## Title I, Part A 2018-2019 Parental and Family Engagement Plan

## Hector A. Cafferata, Jr. Elementary School

##  I, James Moreland, 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.

## In support of strengthening student academic achievement, each school that receives Title l, Part A funds must develop jointly with, agree on with, and distribute to, parents & families of participating children a written parental & family involvement plan that contains information required by section 1 116 (b) of the Elementary and Secondary Education Act (ESEA). The plan establishes the expectations for parental involvement and describes how the school will implement a number of specific parental & family involvement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in the ESEA.

ASSURANCES

Hector A. Cafferata, Jr. Elementary agrees to:

 Involve the parents & families of children served in Title l, Part A in decisions about how Title l, Part A funds reserved for parental involvement are spent.

 Be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA;

 Involve parents & families, 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 parental involvement plan and the joint development of the schoolwide program plan

 Jointly develop/revise with parents & families the school parental involvement plan and distribute it to parents & families of participating children and make available the parental involvement plan to the local community

 Use the findings of the parental & families involvement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement plan

 If the plan for Title l, Part A, is not satisfactory to the parents of participating children, the school will submit parent & family comments with the plan when the school submits the plan to the local educational agency

 Provide each parent & family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:**  |

**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 parental involvement will be used [Sections1116)].

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Parents & families of all students at Cafferata Elementary will be invited and encouraged, to attend and participate on the School Advisory Committee. We will use ParentLink, a newsletters, flyers, and our school website to advertise the date of the meetings. An agenda will be provided that will encourage parents & families to come and vote on how to best use the available funds. SAC will review the Parent & family Involvement Plan and the Parent & family Compact. These items will be discussed and reviewed at the meeting. Meeting minutes will be made available for those who are unable to attend and posted on our school website.

*Documentation for SAC and all parent & family meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be maintained in the Title I Crate; as well as, in the Parent & Family Involvement Coordinator files.*

**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 1116].

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| **count** | **Program** |  |
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| 2 | ESOL/ELL (Title III) | All programs and activities will be available to all parents. All invitations, flyers, and Parent Link messages are translated into Spanish. |

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**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. 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 | Title I meeting during back to school night. | Administrators, teachers, parent involvement specialist and support personnel  | August | \* Proof of Advertisement of the meeting \* Agenda and minutes from the Title I meeting with the specific discussion on compact and expenditure of funds \* Hard copy of the Title I Power Point presented to parents explaining what it means to be a Title I school. \* Sign-In Sheets from Title I Meeting \* % of compacts returned and signed samples |

**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 1116)].

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| **Response: Hector Cafferata** will provide flexible dates and times for meetings and workshops when possible. We will conduct a survey of all parents to determine the dates, times and subject matter for parental programs. Spanish and English translators will be available during all parent and family engagement opportunities including parent workshop trainings, PTO meetings, SAC meetings, and conferences. Free childcare will be provided at workshops and meetings as needed.Teachers schedule parent/teacher meetings at flexible times during the day, throughout the year. |

**Building Capacity**

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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title 1 Annual Meeting/ Back to School Night | Administration/ teachers | Provide information to parents about the Title1 program, about expectations and how they can support their children at home. | August | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 2 | SAC meetings | Administration/teachers | Parents participate in school decision making for increased student achievement. | Quarterly | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms and meeting minutes |
| 3 | Donuts with Dad  | Principal/parent involvement staff | Provides opportunities for parents to learn effective ways to communicate with their children | October |  Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 4 | Muffins with Mom | Principal/parent involvement staff | Provides opportunities for parents to learn effective ways to communicate with their children | May | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 5 | Volunteer Orientation | Parent InvolvementSpecialist, VolunteerCoordinator | Research substantiates that increased parent/family/community involvement is directly related to student academic achievement. | September | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 6 | Books and Breakfast | 1st Grade Teachers, Administration, Parent Involvement staff | Provide parents & families information about our AR program. Parents & families will learn reading strategies & activities that they can use with their child. | Fall | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 7 | Parent Workshop  | Administration /parent involvement staff | Provide information to parents on how parents can help their children through research based strategies and tips. | Quarterly | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 8 | Student Led Conferences | Teachers | Research based tips for increasing parent involvement and improving student achievement/ To educate parents on what the students are achieving academically, as well as to inform parents of student academic needs. | Twice a Year | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 9 | Mathnasium Family Math Night | Mathnasium, Administrators | To teach families math strategies that students' have been taught throughout the year, so that additional support can be given at home. | March | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 10 | Career Day | School Counselor, Administration | Parents & families are invited to come in and share their careers with various classes. Students will also be encouraged to come to school in their predicted future career. Students will learn about the different career choices. | May | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 11 | Student Showcase | Teachers, Administrators | Research supports that increased parent & family involvement is directly related to student academic achievement. | May | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 12 | KG Orientation | KG Team, Administrators | Communicates to Kindergarten parents & families the expectations for the school year. | May | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 13 | Mathnasium Day | Mathnasium, Administrators | To teach families math strategies that students' have been taught throughout the year, so that additional support can be given at home | December | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 14 | STEM Day | C’Mon Museum | To teach families STEM strategies that students' have been taught throughout the year, so that additional support can be given at home | December | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |

