

17-18

Cedar Grove's

Parent and Family Engagement Plan

1. Parent and Family Engagement Plan

a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?

Cedar Grove Elementary School believes in involving parents in the development of the Parent and Family Engagement Plan. Input from parents will be gathered from Family night feedback, informal parent meetings, the spring Title I Climate Survey, feedback from DOJO and website comments, and the School Advisory Council (SAC). The SAC is comprised of parents, teachers, community partners and support staff. The SAC has the responsibility for providing input, review and approval of the plan. Once developed all parents are given the opportunity to review the plans and to offer their input prior to approval this is done via: school website, BDS app and Classroom DOJO.

Documentation:

Climate Surveys
SAC agenda and minutes
Informal parent meeting
Screenshot of various technology
School Flyers for meetings and input
Family night evaluations
IRIS Alert Usage Reports

b. Based on the needs identified by parents in the Title I Parent Spring Survey, what changes, if any are being made to the strategies/activities in this Parent and Family Engagement Plan?

Changes being made to the strategies/activities in the PFEP are:

- Change/refresh school website
- Utilize school story on Classroom DOJO
- While use of technology is good we will include more flyers to go home of school activities.
- Vary family nights time and night.

Documentation:

Spring survey results
School flyers for meetings
Calendar Listing Family Nights
School Story

c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.

Barriers that the parents reported from the Title I Parent Survey are as follows:

- Some parents don't have access to the internet.
 - More hard copy notes to parents (flyers).
 - Increased teacher interaction with parents (conferences).
- Lack of information on the school's website
 - Update school website to include: calendar of school events, upcoming tests, link to transportation to include a zoning website.
- Parent's work schedule prevent attendance at family nights.
 - Provide information in alternative formats and alternative meeting times.

Documentation:

- Title I Spring Parent Survey Results
- Family Night Sign in Sheets and Surveys

d. How will the school distribute to parents and family members of participating students the Parent and Family Engagement Plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand?

Create a Parent and Family Engagement Plan summary and distribute at the beginning of the year through:

- Backpack flyers
- Website
- Mail
- BDS App
- Dojo
- Newsletter
- School social media website (twitter/facebook)

Documentation:

- Copies of distributed materials

e. How will the school make the Parent and Family Engagement Plan available for the local community and update it periodically to meet the changing needs of parents and the school?

CGE will make the PFEP available to community by:

- Title I Purple notebook housed in the front office
- School Website
- School social media website (twitter/facebook)
- BDS Push App
- Classroom Dojo

The plan and evaluations from the events will be reviewed regularly at SAC meetings.

Documentation:

- SAC meeting minutes and agenda
- Title I Purple notebook
- Various Social Media Screenshots

2. Policy Involvement

a. Title I Annual Meeting – 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 in Title I, how the funds are used, that the school is required to have parents involved in planning, reviewing, and improving the Parent and Family Engagement Plan and in the development of the School Improvement Plan, and that all parents have the right to be involved.

List the timeline, person(s) responsible, and steps the school will take to plan/prepare for the annual meeting.

Timeline	Action Step	Person(s) Responsible
1st Week of school	Make Flyers explaining Title I and its related services and distribute	Administration and Parent Liaison

	during the 1st week of school, submit purchase order for supplies	
Aug/Sept	Prepare flyers, powerpoints and evaluations	Administration and Parent Liaison
Week of	Send out reminder notices (including social media) and purchase refreshments	Parent Liaison
Day of	Make sure equipment and materials are ready	Parent Liaison and media specialist

Documentation: Power-point, sign-ins, parent notifications, and evaluation forms.

Number of participants: Not available at this time and see section 3 building capacity for this.

b. How will the school ensure that a flexible number of meetings, such as meetings in the morning or evening are offered to accommodate parents' schedules?

