will the schools (in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance) include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

PROGRAM/COMMUNITY REPRESENTATIVE (WHO?)	COORDINATION (HOW WILL THEY BE INVOLVED?)
Headstart, VPK	We offer 3 VPK classes: one 3 year class, 1 4 year old Headstart class, 1 VPK. We offer early kindergarten screenings for a smooth transition to kindergarten.
Community Eligibility Provision	KHE provides free breakfast and lunch for all students

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Title 1 Tutoring	KHE offers Free tutoring services
Title 1 Parent Events-Math, Science and Literacy Activities	KHE Title I Teachers-Fliers, robo calls, OneClay App notifications and Facebook notifications will be sent to parents, so they can participate in academic parent nights where take-home activities and strategies will be demonstrated to help students at home.
Title III	Provide interpreters as needed.
IDEA Act	MTSS coordinator, IEP's, SST, 504, ongoing screenings
First Baptist Church of Keystone	Provide Outreach 1x a week with our students after school hours on campus
Mission on the Dirt Road	Provide mentoring of students. Eat lunch, provide meals for families, and support as needed.
Trinity Baptist Church	Mentoring students during lunch. Provides physical activity sports for our students outside of the school day.

Annual Parent Meeting

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). Describe the steps the LEA will 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 under this part and to explain the requirements of this part, and the right of the parents to be involved.

Date and time of Title I Annual Parent Meeting	September 2020
Describe the Title I Annual Parent Meeting (including how parents were notified in a timely manner and what materials were utilized.)	Parents were notified of our Title I annual meeting/Orientation by School Website, Facebook, MyOneClay App, fliers for Tuesday folders, and robo call. Parents will enter through the front office and will sign in at our Title 1 table. Parents will enter the cafeteria where they will watch a PowerPoint presentation on the introduction of Title I for our school. We used sign in sheets and created fliers and announcements of Title I Annual Meeting.
Describe how your meeting will communication information regarding: <ul style="list-style-type: none"> • The Title I Program (Benefits and how it affects your school) • Parents Right to Know • Qualifications of Teachers or Paraprofessionals • Notification of Teacher(s) who are out for more than 4 	We will utilize a PowerPoint Presentation during our meeting to discuss the introduction of Title I and how it affects our school. During the meeting our Administration will announce all teachers and at that time will announce any teachers that are out for 4 consecutive weeks and why. Notifications are also kept in purple front office binder. Families can offer suggestions and feedback

consecutive weeks <ul style="list-style-type: none"> • Ways Families Can Offer Suggestions/Feedback • How Parents Can Access Academic Achievement Results 	on surveys that are provided at our family events. They can make suggestions at our SAC meetings. Parents can access academic achievement results by the Parent Portal and they are sent home a copy of state achievement results at the beginning of the year.
How will you determine the effectiveness of the Title I Annual Parent Meeting?	Feedback survey and SAC minutes

Flexible Parent Meetings

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.	KHE will provide morning, afternoon, and early evening activities to better accommodate our working parents as well as varied days.
Describe what child care, home visits, transportation and/or varied language services are provided by your school.	KHE will provide childcare (if applicable) during our meetings in our VPK. As needed, we will provide all written material in the home language of our parents as needed. We offer special special transportation as needed. Our school social worker will make home visits as needed.
Barriers: Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.	Some of the barriers that KHE faces for parental involvement is but not limited to child care for the younger siblings, no transportation, or working parents during those hours that work out of town.
Barriers: What steps will the school take to overcome these barriers?	We will provide early morning or early evening meetings for our parents that work at different times of the day. We will provide parent conferences over the phone during a convenient time for those parents without transportation. We will provide child care when applicable for parents to attend functions at school with their child.
Evaluations: How will you obtain feedback regarding parent and family engagement activities?	We will encourage our parents to fill out surveys during our parent and family engagement activities to obtain feedback for future activities and how we can make it even better.
Accessibility: Describe how the school to the extent practicable, shall provide	Parents are notified of school activities, school reports, and meetings through a variety of media including newsletters, KHE website, teacher and Title I

opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

websites, Parent Portal, Tuesday folders and agendas, use of school marquee, Peach Jar and Facebook and OneClay App notifications. Non-English speaking parents will be provided with an interpreter as needed, and notices will be sent home in the parents' home language as needed.

Building Capacity of Parents & Staff

Describe how the school will ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, each school and LEA assisted under this part will meet the requirements outlined in section 1116(e)(1-14).

*This section should align with your school's Comprehensive Needs Assessment.

