

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

CLAY COUNTY DISTRICT SCHOOLS



School Name: CHE

School-Wide Parent and Family Engagement Mission Statement

Our mission is to work collaboratively with all stakeholders to provide a public education that is motivating, challenging, and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls.

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.

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- 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.

How will your school involve parents/families in the decision-making process of your Title I program?	The school will involve parents/families in the decision-making process of the Title I program through SAC meetings, feedback forms, parent survey, and parent/teacher conferences.
How Title I funds will be used for parent/family engagement activities and policies at your school?	Title I funds will be used to purchase supplemental materials, take home activities for families, presenters, and food for event guests.
How will your school ensure adequate representation of parents of participating children in the decision-making process?	The school will ensure adequate representation of parents of participating children in the decision-making process by inviting parents to participate in stakeholder meetings, such as the SAC meetings.
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 school involves parents in planning, reviewing, and the improvement of programs and policies by inviting parents to stakeholder meetings, such as the SAC meetings, which are held quarterly.
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?	If requested by parents, the school responds by creating opportunities for meetings-parent/teacher conference, phone call, email, and student agenda/planner. The school will use the most convenient method of communication, based on the parents' suggestion/request.
What method of evaluation do you utilize to review and design more effective parent/family engagement strategies and policies?	The method of evaluation that is utilized to to review and design more effective parent/family engagement strategies and policies are: review of parent feedback forms from events, parent input in SAC meetings, observation/evaluation of activities based on participant attendance and engagement.
How will the plan be made available to the community?	The plan will be made available to the community by posting on the school website and made available in the front office folder.

*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?)
Kids World-Laura Burns	Attend SAC meetings, input to PFE activities, advertise VPK by posting school flyers
Middleburg Library-varies upon availability	Attend PFE activities related to reading promotion, provide information for families
VPK	The school will provide VPK services to students. Students are offered “extended day” VPK as part of the childcare program.
Title III	ELL services such as interpreters when needed. Flyers, forms and newsletters also offered in other languages upon request.

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	Wednesday, September 23rd, 2020-9:30am
Describe the Title I Annual Parent Meeting (Including how parents were notified in a timely manner and what materials were utilized.)	Parents are notified in a timely manner via global email reminders, Facebook post, flyer sent home, notes in planner.
Describe how your meeting will communicate 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 consecutive weeks • Ways Families Can Offer Suggestions/Feedback • How Parents Can Access Academic Achievement Results 	The meeting will communicate information regarding all of the specifications by presenting a powerpoint to parents. The school will include information regarding the Title I program, the staff that is hired/paid with Title I funds, types of events occurring during the school year, data from previous year and baseline results for the current year, opportunities for volunteering, joining school stakeholder committees, and methods for remaining informed of the events, assessments, classroom activities, and other relevant information.
How will you determine the effectiveness of the Title I Annual Parent Meeting?	The effectiveness of the Title I Annual Parent Meeting is determined based on parent 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.

Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.	The school provides flexible dates and times for parent and family engagement activities so that all parents may have an opportunity to attend by scheduling meetings at various dates and times. For example, some activities are scheduled during the school day (morning/afternoons) and some activities are scheduled after school.
Describe what child care, home visits, transportation and/or varied language services are provided by your school.	Child care: YMCA program in the morning and after school, extended day VPK Home visits: provided as needed for truancy matters, hospital homebound, or other necessary matters. Transportation is provided to students to and from school. Daycare-Kidsworld offers transportation for attending students.
Barriers:	Barriers that have hindered participation by parents in the previous

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.	school year are changing the structure/name of events from what parents were used to, transportation, and pandemic concerns.
Barriers: What steps will the school take to overcome these barriers?	The steps that the school will take to overcome these barriers are: informing students of events with clear explanation of what will take place, continue to offer events at various dates/times, and offer solutions and proactive structures in place, in the event there are health concerns.
Evaluations: How will you obtain feedback regarding parent and family engagement activities?	The school will obtain feedback regarding PFE activities through parent feedback forms at events.
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.	The school offers opportunities for those with limited English proficiency, parents/family members with disabilities, parents/family members of migratory children by offering flyers in various languages, holding PFE activities in accessible locations of the school, maintaining an open door front office policy for parents to ask questions, and holding events at various dates/times.

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	Timeline of Event (Tentative Date/Time)	Evaluation Method
(Included anything your school will be using 6150 funds for.) (Include activities, trainings, staff, materials, programs)	(You may hyperlink the research.)		

Technology Training Day	Connecting Guardians and Schools	Wednesday, Sept. 23rd 8:45am	Parent participation, feedback forms
Close Reading-Students Read with Parents	How Close is Close Reading?	Thursday, Oct. 22nd 5:30pm	Parent participation, feedback forms
Math Day	Grade Level Road Maps	Friday, November 13th 9:30am (times depend on grade level schedule)	Parent participation, feedback forms
Student-led Data Day	How Parent Involvement Leads to Student Success	Tuesday, January 26th 9:30am (times depend on grade level schedule)	Parent participation, feedback forms
STEAM Night	6 Benefits of STEAM Education	Thursday, March 11th 5:30pm	Parent participation, feedback 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)].

Title	Purpose?	Training Format (Workshop, book study...) Presenter?	Intended Audience	Timeline
Title I Information Meeting	-How to reach out, communicate with parent/families -The value of contributions of parents/families	Staff meeting-powerpoint presentation-Title I Lead will present	CHE Staff	Thursday, Aug. 27th 7:30am

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	-How to coordinate parent/family programs			

Communication

Assurance 9	How do you distribute the “Right-to-Know” policies?	“Right-to-Know” policies are distributed at the Annual Meeting, front office folder, school website. Information sent home with students-where needed.
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?	Family members are notified when their children are taught for four or more weeks by a teacher via letter sent home from administration.
Assurance 11c	Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.	Parents are informed of the curriculum, forms of assessment, and achievement expectations through Annual Meeting, SAC meetings, global email reminders of assessments, parent/teacher communications.
Assurance 11d/f	Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.	The school will provide each family an individualized report of their student(s) progress on the state assessment by filing the reports and making them available for parents to pick up. If parents can not pick the score reports up, they can be mailed home.
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?	The school ensures that parent-teacher conferences are held and compacts discussed by informing teachers of the requirements and also by holding conference nights.
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 notified of the policies by way of school flyers sent home, school website and facebook page, and policy forms and letters are offered in other languages, upon request.
Assurance 11d	Describe how the plan/policy shall be made available to the local	The plan/policy shall be made available to the local

	community and updated periodically to meet the changing needs of parents and the school.	community and updated periodically by way of being reviewed (at minimum-quarterly). SAC meetings are held and parents are informed by way of flyers and other notification methods. Parents can offer input anytime. Policies are periodically reviewed by admin, Title I lead, and county supervisors.
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