



## 2017-2018 Title I Parent and Family Engagement Plan

Clay County District Schools

School Name: Clay Hill Elementary



### Parent and Family Engagement Mission Statement

The mission of Clay Hill Elementary School is to prepare students to become productive citizens by providing a challenging curriculum in a safe environment. We know that parent involvement in our school can have a dramatic effect on the academic achievement of our students. The plan is designed with the goal of developing a strong partnership with all of our parents so that our children will be provided with the best possible education we can offer.

### Involvement of Parents in the Decision-Making Process

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 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Describe how this plan is a shared responsibility and families give input to review and improve this plan. How often?

This plan is a shared responsibility and families give input to review and improve this plan in the following ways: School Advisory Council meetings, Parent/Family Engagement Plan Meetings, annual surveys, parent conferences, student report cards, Tuesday folders, and communication through the daily student agendas.

What method of evaluation do you utilize to review and design more effective engagement strategies?

In order to review and design more effective engagement strategies, parents provide input at SAC and PFEP meetings. In addition, parents are given the opportunity to respond to events through feedback forms, and provided with an annual survey which is evaluated and analyzed to ensure that we are meeting the needs and expectations of our parents and families.

**How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement activities?**

Parents and families are involved in the decision making of our Title I programs and how Title I funds will be used for Parent and Family Engagement activities through SAC and PFEP meetings.

**What evidence do you have to document parent/family participation in the development of the Parent and Family Engagement Plan?**

The evidence of parent and family participation in the development of the Parent and Family Engagement Plan is, we provide minutes/notes when meetings are held, and parents are required to sign-in to confirm their attendance at the meeting.

**How will the school share the comments it receives from parents/families?**

The school shares the comments it receives from parents/families through our newsletter, school website, and Facebook page.

**How will the plan be made available to the community?**

The PFEP is available to the community via our school website and it is made available in our front office.

**Coordination and Integration**

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)].

Program	Coordination
VPK	CHE does not offer VPK onsite, but refers parents to Kid’s World Daycare for their program. CHE also has a parent resource room for parents to use.

Title II	Professional development resources are available to Title I schools through Title II funds
Title X	District Homeless Social Workers provide resources
Title I	Before and after school tutoring, PAC/DAC meetings, Parent Involvement activities
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 III/ESOL	CHE will provide small group and one-on-one language acquisition assistance using Imagine Learning and early reading resource programs to students who qualify as ELL.

## 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 (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. [Section 1118(c)(1)].

<b>Date and time of Title I Annual Parent Meeting</b>	8/14/2017 1:30pm-3:00pm
<b>Describe the Title I Annual Parent Meeting (Including how parents were notified in a timely manner and what materials were utilized.)</b>	Parents were notified via robo-call, monthly calendar/newsletter, Facebook page, and the message board outside of the school.
<b>Describe how your meeting will communication information regarding:</b> <b>-The Title I Program (Benefits and how it affects your school)</b> <b>-Parents Right to Know</b> <b>-Qualifications of Teachers or Paraprofessionals</b> <b>-Notification of Teacher(s) who are out for more than 4 consecutive weeks</b> <b>-Ways Families Can Offer Suggestions/Feedback</b>	This meeting communicated the information regarding: *The Title I Program, qualifications of Teachers or paraprofessionals, notification of teachers who are out for more than 4 consecutive weeks, and ways families can offer suggestions/feedback-via powerpoint presentation, displayed in cafeteria. *Parents Right to Know-calendar book was handed out to each parent.

<b>How did you determine the effectiveness of the Title I Annual Parent Meeting?</b>	In order to determine the effectiveness of the Title I Annual Parent Meeting, parents were provided with a feedback form.
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## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

<b>Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.</b>	Flexible dates and times for parent and family engagement activities are provided for events. For example, some events are scheduled in the evening, while others are scheduled for the morning or during the school day. Events are offered on different weekdays. We also offer an event on a Saturday morning. Our event schedule allows opportunity for all parents to attend.
<b>Describe what child care, home visits, transportation and/or varied language services are provided by your school.</b>	Our school has a YMCA, as well as 21st CCLC after-school enrichment/child care.
<b>Barriers:</b> <b>Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.</b>	Barriers that hindered participation in parent involvement events last year included: transportation issues and parent work schedules.
<b>Barriers:</b> <b>What steps will the school take to overcome these barriers?</b>	This year, we have provided at least 3 parent activities that are scheduled for the day time. We feel this will increase participation for those parents who work later in the day.
<b>Evaluations:</b> <b>How will you obtain feedback regarding parent and family engagement activities?</b>	In order to obtain feedback, we will provide a feedback form for parents to complete at each activity.
<b>Accessibility:</b> <b>Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an</b>	Clay Hill Elementary School administration and staff will provide assistance and resources as needed to those parents who have hardships, are disabled, and/or who are Limited English Proficient in order to maximize positive communication regarding the academic progress of their child/children. Resources may include but are not limited to: translation of materials; assistance with facilities for handicapped parents; home visits and

understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].	transportation by the school social worker.
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## Building Capacity of Parents