**Staff Training**

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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | School newsletter with research based articles on parent involvement | Technology Specialist | Research based tips for increasing parent involvement | School Year | Parent and Faculty surveys |
| 2 | Faculty Training on Parent Link | Technology Specialist | Building communication with parents | As Needed | Parent Link Usage Report |
| 3 | Training for teachers on Student Led Conferences | Administration/Resource Teachers | Providing teachers with the resources and tools to instruct students on leading a student led conference | Quarter 1 | In-Service Records |
| 4 | Volunteer Training | Volunteer Coordinator | Research substantiates that increased parent/family/community involvement is directly related to student academic achievement. | Annualy | Agendas, sign in sheets |

**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 [Section 1116)].

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| **Response:** Documentation of parent hours spent at school will be filed in toolkit. Maintain a family friendly schoolHost active parenting workshops |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1116]:

* Timely information about the Title I programs [Section 1116];
* 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;
* 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
* If the schoolwide program plan 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 1116].

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| **Response:** Hector Cafferata will communicate with parents through parent link, school newsletters, phone calls, home visits, letters, Annual Title 1 meeting, curriculum nights and SAC meetings. If parents are not satisfied with the school’s Title 1 program, concerns will be submitted to the District Title 1 office. Agendas and minutes will be maintained in the Title I Crate and in the P.l.C.'s files. Cafferata will provide for all parents & families the following: Students' daily planners as part of the home/ school communication; Student led and parent/family/teacher conferences. |

**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 1116)].

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| **Response:** \* 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 some events \* Parent Link 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. |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the 2018-2019 school year

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**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].

Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the 2018-2019 school year

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**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116)].

Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2018-2019 school year

**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 | Title 1 Annual Meeting/SAC/PTO | 4 | 42 | Provide information to parents on expectations and suggestions for helping their children.  |
| 2 | Open House | 1 | 521  | Provide parents with information, expectations and suggestions for a successful school year. |
| 3 | Donuts with Dad | 1 | 157 | To facilitate lasting relationships between parents, students, and our school to promote all around success. To provide parents and students with tools to build and foster positive relationships.  |
| 4 | Books and Breakfast | 1 | 46 | To teach the families the strategies their children have been taught at school to provide additional support and practice at home. |
| 5 | Kindergarten Orientation | 1 | 52 | Provide information to parents on expectations and suggestions for helping their children. Also, provide them with activity packets for ELA and Math for summer. |
| 6 | Mathnasium Family Night | 1 | 75 | To teach families math strategies their students have been taught at school to provide additional support and practice at home. This is done is a family fun atmosphere. A large number of center activities are set up so parents and students can rotate to different stations. |
| 7 | Student Led Conferences | 1 | 325 | To provide parents with information related to their individual student on their academic curriculum, as well as their success and needs. |
| 8 | STEM Day | 1 | 625 | To demonstrate how to increase STEM engagement at home in a fun and interactive way. |
| 9 | Career Day | 1 | 37 | To provide students with Career information on what there parents do in everyday life.  |
| 10 | Muffins with Mom | 1 | 246 | Provides opportunities for parents to learn effective ways to communicate with their children |
| 11 | Mathnasium Day | 1 | 642 | To demonstrate how to increase math engagement at home in a fun and interactive way.  |
| 12 | Student Showcase | 1 | 320 | To facilitate lasting relationships between parents, students, and our school to promote all around success. To provide parents and students with tools to build and foster positive relationships. |

## In this section you are reviewing the 2017-2018 staff training activities. You will need to put in the number of times you offered the events and how many participated

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Distribution of monthly news letter read by teachers | 1 | 52 | Research based tips for increasing parent involvement and improving student achievement. |
| 2 | Parent communication training  | 1 | 48 | To provide teachers with the best strategies to effectively communicating with parents. |
| 3 | Training for teachers on how to hold parent conferences | 1 | 56 | Increasing the effectiveness of teacher communication with parents and guiding them on supporting their children for academic success. |
| 4 | Training for teachers on Student Led Conferences | 1 | 56 | Providing teachers with the resources and tolls to instruct studentson how to implement their Student Led Conference |

**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 | No transportation/ gas money | Provide transportation with Parent Involvement Van |
| 2 | Work/Time |  Flexibility in times events are planned |
| 3 | Language | Teacher who is bi lingual will use the Talk System |
| 4  | Lack of Child Care  | Child care will be provided during the parent and family engagement event |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |