



2018-2019 Title I Parent and Family Engagement Plan

Clay County District Schools

School Name: CEB



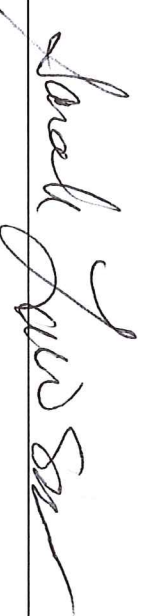
Parent and Family Engagement Mission Statement

Charles E. Bennett Elementary team of students, parents, and staff take pride in creating a secure, caring environment that develops successful, self-motivated learners. Charles E. Bennett Parent Involvement Engagement activities will provide parents with encouragement, ideas and materials to help their children improve academically and increase their knowledge of the learning process.

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 9101(32), ESEA;
- Engage the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for family engagement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with the family that has custodianship of the student the school parent and family engagement policy and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1118 (b)(1)];
- Engage parents and family, 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 1118(c)(3)];
- Use the findings of the parent and family engagement policy review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's parent and family engagement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent and family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent and family 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

Signature of Assurances:



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?

Parents will provide their input each month by evaluating all PEEP programs and activities through parent conferences, workshops, volunteer trainings, SAC meetings which are held at least three times a year, feedback surveys following parent involvement activities, and annual surveys for the 2018-2019 school year. Parents will be encouraged to attend Title I programs via newsletters, school marquee, social media, automated phone calls, notes home in Wednesday's communication folders, and student planners and invitations.

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

The Title I team and/or grade level meet and review the event surveys. Teams gather information such as number of participants and what was answered or mentioned in the surveys. Specific questions asked are, "Was this the first workshop you have attended this year," "Do you feel you and your child will benefit from what was learned at the workshop," "Are workshops scheduled at convenient times and days?" The team also tallies and records what topics the parents say they would like to attend in the future, such as workshops on reading, math, science, homework, behavior and other written in topics and comments. The team then uses this information to form and offer future workshops on what the parents feel is needed at the school.

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 are given the opportunity to make suggestions, comments and provide feedback at a SAC meeting specifically designed for discussion of the Annual Title I budget. A new parent and community group, Bennett Friends and Family, will also be asked to make suggestions, comments and feedback. SAC meetings will be on public display via the Title I binder that is located in the front office and the media center.

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

Parents will provide input into evaluating parent involvement activities through parent conferences, workshops, volunteer trainings, BFF meetings, SAC

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

Parents will provide input into evaluating parent involvement activities through parent conferences, workshops, volunteer trainings, BFF meetings, SAC meetings, feedback surveys following parent involvement activities and annual surveys during the school year. Parents will be encouraged to join the Bennett Friends and Family association, attend the Title I programs, via facebook, automated phone calls, parent conferences, newsletters and invitations.

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

The school shares the comments it receives from parents/families in SAC meetings, the Bennett family and Friends meetings, the Title I Annual meeting, newsletters, and social media.

How will the plan be made available to the community?

Wednesday Communication Folders, SAC meetings, BFF meetings, a blue notebook located at the front office will contain the SIP and PFEF which will be accessible to the public.

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
Headstart/VPK	School offer VPK for qualified students
Child Find	Identifies students with special needs throughout the community such as daycares, and Clay Behavioral
Title III ESOL program	ESOL programs are available for qualified students
Title I parent workshops	Parents are invited to participate in Title I workshops throughout the year

MTSS/ITF	A continual process through the year to ensure students receive needed interventions.
IEP 504	IEP's are developed for qualified students to ensure needs of the student are met. 504's are developed for qualified students to ensure needs are met.

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)].