The leadership and staff of Cedar Grove Elementary School have a strong belief in the importance of parental involvement and so offer meetings at a variety of times to accommodate the schedules of parents. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times for parents to attend meetings. Workshops and other parent meetings will be scheduled during the evening hours. Meeting information will be sent out via the Bay District Schools App, Facebook, Classroom DOJO, School website, and flyers. In an effort to offer access to information to parents who cannot attend any of these meetings, hard copies of handouts will be available in the school front office in the Title I notebook. In an effort to offer flexible times, the School Advisory Council meetings are scheduled for 5:00 p.m. and monthly family night out activities are offered in the evenings and on various nights and times.

Documentation:

Notable events calendar, flyers, agendas

c. How will the school involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of the Parent and Family Engagement Plan and the joint development of the School Improvement Plan?

Committee Name	Frequency of Meetings	Method of Recruiting Parents	Documentation
School Advisory Council	Quarterly, or more if needed	<ul style="list-style-type: none"> • Letter at beginning of year • Newsletter • Recruiting through conferences and at family events • Teachers inviting parents • Parent Liaison establishing relationships and inviting parents 	<ul style="list-style-type: none"> • Notifications • Letters • Sign-ins • Agendas • Minutes

d. What process will the school follow to ensure parents are given timely information about parent activities and programs?

- School will distribute a notable event calendar via social media and flyer.
- Notification to parents at least a week in advance.
- Social media (website, DOJO, Twitter, BDS Push app) will be kept current on upcoming events.

Documentation:

Copy of notifications

e. What opportunities/methods will the school use to describe and explain to parents the:

- **curriculum to be used,**
- **forms of academic assessments used to measure student progress**
- **achievement levels of the State academic standards that students are expected to obtain**
 - Pre-K transition meeting
 - Kg parent orientation
 - Open House
 - Curriculum and family nights
 - FSA/Map linking study Night
 - Student handbook
 - Title I compact
 - Parent Teacher conferences
 - SAC meetings
 - Newsletter

Documentation:

Agendas

Copy of distributed information

f. If requested by parents, list other opportunities the school provides for parents to meet regularly to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

Activity Name	Frequency	Documentation
Parent teacher conferences, Parent admin conferences, IEP meetings, CST meetings(including Attendance CST's),		Compact, CST minutes, meeting notes

g. If the School Improvement Plan is not satisfactory to the parents of participating students, what process will the school use to submit any parent comments on the plan to the district?

1. After the dissatisfaction has been addressed with the School Advisory Council, the principal will provide the complainant with a form provided by the district.
2. The complainant will complete the form and return the form to the principal.
3. The principal will submit the form to the Supervisor of Title I at the district.

3. Building Capacity for Involvement

a. List the activities planned that will assist parents in the understanding of such topics as the Florida State Standards, FSA, MAP and other state and local assessments, use of Parent Portal, how to monitor a child's progress and work with educators to improve the achievement of their children.

Also, list the activities planned that will provide materials and trainings to assist parent/families to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy).

Elementary must include their planned pre-k to k transition activities.

Timeline	Name of Activity	Topic(s) Covered	Person(s) Responsible	# of attendees
Month of May	Prek Transition Meeting	Attendance, KG standards and ways to better prepare	Parent Liaison	
1st Day of School	Kindergarten Parent Meeting	Attendance, standards, expectations	Administration, Academic Coaches, and Parent Liaison	58
Month of September	Open House/ PBS/ DOJO	Teachers provide classroom and grade level expectations and how parents can support the school.	Administration and Teachers.	
Month of September	Annual Title I meeting	State/District developed PPT presentation	Administration	
Sept-May	Family Nights ELA, Math, Science night	Parents are given specific skills and strategies on how to support their children at home.	Math and Literacy Coach, Administration	
Nov or Jan	FSA/MAP Night	Informational meeting to discuss the state test and district MAP testing	Administration	
Various times	Autism Meet and Eat	Autism teachers meet to assist parents on how to better care and understand children with Autism	Autism Team	

Documentation:

Parent notifications, sign-ins, handouts, and event evaluations

b. How will the school educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents,

- **in the value and utility of contributions of parents**
- **in how to reach out to, communicate with, and work with parents as equal partners**
- **in implementing and coordinating parent/family programs, and in building ties between parents/families and the schools**

- Use of School Site based social worker to strengthen parent/school relationship
- Site based Preschool staff development on how to communicate with parents
- Use district provided materials and training to utilize during faculty meetings and pre-school planning.

