

# *Title I, Part A 2020-2021 Parent and Family Engagement Plan for*

## **Hector A. Cafferata Elementary School**

I, Dr. Jason Kurtz, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.

### **Assurances**

#### **Parent Consultations**

The school shall 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.

#### **Certifications**

The school will inform/notify parents (in a timely manner) 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.

The school will notify parents 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 by providing a written notification to each parent in a timely manner. This notification should be timely and in letter form on 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.

## **School Parent and Family Engagement Policy**

The school will 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.

## **Policy Involvement**

The school 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.

The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement.

The school will 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.

The school will provide parents of participating children with:

- a timely information about programs under this part;
- 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
- 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, the parents may submit any parent comments on the plan when the school makes the plan available to the LEA.

## **Shared Responsibilities for High Student Academic Achievement**



The school will 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

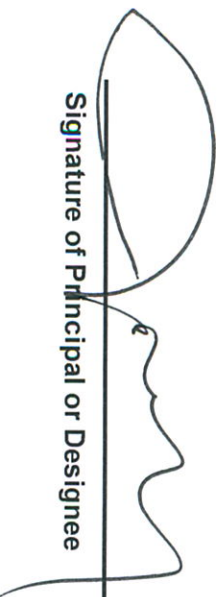
(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for 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;

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum

- **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;
- frequent reports to parents on their children's progress;
- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;
- 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.

#### 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.



Signature of Principal or Designee

8/31/2020

Date Signed

## Parent and Family Engagement Plan

In support of strengthening student academic achievement, Hector A. Cafferata Elementary School, receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Hector A. Cafferata Elementary School agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:  
Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:  
(A) families play an integral role in assisting their child's learning;  
(B) families are encouraged to be actively involved in their child's education at school;



- (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

## JOINTLY DEVELOPED/INVOLVEMENT OF PARENTS

Hector A. Cafferata Elementary School will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Parents and families of all students will be invited and encouraged to attend and participate on the School Advisory Committee.
- School Messenger, newsletters, flyers, social media, and the school website will be used to advertise the date and time of all meetings
- An agenda will be provided to encourage parents and families to attend and vote on how to best use available funds.
- SAC will review the PFEF and the Parent & Family Compact at May/August meeting
- Meeting minutes will be available for those who are unable to attend the meeting
- Documentation of SAC and all parent meetings will include: flyers, agendas, handouts, minutes, and sign-in sheets.

Describe/list how families will be involved in the development of the school parent and family engagement policy and how families will be involved in the planning, review, and improvement of parent and family engagement programs including decisions on how funds for parental involvement will be used. (A Parent Involvement Plan Input form will be provided to you)

## ANNUAL TITLE I MEETING

Hector A. Cafferata Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement plan, the schoolwide plan (SIP).

- Annual Title I Meeting meeting will be held in August meeting to inform parents of school grade, curriculum, budget, rights of parents, etc.
- Curriculum night will be offered for each grade level to inform parents of grade-level curriculum and assessments
- Administration & Parent Involvement Specialist will plan meeting agenda and presentation to ensure parents are informed of budget, curriculum, school grade, supplemental educational services, and rights of parents during the meeting as documented by meeting minutes.
- Workshop comment forms will be provided to parents during this event to ensure effectiveness

## COMMUNICATIONS

Hector A. Cafferata Elementary School will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

- Provide all communication sent home to families in both English and Spanish.
- Translators will be provided for all school wide events and available for all conferences and meetings
- Events will be advertised with flyers, on the website, in the newsletter both English and Spanish.
- Transportation can be provided to families with the use of the Title I Parent Involvement van.
- Business partners donate food for some functions to accommodate our busy families
- Babysitting will be provided for evening events
- School Messenger will give parents the opportunity to choose to hear the message in English or Spanish.
- We will make every effort to provide full opportunities for parents with disabilities and those with special needs.



## SCHOOL-PARENT COMPACT

Hector A. Cafferata Elementary School will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

Describe/List the process the schools will follow to jointly develop with families a School-Parent Compact and how the Compact will be disseminated.