Date and time of Title I Annual Parent Meeting	Monday September 10, 2018
Describe the Title I Annual Parent Meeting (Including how parents were notified in a timely manner and what materials were utilized.)	For three weeks leading up to the meeting, flyers will be sent home in the Wednesday Communication folders. Automated phone calls, social media postings, and the school marquee will communicate the information.
Describe how your meeting will communication information regarding: -The Title I Program (Benefits and how it affects your school) -Parents Right to Know -Qualifications of Teachers or Paraprofessionals -Notification of Teacher(s) who are out for more than 4 consecutive weeks -Ways Families Can Offer Suggestions/Feedback	The Title I Lead will develop and disseminate invitations, powerpoint, develop an agenda, handouts, and/or other presentation materials, advertise/publicize the event and develop sign in sheets and surveys. The principal will present a program that will inform parents of the "Right to Know" and about the school's Title I program, the nature of the Title I program such as school wide and/or targeted assistance, the qualifications of teachers and paraprofessionals. If a teacher is out for more than 4 consecutive weeks the principal will send home a letter to each student in the class. Families can offer suggestions and feedback at SAC meetings, the Title I Annual meeting, parent surveys, conferences and notes.
How did you determine the effectiveness of the Title I Annual Parent Meeting?	Parent Surveys and discussion at Leadership and Faculty meetings.

Flexible Parent Meetings

"Discovering Endless Possibilities"

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)].

Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.	Parent/teacher meetings will be scheduled morning and/or afternoons, during the week to allow attendance by parents with various work schedules. Teachers will seek input from parents when scheduling individual conferences so that times convenient for parents can be arranged. Title I personnel, classroom teachers and the school worker will make home visits on an as needed basis.
Describe what child care, home visits, transportation and/or varied language services are provided by your school.	Parents can request transportation as needed. Title funds for Parent Involvement will be used for materials and supplies for parent meetings. Principal and team leaders will decide a schedule of activities.
Barriers: Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.	Work schedules, transportation, language barriers, and weather conditions
Barriers: What steps will the school take to overcome these barriers?	Provide transportation for those in need, and translators for non English speaking families
Evaluations: How will you obtain feedback regarding parent and family engagement activities?	Surveys are given to parents after each parent involvement/school activity. the Title I Lead and a team audit the surveys and tally results. Results are then reported to school admin, teachers and staff. Results are also reported during a regular SAC meeting with the SAC committee's discussion and input.
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)].	Parent/teacher activities will be scheduled mornings, and/or afternoons, during the school work week and sometimes an occasional Saturday to allow attendance by parents with various work schedules. Teachers will seek input from parents when scheduling individual conferences so that times are convenient for parents to arrange. Title I personnel, classroom teachers and the school social worker will make home visits on an as needed basis. Transportation can be made available as well as an interpreter as needed. Letters sent home from school can be sent in the language of the home, if requested.

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
Technology, Parent Portal Registration Opportunities	Parents will have the opportunity at all Title 1 events to sign up for the Parent Portal.	Ongoing	Number of parents signed up for the Portal, parent and community exit surveys. survey
Supporting Learning at Home Grade Level Chats	Students will have increased learning gains due to the educational support from home	Ongoing	Parent/teacher conferences
Open House	Parents will have the opportunity to see and interact in their child's classroom, students will share data with their parents and parents will have the opportunity to sign up for the parent Portal,	9/10/2018	Number of attendees, Sign in sheets
Book Character Bingo	Parents will have the opportunity to participate with their child playing Book Bingo while learning ways they can support their child in reading at home.	10/23/2018	sign in sheets
Dads Take Your Child To School Day	Social/Emotional	September 26, 2018	Increased parent involvement
Pies with the Little Guys	Increased parent-teacher	November 2018	Increased parent involvement

	communication and parent involvement		sign in sheets
Living Museum	First Grade Family literacy (kids research and report on a famous American and "dress" the part on the Living Museum Day.	January 2019	Increased parent involvement Projects with family input and help
Egg Hunt Math Activities	Supporting math skills and parent involvement	March 2019	Sign in sheets, increased parent involvement
Third Grade Poetry Cafe'	Supporting ELA, involving parents	May 2019	sign in sheets, community and family involvement
6th Grade Science Night	Knowledge and expectations of the science fair	November 2018	Sign in sheet
Veterans Day Celebration	Pride and appreciation for military members and their families	November 2018	Feedback Form for parent involvement
Kindergarten Round up	Kindergarten enrollment, increased parental knowledge of academic expectations and smoother transition.	May 2019	Parent/family feedback sign in sheets
PreK transitional school tour	Area Pre-schools and VPK are invited to come tour the school with parents	May 2019	Parent and family feedback, student behavior, smoother transitions and K registration

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)].

