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

**CLAY COUNTY DISTRICT SCHOOLS**

**School Name: W. E. Cherry Elementary**

**School-Wide Parent and Family Engagement Mission Statement**

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| W. E. Cherry believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations. In the spirit of WEC’s school/family and community partnerships, this policy seeks to strengthen the partnership among parents/guardians, staff, schools, the community, the superintendent, and all other stakeholders by providing for parents’ involvement in decision making as members of school-based planning teams, local parent groups, and school-wide committees. Expanding training programs that help the individual parent support their child at home will further strengthen this partnership. |

**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 11a, 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 11b, 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 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 11e, 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.**

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| **How will your school involve parents/families in the decision-making process of your Title I program?** | Parents are invited to join the School Advisory Committee (SAC). Throughout the school year SAC meets to discuss the utilization of Title I funds and parent events.  |
| **How Title I funds will be used for parent/family engagement activities and policies at your school?**  | Title I funds will be used to provide resources and teach parents strategies to strengthen the school/home connection. |
| **How will your school ensure adequate representation of parents of participating children in the decision-making process?**  | More than fifty percent of the SAC members are parent (non-employee) representatives to ensure adequate representation. |
| **Describe how your school will involve parents (in an organized, ongoing and timely way) in planning, reviewing and the improvement of programs and policies?**  | Each spring parents are invited to complete the Title I Annual Parent Climate survey. Parent responses from the surveys and parent event evaluation forms help in the planning, reviewing and the improvement of our Title I programs and policies. |
| **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?** | The SAC meets at least three times per year and is open to the public. If requested by a parent, teachers, guidance counselors and administration are always available to meet to listen to suggestions and decisions relating to the education of their child.  |
| **What method of evaluation do you utilize to review and design more effective parent/family engagement strategies and policies?** | Parents complete an evaluation form after each parent involvement activity. These forms are used to determine effectiveness of the activity. |
| **How will the plan be made available to the community?**  | The plan is distributed to SAC members, posted on the school web page and printed copies are available in the front office. |

**\*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.**

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| **PROGRAM/COMMUNITY REPRESENTATIVE (WHO?)** | **COORDINATION (HOW WILL THEY BE INVOLVED?)** |
| VPK | WEC offers 3 VPK settings and a Parent Resource Room |
| IDEA (Individuals with Disabilities Education Act) | Supplemental instructional support provided by Title I will be discussed with parents during the development of the student’s IEP. |
| Title I Tutoring | WEC offers free tutoring services |
| Title III/ESOL | WEC has an ELL assistant who provides small group and one-on-one language acquisition assistance using Imagine Learning and early reading resource programs. An interpreter is available when needed. |
| Title X | District Social Workers provide resources for our homeless population. |
| Springs Church, First Baptist Church of OP | Local churches help teachers and students with supplies. Members are also able to provide feedback that concerns the community. |

**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.**

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| **Date and time of Title I Annual Parent Meeting** | Thursday, August 18-21, 2020, various times depending on teacher. |
| **Describe the Title I Annual Parent Meeting (Including how parents were notified in a timely manner and what materials were utilized.)** | Invitations will be mailed out by July 29, 2020. The Title I Annual Parent Meeting PowerPoint will be presented to all parents in attendance. The PowerPoint slides will also be printed for viewing and will be sent home via Tuesday Folder and posted in the OCO classrooms on 9-1-20 to the parents/guardians who are unable to attend the meeting. |
| **Describe how your meeting will communication information regarding:** * **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 consecutive weeks**
* **Ways Families Can Offer Suggestions/Feedback**
* **How Parents Can Access Academic Achievement Results**
 | The *Title I Right to Know* newsletters are given to parents during the Annual Title I Meeting.The newsletter addresses how Title I is implemented at our school and all services that are provided to parents and students at a Title I School. Parents of students whose teacher is out for more than four consecutive weeks are provided with a letter from the principal explaining the qualifications of the substitute. At the end of each Parent and Family Engagement event parents are asked to complete an evaluation form to give feedback. All parents are encouraged to sign up for the Focus Parent Portal where they can access their child’s grades, attendance and assessments. |
| **How will you determine the effectiveness of the Title I Annual Parent Meeting?** | Families offer feedback via Parental Involvement Evaluation Feedback forms |

**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.**

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| **Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.** | Parent involvement activities and workshops will be scheduled mornings, afternoons,and evenings, to accommodate families and their schedule. |
| **Describe what child care, home visits, transportation and/or varied language services are provided by your school.**  | Home visits are made on an as-needed basis and involve the social/health workers assigned to WEC. Child care is provided by our Title I assistants when needed. Our ESOL assistant is available upon request to all activities to translate for our non-English speaking families. |
| ***Barriers*:** **Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.** | Lack of transportation for single or no car families and conflicting work schedules or other after school events. |
| ***Barriers:* What steps will the school take to overcome these barriers?**  | Social workers can provide transportation to events. Parents can participate in conferences/meetings via telephone and events are scheduled at various times to accommodate schedules. |
| ***Evaluations:*** **How will you obtain feedback regarding parent and family engagement activities?** | Families offer feedback via a Parent Involvement Evaluation form completed after each event/activity. Also, parents are invited to complete an annual Title I Parent Survey at the end of each school year. |
| ***Accessibility:*** **Describe how the school 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.** | Clay Behavioral Services works closely with student’s parents to nurture their children. The school social worker, with an interpreter if needed, communicates family needs and resources available as well as provides transportation to parent involvement activities and meetings to meet their unique needs. All written material is provided in English and Spanish (upon request) which includes but is not limited to the Parent Conference Forms, Parent/Teacher/Student Compacts, and district and statewide assessment information and scores. All parent involvement activities include parents with children with limited English proficiency, parents with children with disabilities and parents of migratory children. |

