**Chaires Elementary: Title I, Part A Parent and Family Engagement Plan**

I, \_\_\_\_\_\_\_\_Michele Prescott, Principal\_\_\_\_, 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**

* The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA; as amended by ESSA
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent [Section 1116]
* Jointly develop/revise with parents the school parent and family engagement policy and distribute it to parents/families of participating children and make available the parent and family engagement plan to the local community [Section 1116];
* 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 school-wide program plan under section 1114(b)(2) [Section 1116];
* Use the findings of the parent and family engagement policy to review and design strategies for more effective parent/family engagement, and to revise, if necessary, the school’s parent and family engagement policy [Section 1116];
* If the plan for Title I, Part A, developed under Section 1114, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency [Section 1116];
* Provide to each parent/family an individualized student report about the performance of their child(ren) on the state assessment in ELA, Math and Science [Section 1116];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1116].

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| **Signature of Principal or Designee** | **Date Signed** |

**Mission Statement**

Parent and Family Engagement: Mission Statement (Optional)

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| **Response: The Chaires Elementary School staff and parents will work together to prepare students to be responsible, respectful, and independent learners who will grow in his/her intellectual, physical and emotional development in a way that increases academic performance and encourages student and school success.** |

**Involvement of Parents**

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 parent and family engagement will be used [Sections1116].

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**Response:** The School Advisory Council will meet quarterly to plan, review, and provide input into the school's Parent Involvement Plan and the School Improvement Plan.  
  
The School Advisory Council will approve the Parental Involvement Budget, School Improvement Budget and the Title 1 Budget.  
  
The School Advisory Council will review the school grade, progress monitoring data, and the SPAR (School Public Accountability Report).  
  
Success will be measured by the Spring Title 1 Survey and the School Climate Survey, as well as feedback from SAC meetings, PTO meetings, and parent/teacher conferences. Feedback information will be used to develop next year's School Improvement Plan, Parental Involvement Plan, and Title 1 Plan.

**Coordination and Integration**

Describe how the school will coordinate and integrate parent and family engagement 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 1116].

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| **count** | **Program** | **Coordination** |
| 1 | Title 1 | Funds will be used to hold parent workshops and to train teachers on strategies that will support student achievement. |
| 2 | Title 2 | Funds will be used for staff development where staff members will discuss expectations and plan strategies to share with parents |
| 3 | Student Intervention Team | The study team identifies students to monitor based on attendance, behavior, and potential academic failure. Strategies are developed to provide support and to monitor improvement over time. Team conferences with parent provide data and support and decisions are made about services aimed at increasing student achievement. |
| 4 | Parent Nights | Teacher teams will plan science/math/reading nights to introduce parents to expectations and ways to assist at home. |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (school-wide or targeted assistance), Adequate Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | | **Evidence of Effectiveness** |
| 1 | Develop agenda, handouts, and or presentation materials that address the required components. | Administration | August | | Copies Of Agendas |
| 2 | Develop and disseminate invitations | Administration and teachers | August | | Flyers/copy of posting on school website |
| 3 | Publicize event | Administration | August | | Posting on school website and marquee |
| 4 | Develop sign-in sheets | Administration | August | | Copies of sign in |
| 5 | Maintain documentation | Administration | August |  | Title 1 file cabinet and shared with LEA for monitoring. |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

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| **Response:** PTO, SAC, and some parent workshops will be held in the evenings after most work hours are completed. However, for shift workers we will also offer morning workshops each semester. Childcare is offered for PTO meetings, SAC meetings, and parent workshops, as needed. A parent resource center is located in the Media Center and will be open during school hours. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title 1 information/ Right to Know | Principal | Parents will be aware of the opportunities available to assist their child(ren) at home and at school. | August and September 2017 | Agendas/Documentation of Right to Know letters |
| 2 | Curriculum/Florida Standards/Grade Level Expectations | Teachers | Parents will be familiar with what is required for students to be successful. | September 2017 and ongoing | Open House sign-in sheets and Parent Conference documentation on report cards |
| 3 | Grade Level Parent Nights | Teachers | Parents will gain knowledge and understanding of what is expected and what they can do to support their child's academic success. | August and September 2017 | Agendas and sign-in sheets |
| 4 | Standardized Testing Information | Assistant Principal/Teachers | Parents will become familiar with the FSA testing format and with strategies to help their child to be successful on the test. | January 2018 | Agenda and sign-in sheet |
| 5 | Parenting Skills | Principal | Parents will gain knowledge and understanding in ways to support their child's academic success. | Monthly, 2017-2018 | Monthly newsletter |
| 6 | Science Technology, Engineering, Art, and Math STEAM Night | Teachers | Parents will gain knowledge and understanding in ways to support their child's academic success in the areas of Science, Technology, Engineering, Art and Math. STEAM | Spring, 2018 | Agendas and sign-in sheets |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Teacher Training on effective forms of communication, on communicating discipline information with parents, and on sharing district requirements with parents. | Principal/assistant principal | Teachers will be able to communicate better with parents to help them facilitate their child's academic success | Monthly during Professional Learning Communities | Agendas/Parent Surveys/Documentation of Right to Know letters |

**Other Activities**  
  
Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [ESEA Section 1116].