"Discovering Endless Possibilities"

Title	Purpose?	Training Format (Workshop, book study...) Presenter?	Intended Audience	Timeline
Parent/Teacher Communication	-How to reach out, communicate with parent/families -The value of contributions of parents/families -How to coordinate parent/family programs	Workshop presented by Sarah Lawson and Karen Frazier	Faculty and Staff	October 2018

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)].

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?	A notification letter from the principal will be sent to parent
Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.	Conferences, Open House, OneClay Portal, Newsletter
Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.	Parents can access the scores through the Parent Portal
How do you ensure that your school holds parent-teacher conferences, at least annually, of which the compact is discussed as it relates to	Teachers submit completed parent compacts along with conference forms and/or acceptable documentation of attempted contact. Parent

student achievement?	conference days/evenings offered to accommodate parent schedules.
----------------------	---

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)].

Parent/teacher activities will be scheduled mornings, and/or afternoons, during the school work week and sometimes an occasional Saturday to allow attendance by parents with various work schedules. Teachers will seek input from parents when scheduling individual conferences so that times are convenient for parents to arrange. Title I personnel, classroom teachers and the school social worker will make home visits to accommodate the needs of families. Transportation can be made available as well as an interpreter as needed. Letters sent home from school can be sent in the language of the home, if requested.

Evaluation of Previous Year's Parental Involvement Plan

Parent and Family Engagement Activity	Number of Participants	Anticipated Impact	Effectiveness
Staff Training on behavior PBIS/Foundations	All faculty	Improve student and teacher interactions throughout the school day. Improve student behavior by teaching them positive behaviors	Teachers and staff taught students expectations in all areas during the school day. Behaviors improve when students know what is expected from them
Open House and Title I meeting	400	Knowledge of school and academic expectations, curriculum and teachers	Positive Feedback forms
Dads Take Your Child To School Day	305	Increased parent involvement	Happy Dads, smiling kids
PAD/DAC	2	Title I idea sharing	Parents appreciated ideas and goodies

Winn Dixie Night	5	Community involvement, parent involvement	Low turn out. Very bad storms with thunder and lightning
Eat with Your Family Night	525	Community and parent involvement	large turn out but feedback forms showed parents have an interest in changing this activity up somewhat since it has been done the past four years.
Poetry Cafe/	110	Social/emotional parent involvement with seeing and being involved in curriculum	Awesome!
6th Grade Science Fair	95	Families learning the expectations of the science fair. Students received presentation boards	positive feedback from parents
Pies with the Little Guys	90	families had Thanksgiving feast and pumpkin pies with their kindergarten student and learned second half of year expectations	Positive feedback

“Discovering Endless Possibilities”

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?

Signed compact forms

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)].

All parents and families are invited to activities, which are offered at various times on various days. Invitations, forms, and reports are offered in the student's home language. Interpreters are offered during meetings. All rooms and buildings are handicapped accessible.

Evaluation of Previous Year's Parental Involvement Plan

Parent and Family Engagement Activity	Number of Participants	Anticipated Impact	Effectiveness
Staff Training	65	Better family involvement/volunteer involvement	+ higher number of volunteer hours
Open House/Title 1 Meeting	400	Knowledge of expectations, curriculum, teacher, etc.	+ all positive feedback forms
Mommy/Son Minute to Win it	160	Social/emotional and STEAM activities	+ Fabulous
Most Magnificent Thing STEAM	175	STEAM Family learning	+ creative collaborative learning
Dads Take Your Child to School	250	Increased parent involvement	+ Happy dads
PAC/DAC	3	Title 1 involvement, idea sharing	+ Parents love the goodies and take-aways

"Discovering Endless Possibilities"

Trunk or Treat	350	Increased literacy	+ So fun!
Veteran's Day Celebration	35	Celebrating military members and families	+ Awesome school-wide involvement
6th Grade Science Fair Frenzy	0	Parent's learning expectations of science fair	- offer right after school this year and give free science backboards
Purple Up	40	Celebrating Military families and children	+ All positive feedback
Publix Family Math Night	15	Math knowledge	-low interest. Do once more.
Daddy Daughter Dance	175	Social/emotional	+ Fabulous

"Discovering Endless Possibilities"