Parent & Family Engagement Activity	Researched-Based Rationale (You may hyperlink the research.)	Timeline of Event (Tentative Date/Time)	Evaluation Method
(Included anything your school will be using 6150 funds for.) (Include activities, trainings, staff, materials, programs)			
Transition Activities (Kdg., Headstart, Pre-K)	https://www.edweek.org/ew/articles/2017/08/23/payoffs-seen-in-smooth-transition-to-kindergarten.html	Summer of 2020	Kindergarten Registrations
Technology, Parent Portal Registration Opportunities	https://www.responsiveclassroom.org/school-home-communication-strategies/	August 2020 - June 2021	Parent Portal Percentage
Annual Meeting	https://www.responsiveclassroom.org/school-home-communication-strategies/	September 2020	Sign in Sheets and Feedback Forms
Community Events (Book Bus, Back To School)	https://www.evidencebasedmentoring.org/new-research-took-a-closer-look-at-the-impact-of-school-based-mentoring-programs/	August 2020 - June 2021	Parent Participation

Data and Donuts Dads Bring Your Kids to School	https://dadstakeyourchildtoschool.org/about-us	September 2020	Parent Feedback Survey and Sign In Sheets
Literacy Strategies (Flash cards-sight words, Close reading practicing) Book Bingo	https://www.waterford.org/education/two-way-communication-parent-engagement/	November 2020	Sign In Sheets and Feedback Forms
S.T.E.A.M. Activity Night	https://onlinedegrees.sandiego.edu/steam-education-in-schools/	February 2021	Parent Feedback Survey
Leading the Way to Learning Moms	https://www.responsiveclassroom.org/what-research-says-about-parent-involvement/	May 2021	Sign in Sheets and Feedback Forms
Academic Nights	https://www.waterford.org/education/how-parent-involvement-leads-to-student-success/	Various Dates September 2020-May 2021	Sign in Sheets and Feedback
Author Visits	http://blogs.edweek.org/teachers/whole_story/2018/10/five_reasons_a_uthor_visits_are.html	Various Dates September 2020-May 2021	Sign In Sheets for teachers and Google Form for students.
Postage and Printing Flyers	https://www.waterford.org/education/two-way-communication-parent-engagement/	Various Dates September 2020-May 2021	Parent Survey
Planners and Tuesday Folders	https://www.waterford.org/education/two-way-communication-parent-engagement/	All school year 2020-2021	Parent Survey

Building Capacity of Teachers

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

Title	Purpose?	Training Format (Workshop, book study...)	Intended Audience	Timeline
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		Presenter?		
Staff Professional Development Building Communication with Parents and Increasing Parent Involvement	-How to reach out, communicate with parent/families -The value of contributions of parents/families -How to coordinate parent/family programs	Faculty meeting Google Slide Presentation and How I survived on a Title I Budget Missy Gillenwaters or Jackie Lawson	Classroom Teachers	October 2020

Communication

Assurance 9	How do you distribute the “Right-to-Know” policies?	This is distributed the first week of school in. Teachers send this home in students Tuesday folders.
Assurance 9	How do you notify each family, in a timely manner when their child has been assigned or taught for four or more consecutive weeks by a teacher out of field?	A letter will be addressed by the Principal as well as kept in the front office purple binder.
Assurance 11c	Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.	The description and explanation of the curriculum at Keystone Heights Elementary is presented by each grade level at the beginning of the year open house/orientation through grade specific handouts. As well as, grade level meetings with parents. Parents are advised of the various academic assessments used to measure student progress – both school and state – as well as the available resources provided by the state to help students meet the Florida Standards of the various content areas and grade levels. Parents are also notified through robo calls, Facebook, Parent Events, IEP meetings, Tuesday folders, Student Planners, Parent Portal and school website of assessments being taken by students.
Assurance 11d/f	Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.	The schools receive individualized reports of state assessments during the summer. The second week of school, we send these home in the students Tuesday folders for parents to review and keep for their records.
Assurance 11d	How do you ensure that your school holds parent-teacher	Teachers at Keystone Heights Elementary are required to

	conferences, at least annually, of which the compact is discussed as it relates to student achievement?	conference with each parent in their classroom no less than 1 time per school year about their child's academic progress. Parents are encouraged to request frequent conferences to stay involved and participate in their child's education. Teachers are required to turn in 1 parent compact on each child they teach in their classroom representing that they have met with that parent about academics.
Assurance 11d/f	Describe how parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.	Parents are provided policies in their home language as requested.
Assurance 11d	Describe how the plan/policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.	The plan/policy will be located in the office in our purple binder for our local community to have access as needed. Changes will be made to the plan periodically and will be updated in the binder as needed.