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| **Response: We currently have a parent resource center that allows parents to access web resources, including, but not limited to Listserv, school website, and FLDOE's website. We send home a monthly newsletter that include highlighted information. Parents are solicited from orientation to become involved as volunteers and chaperones, as well as to become active participants in PTO.** |

**Communication**

Describe how the school will provide the following under [ESEA Section 1116].

* Provide a description of how parents/families will be given timely information about the Title I programs.
* Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
* If requested by parents, how will the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
* Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

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| **Response:**  **Response:** Parents will receive information about the Title 1 program at the school Open House and at grade level Parent Nights in August and September. The Right to Know letters and the Parent Compacts will be sent home during the first 2 weeks of school. Parents will learn about the curriculum, forms of assessment, and proficiency levels during the grade level meetings, individual parent conferences, and communication through the weekly folders from the teachers. Parents are invited to participate in PTO and SAC and are given the opportunity to give input to the Parent Involvement Plan and School Improvement Plan through annual Climate Surveys and Title 1 Surveys. Parents also receive information through a monthly newsletter, listserv announcements, and the school webpage. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

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| **Response:**  **Response: For those students who have limited English proficiency, we offer Native language translation by school personnel or by translation software. For other languages, we can use the translation software or we contact the district ELL department to provide an interpreter. For those with physical disabilities, the school is accessible through ramps.** |

**Discretionary Activities** (Optional)

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; | Literacy Night in the Media Center for parents to use as a resource and literacy parent workshop with Reading Coach | Administration, Media Specialist, Reading Coach | Improved reading | October, January |
| 2 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Parent meetings will be held in the evenings for parents who work during the day and will be held during the day each semester for those who cannot attend at night. An off-site parent training will be held in the community for parents, making it easier for them to attend. | Administration | By offering meetings during various times and places, parents will have more opportunities to discuss and to learn about student achievement. | ongoing |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | A local church will work with Chaires and with parents to provide needed food for the holidays throughout the school year. | Administration | The partnerships between the community-based organizations will help strengthen the parent/school connection which will lead to enhanced student achievement. | ongoing |
| 4 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; | Literacy Night in the Media Center for parents to use as a resource and literacy parent workshop with Reading Coach | Administration, Media Specialist, Reading Coach | Improved reading | October, January |

**Evaluation of the Previous Year’s Parental Involvement Plan**

**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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Orientation | 1 | Not Available | Orient students and parents of their classrooms and teachers. |
| 2 | Open House | 1 | Not Available | Parents would be knowledgeable of academic expectations |
| 3 | Grade Level Parent Nights | 2 | Not Available | Parents would be knowledgeable of grade level expectations |
| 4 | Art Show | 1 | Not Available | Students will show what they’ve learned through the Arts. |

Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].

**Response: Chaires Elementary is ADA accessible. Late night conferences are held by grade level to accommodate working parents. Translators are provided when needed.**

**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 1118 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Teachers participate in monthly Faculty meetings where they share ideas on how to improve parent involvement | 1 | 38 | Increased student achievement |

**Barriers**

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].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Language Barriers | Send home notes in translated version and secure translators as needed |
| 2 | Inconsistent Method of parent contact as phones numbers change frequently | Use class Dojo, Email, listserv, written communication and marquis. |
| 3 | Some parents work shift hours and are not always able to attend parent meetings/workshops | Provide more than one time frame for parents to attend parent meetings/workshops (evenings and early mornings). |

**Please submit to the Title I office the evidence of input from parents/family members.**

* **Provide Evidence of Input from Parents and Family Members in the writing of your school Parent and Family Engagement Plan. (SAC agenda, sign in sheets, minutes and notes from parents/family members).**
* **Provide copy of Parent-School Compact with parents/family members input. (SAC agenda, sign in sheets, minutes, notes from parents/family members).**
* **Provide Evidence of Parents and Family Members in the Development of your Parent-School Compact (SAC agenda, sign in sheets, minutes and notes from parents/family members).**