**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)**](https://drive.google.com/file/d/1OPnWD5FypuUmhwdqcmGxGEFNbLGxsNyA/view?usp=sharing)**.**

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

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| **Parent & Family Engagement Activity****(Included anything your school will be using 6150 funds for.)****(Include activities, trainings, staff, materials, programs)** | **Researched-Based Rationale****(You may hyperlink the research.)**  | **Timeline of Event****(Tentative Date/Time)** | **Evaluation Method** |
| Transition Activities (Kdg., Pre-K) | <https://www.apa.org/advocacy/education/transition-to-school>  | Summer 2020 (Kdg.)Ongoing (VPK) | Kindergarten registration, parent feedback forms and student behaviors |
| Technology, Parent Portal Registration Opportunities | [https://globalfrp.org/content/download/102/695/file/7-DataSharingTipSheets-HarvardFamilyResearchProject%20(2).pdf](https://globalfrp.org/content/download/102/695/file/7-DataSharingTipSheets-HarvardFamilyResearchProject%20%282%29.pdf)  | ongoing | Number of parents registered for Parent Portal and Facebook followers |
| Supporting learning at home via Parent Resource Room | <https://www.responsiveclassroom.org/what-research-says-about-parent-involvement/> | ongoing | Check-out sheets |
| Annual Title I Meeting/~~”Meat” and Greet~~ | <https://www.readingrockets.org/article/building-parent-teacher-relationships>  | August 18-21, 2020 | Sign-in sheets, parent evaluation forms |
| ~~Dads Take Your Child to School Day~~ | [~~https://www2.ed.gov/pubs/parents/calltocommit/chap1.html~~](https://www2.ed.gov/pubs/parents/calltocommit/chap1.html) | ~~September, 2020~~ | ~~Sign-in sheets, parent evaluation forms~~ |
| ~~ELA and Math Grade Level Parent Nights~~ | [~~https://www.responsiveclassroom.org/what-research-says-about-parent-involvement/~~](https://www.responsiveclassroom.org/what-research-says-about-parent-involvement/) | ~~ongoing~~ | ~~Sign-in sheets, parent evaluation forms~~ |
| ~~Teacher/Grade level Data Nights~~ | [~~https://www.edutopia.org/article/5-strategies-successful-parent-teacher-conference~~](https://www.edutopia.org/article/5-strategies-successful-parent-teacher-conference) | ~~ongoing~~ | ~~Sign-in sheets, parent evaluation forms~~ |
| ~~Daddy/Daughter Diving into Books~~~~Mother/Son Math night~~ | [~~https://www.responsiveclassroom.org/what-research-says-about-parent-involvement/~~](https://www.responsiveclassroom.org/what-research-says-about-parent-involvement/) | ~~February, 2021~~~~March 2021~~ | ~~Sign-in sheets, parent evaluation forms~~ |
| Student Planners | <https://files.eric.ed.gov/fulltext/ED501312.pdf> | ongoing | Parent/Student/Teacher use of Planners |
| Parent Liaison | <https://docs.google.com/forms/d/e/1FAIpQLScF_J77vbFeNk_5kFRbk_sR3ucIqCpdMNqTn1Vnm4e23PmYPw/viewform?usp=sf_link>  | ongoing | Misc. After Hours Personnel Activity Report  |
| 5th Grade Virtual Family Owl Pellet Dissection  | https://opensiuc.lib.siu.edu/cgi/viewcontent.cgi?article=1346&context=uhp\_theses | March 2021 | Sign-in sheets, parent evaluation forms |
| K Virtual Family Math Game NIght | https://www.familymathnight.com/blog/?p=4617 | March 2021 | Sign-in sheets, parent evaluation forms |
| Now You’re Cooking! Fraction Family night | https://classroom.synonym.com/mathematics-important-culinary-arts-15421.html | May 2021 | Sign-in sheets, parent evaluation forms |

**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)].**

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| **Title** | **Purpose?**  | **Training Format****(Workshop, book study…)****Presenter?** | **Intended Audience** | **Timeline** |
| Building Relationships with Parents | **-How to reach out, communicate with parent/families**-**The value of contributions of parents/families****-How to coordinate parent/family programs** | Faculty Training | Faculty/Staff at WEC | October 2020 |

**Communication**

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| **Assurance 9** | **How do you distribute the “Right-to-Know” policies?**  | Title I Annual Meeting, front office TItle I binder, and Right-to-Know letters are sent home to parents. |
| **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 is sent home on school letterhead by the principal to parents. |
| **Assurance 11c** | **Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.** | Title I Annual Meeting, Parent Portal, conferences, IEP meetings, information sent home via weekly Tuesday Folders, parent events and Student Planners. |
| **Assurance 11d/f** | **Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.**  | Parents are notified via Facebook or Robocall when reports are available for pickup. Reports not picked up are sent home with students via backpack. |
| **Assurance 11d** | **How do you ensure that your school holds parent-teacher conferences, at least annually, of which the compact is discussed as it relates to student achievement?**  | Signed Compact and Attestation Forms |
| **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.**  | Student forms and iReady parent data are available in other languages and can be sent home if needed. A translator can be utilized, if necessary.  |
| **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 SAC committee meets at least three times per year to review the plans and policies (SIP, PFEP) to meet the changing needs of the parent and the school. The plans are distributed to the SAC members, posted on the school website and a hard copy is available in the front office. |