Documentation: Sign-in sheets and any pertinent information (PPT or handouts)

Number of participants: Fill out after event

c. To the extent feasible and appropriate, how will the school coordinate and integrate parent involvement programs and activities with other federal, state and/or local programs, including public pre-school programs.

- Work with Preschool centers to assist with transition to Kindergarten
- work with local churches for Blessings in a Backpack and Shoes for Souls.
- work with community partners for Coats for Kids
- work with DCF for Access assistance with parents
- work with Life Management Center and Florida Therapy for counseling and behavior assistance
- work with PAEC/SEDNET for Behavioral counseling and interventions
- work with district Title III for ELL parenting events and assistance with translating
- work with community businesses and local churches to assist with attendance incentives

Documentation: Notifications, meeting minutes, checklists and award lists.

d. List any other activities, such as the parent resource center, the school will conduct to encourage and support parents and families to participate more fully in the education of their children?

Name of Activity	Person(s) Responsible
Dads Bring your child to school day	Administration/Parent Liaison
Muffins with Mom	Administration/Parent Liaison
Dads and Donuts	Administration/Parent Liaison
Awards Days	Administration
Peace First	Classroom Teachers
Student Handbook	Administration
School Newsletter	Administration
Home-School Connection	District

Documentation: Sign-in sheets, evaluations, parent notifications

e. What process will the school follow to ensure that all information related to school and parent/family programs, meetings, school reports, and other activities is sent to the parents of participating children in a format and, to the extent practicable in a language the parent can understand?

- School will utilize district ELL resources to translate media into other languages
- In the event of a conference teachers are encouraged to utilize google translate or one of our bilingual staff members.
- For flyers and print articles, the parent liaison will use Google Translator.
- Communications will go to bilingual support district employees to assist with language barrier.

Documentation: Copies of translated materials

f. List, as requested by parents, other reasonable supports for parental involvement activities.

Documentation:

4. Accessibility

a. What process will the school follow to disseminate to each family in a timely manner a notice concerning their right to request information on the professional qualifications of the classroom teacher and paraprofessional?

- The district will provide the Right to Know letter to disseminate the first day of school and it will be placed in packets for new students who register throughout the year.

Documentation: Complete the Google doc.

b. What process will the school follow to notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field?

The payroll clerk will inform the district and the administrator when a class has been taught by a substitute or a teacher who does not meet the requirements for the grade or subjects being taught. The administrator will use the state provided template to write and distribute letters via backpacks in a timely manner. New and transferring students will receive a copy of the letter.

Documentation: Copy of letters with completed distribution stickers

c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?

- IRIS alert for when the state produced letters arrive
- In August a copy of the letter is sent home with students
- Teachers discuss during Parent Teacher conference
- Scores are always available on Parent Portal

Documentation: Written Attestation on how they were distributed and/or conference notes

d. Elementary only – How will the school ensure that parent-teacher conferences are held for individual students at least annually, during which the compact is discussed?

- Parent Liaison will upkeep a google doc for accountability
- Teachers will receive quarterly emails to remind of count and completion status
- Grade Chairs will make this a priority to discuss and prioritize during grade level meetings.
- Administration will discuss during faculty meetings and on the morning announcements.
- Conferences will be encouraged through the monthly newsletter.

Documentation: Google Doc. emails, PLC notes, Newsletters

5. Discretionary Activities (optional)

a. If needed, how will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

b. If needed, how will the school provide necessary literacy training from funds received if the LEA has exhausted all other reasonable available sources of funding for such training?

c. If needed and/or not discussed in other areas within this plan, how will the school pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions?

Title I funds will purchase food and refreshments for parent events conducted during meal times.

d. If needed, how will the school train parents to enhance the involvement of other parents?

e. If needed, how will the school arrange to conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation?

f. If needed, how will the school adopt and implement model approaches to improving parental involvement?