- SAC and PTO will be asked to provide input on the school-parent compact to ensure all agree
- Meetings will be advertised via flyers, newsletter, school messenger, social media, etc.
- The School-Parent compact will be disseminated during the first week of school in student's weekly communication envelopes

## RESERVATION OF FUNDS

Hector A. Cafferata Elementary School will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Describe how the school 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 1116)].

- Decisions will be brought to parents during SAC and PTO meetings
- Meetings will be advertised via flyers, newsletter, school messenger, social media, etc.

## COORDINATION OF SERVICES

Hector A. Cafferata Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

Describe/list how the school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.

- Continue to work with Harry Chapin Mobile Food Bank to provide food for students
- Work with school guidance counselor and school social worker to bring in community programs to benefit families
- Work with PTO parents and families to connect with community partners to help support families
- Meetings will be advertised via flyers, newsletter, school messenger, social media, etc in English and Spanish.



## Evaluation of the 2019-2020 Parental Involvement Activities

### 2019-2020 Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116)]. Include participation data on the Title I annual meeting.

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Open House	1	550	Increased parent involvement and communication between school and home
2	Annual Title I Meeting	1	60	Provide information to parents about Title I program; expectations and how they can help support their child at home
3	PTO Meetings	6	90	Parent/Stakeholder involvement in school decision making for increased student achievement
4	Curriculum Night	3	450	Better understanding of school, grade-level, and classroom expectations. Increased communication between school and home
5	SAC Meetings	7	280	Parent/Stakeholder involvement in school decision making for increased student achievement
6	Pastries with People we Love	5	400	Provide opportunities for parents to learn what their child is working on in the classroom
7	Parent Workshop – The 7 Principles of Leadership	1	60	Provided opportunities for parents to learn about the Energy Bus and what they child will be learning this year for character education
8	Parent Workshop – School Technology	1	50	Provided parents with key technology sites they can access to obtain school information and instructional support.
9	Parent Involvement – How Parents Can Provide Reading Support	1	45	Provided parents with activities that they can use to support their children with reading at home
10	Parent Involvement – FSA Success Night	1	35	Administrators and teachers educated and informed parents on how they can help their children succeed on the FSA Test
11	Parent/Student Led Conferences	1	525	Teacher and Student informed parent of student progress and ways they can help at home

12				
13				
		Total: 28	Total: 2,545	

## 2019-2020 Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116)].

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	School newsletter with research-based articles on parent involvement	7	95	Increased parent involvement based on research-based tips and strategies
2	Faculty Training on School Messenger	1	70	Increased communication with parents regarding student achievement
3	Training for teachers on Student Led Conferences	1	70	Provided teachers with the resources and tools to instruct students on leading a student led conference
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		Total: 9	Total: 235	

## 2019-2020 Barriers Summary

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically



disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116].

#	Barrier (Including the specific subgroup) - Be specific	Steps you put in place to overcome barriers - Be specific
1	Language	Bilingual teacher at meetings to provide translation through the Talk System
2	Work Schedules/Time of Meeting	Flexibility in event times; conscious of work schedules for parent meetings
3	Lack of Childcare	Childcare will be provided during parent and family engagement events
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## **Evidence-Based Interventions/Strategies**

Evidence-based interventions are practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. The kind of evidence described in ESSA has generally been produced through formal studies and research. Under ESSA, there are four tiers, or levels, of evidence:

- Tier 1 –Strong Evidence:** supported by one or more well-designed and well-implemented randomized control experimental studies.
- Tier 2 –Moderate Evidence:** supported by one or more well-designed and well-implemented quasi-experimental studies.
- Tier 3 –Promising Evidence:** supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
- Tier 4 –Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a SEA, LEA, or outside research organization to determine their effectiveness.

## **NEW 2020-2021 Parental Involvement Activities**

### **2020-2021 Building Capacity Activities**

Describe how the school 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 1116]. 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 1116]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116].