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 1118(e)]. 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 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Parent and Family Engagement Event/Topic	Impact of Academic Achievement	Timeline of Event (Tentative Date/Time)	Evaluation Method
<b>Transition Activities (Kdg., Headstart, Pre-K)</b>	Kindergarten screening takes place prior to the beginning of the school year. Parents are invited to meet with their child's teacher, learn about the expectations of the upcoming school year, and familiarize with school policies.	August 3, 2017	Sign-in sheets, parent feedback forms
<b>Technology, Parent Portal Registration Opportunities</b>	Parents are invited and encouraged to sign up for the Parent Portal when visiting the school. In addition, we offer stations for signing up at all of our events. Our school has a Facebook page, school website, and several teachers use websites and email as a tool for communication as well.	Various dates and times throughout the year.	59% of our parents/families have registered for the parent portal.
<b>Supporting Learning at Home</b>	At many of our parent involvement	Various dates and times throughout	Sign in sheets, feedback forms

	events, we send home materials for parents to use at home with students. At our parent events, we provide presentations using materials that we will send home.	the year.	
<b>Community Building</b>	Donuts with Dudes, Math Day, Breakfast with Santa, Literacy Night, Night of the Arts	Donuts with Dudes-9/27/17 Math Day-11/8/17 & 11/9/17 Breakfast with Santa-12/9/17 Literacy Night-TBD Night of the Arts-TBD	Sign in sheets, 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
<b>Parent Involvement and Title I Information Meeting</b>	-How to reach out, communicate with parent/families -The value of contributions of parents/families -How to coordinate parent/family programs	Professional Development Title I Lead Teacher-Crista Pitchford	CHE teachers, guidance, and admin	10/19/17 *Ongoing throughout the year*

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the

proficiency levels students are expected to meet [Section 1118(c)(4)(B)];

- 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[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

<b>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?</b>	In the event that a teacher is out of field, families will be notified via letter home in order to provide them with the information needed.
<b>Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.</b>	Parents are informed of the curriculum, forms of assessment used to measure student progress, and achievement expectations during our Annual Meeting and also during Open House (parent informational meeting). Parents are informed of Florida State Standards, benchmarks, FSA, i-Ready, Achieve 3000, and schoolwide results from those assessments.
<b>Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.</b>	Families are provided an individualized report of their student(s) progress on the state assessment when reports are either sent home with students or parents pick them up from our front office.
<b>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?</b>	Teachers are reminded to invite and encourage parents to sign up for a conference as early as our Annual Meeting and Open House. Emails are sent to remind teachers of this requirement. Teachers are also given the opportunity to provide a "conference night" in which grade level teams can provide conferences on the same evening. The Title I teacher provides information to teachers during meetings, regarding the importance and completion of Title I compacts.

## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Clay Hill Elementary administration and staff will provide assistances and resources, as needed to those parents who have hardships are disabled, and/or who are Limited English Proficient in order to maximize positive communication regarding the academic progress of their child/children. Resources may include but are not limited to: translation of materials; assistance with facilities for handicapped parents; home visits and transportation by the school social worker.

### Evaluation of Previous Year's Parental Involvement Plan

Parent and Family Engagement Activity	Number of Participants	Anticipated Impact	Effectiveness
Staff Training	45	Educate/Inform teachers on how to meet the needs of parents, communicate effectively, and ensure compliance items are met.	Teachers completed conferences, compacts, and participated in events.
Breakfast with Santa	300	Literacy strategies, storytime, materials sent home for parents to use.	Parents and students enjoy this popular event. The feedback forms and attendance are evidence of the effectiveness of this event.
Book BINGO/Wax Museum	250	Literacy strategies, materials sent home for parents to use, wax museum displayed student work for parents.	Feedback forms and attendance prove this event is popular among our families.
Nutrition Night	30	A local nutritionist gives information to families about how to prepare affordable, healthy meals for their families.	This event had a very low attendance. We will not be holding this event this year.
Muffins with Mom and Donuts with Dad	200	Literacy strategies, storytime, materials sent home for parents to use.	Parents enjoy this activity. Participation and feedback forms show how this event is enjoyed.



Math Night	30	Math strategies, materials sent home for parents to use.	This event had a very low attendance. We will not be holding this event this year.
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