**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;



Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier (see previous page)	Cost Associated with Activity
1	Open House	Administration/Teachers/Parent Involvement Specialist	Increased parent-teacher communication	August	Post Card, Handouts, Sign In Tier 1	\$400 for printing and postage
2	Annual Title I Meeting	Administration/Teachers/Parent Involvement Specialist	Provide information to parents about Title I program, about expectations and how they can support their child at home	August	Flyers, agenda, handouts, sign-in sheets, workshop comment forms Tier 1	0
3	SAC Meetings	Administration/Teachers/Parent Involvement Specialist	Parents will receive school-based data and participate in school decision making for increased student achievement.	Quarterly	Flyers, agenda, handouts, sign-in sheets, workshop comment forms Tier 1	0
4	PTO Meetings	Administration/Teachers/Parent Involvement Specialist	Parents participate in school decision making for increased student achievement.	Quarterly	Flyers, agenda, handouts, sign-in sheets, meeting minutes Tier 1	0
5	Curriculum Night	Administration/Teachers	Teachers explain the grade level and classroom expectations, show samples of work that will be done, and give an overview of the year to come.	September	Flyers, agenda, handouts, sign-in sheets, workshop comment forms Tier 2	0

6	Parent/Student Led Conference	Teachers	Teacher and Student will inform parent of student progress	October & March	Flyers, agenda, handouts, sign-in sheets, workshop comment forms Tier 2	0	
7	Parent Workshop Topic: TBD	Administrator/Teacher/Parent Involvement Specialist	Administrators and teachers will educate and inform parents on topics that are important for student success	October	Flyers, agenda, handouts, sign-in sheets, workshop comment forms	0	
8	Parent Workshop Topic: TBD	Administrator/Teacher/Parent Involvement Specialist	Administrators and teachers will educate and inform parents on topics that are important for student success	November	Flyers, agenda, handouts, sign-in sheets, workshop comment forms	0	
9	Parent Workshop Topic: TBD	Administrator/Teacher/Parent Involvement Specialist	Administrators and teachers will educate and inform parents on topics that are important for student success	January	Flyers, agenda, handouts, sign-in sheets, workshop comment forms	0	
10	Parent Workshop – FSA Success Night	Administrators/3-5 Teachers/Parent Involvement Specialist	Administrators and teachers will educate and inform parents on how they can help their children succeed on the FSA Test.	March	Flyers, agenda, handouts, sign-in sheets, workshop comment forms Tier 1	0	



11	Parent Workshop – How Parents Can Help Prevent the Summer Slide	Administrators/3-5 Teachers/Parent Involvement Specialist	Administrators and teachers will educate and inform parents on how they can help their children prevent the summer slide.	May	Flyers, agenda, handouts, sign-in sheets, workshop comment forms Tier 1	0
12	Pastries with People We Love	Teachers	Provide opportunities for parents to experience activities in the classroom	October, November, December, January, February, March	Flyers, agenda, handouts, sign-in sheets, workshop comment forms Tier 2	Approx. \$900 for food, juice, napkins for all 6 events
13	Kindergarten Orientation	Administrators/Kindergarten Teachers/Parent Involvement Specialist	Administrators and teachers will educate and inform parents on how they can help their child transition into Kdg.	May	Flyers, agenda, handouts, sign-in sheets, workshop comment forms Tier 1	\$1,000 Kdg. readiness kits.
14	STEM Family Night	Administration/Teachers	To demonstrate how to increase STEM engagement at home in a fun and interactive way.	April	Flyers, agenda, handouts, sign-in sheets, workshop comment forms Tier 2	Approx. \$250 for supplies
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16						
17						

## 2020-2021 Staff Training Activities

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)].

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier
1	School newsletter with research-based articles on parent involvement	Administrator/Parent Involvement Specialist	Research-based tips for increasing parent involvement	Monthly	Parent & Faculty Surveys Tier 1
2	School Messenger Training for Faculty	Administrator/Parent Involvement Specialist	Increase communication with parents regarding student achievement	As Needed	School Messenger Tier 3
3	Ready Training for Data for Parent Conferences	Administrator/Peer Collaborative Teachers	Providing teachers with the resources and tools to present Ready student data to parents	As Needed for parent conferences	Inservice Records Tier 2
4					