



Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2019-2020**

**Cotee River Elementary School**

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed on by parents periodically to meet the changing needs of parents and the school.

**School's vision for engaging families:** Cotee River is dedicated to creating lifelong learners through high expectations and a safe learning environment. We believe all children can learn. The Cotee River Elementary community will provide opportunities for all scholars to reach their academic, social, and developmental potential. We strive to build our school/ family relationships. We want to ensure our parents and families feel safe and comfortable to partner with us to help each of their scholars succeed.

**What is Required:**

**Assurances: We will:**

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.

Principal: S. Sunder

Date: 5/22/19

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**EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:**

- 1. Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.**

<b>Describe the method in which parents were involved</b>	<p>In addition to attending the beginning of the school year annual Title 1 Parent information session, our parents are encouraged to attend our monthly SAC meetings and Mid year Parent Meeting as well. We advertise SAC/parent meeting information through our monthly newsletter, weekly call homes, school website, flyers and calendar at a glance as well as through our Social Media sites such as Facebook and Twitter. Monthly agendas are designed to discuss school wide trends(Academic and Social/emotional data), school goals and priorities. Our Parent and SAC meetings allow us to have a focus group to review drafted information and gives feedback prior to completing the final PFEP. In addition, they discuss Title 1 programs and options regarding how the funding will be utilized. Parents also have the opportunity to provide input when developing our PFEP and Compact. When input is provided it is documented in our meeting minutes and the PFEP Evaluation template and then shared out with our school-based team. Final copies of the plan are presented with the revisions made.</p> <p>In addition, parents are provided a survey at the end of each school year (April ) in order to collect input on communication, program needs, activities, etc. Also, parent input is provided through a series of focus questions. The feedback is collected, reviewed and action steps are developed.</p>
<b>Date of meeting to gather parent input for Comprehensive Needs Assessment</b>	<p>The gathering of information occurs throughout the school year by our administration and staff during our parent workshops, conferences, family events and clubs</p> <p>Our Mid Year Parent Meeting was held on February 27, 2019 with both morning and evening focus groups in the same day. We also discussed the compact on February 28, 2019 at our SAC meeting to receive more input for the 19/20 school year.</p>
<b>Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan</b>	<p>The gathering of information occurs throughout the school year by our administration and staff during our parent workshops, conferences, family events and clubs.</p> <p>Our Mid Year Parent Meeting was held on February 27, 2019 with both morning and evening focus groups in the same day. We also discussed the Parent and Family Engagement Plan on February 28, 2019 at our SAC meeting to receive more input for the 19/20 school year.</p>

*\*Evidence of the input gathered and how it was/will be used should be uploaded to Title 1 Crate.*

- 2. Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.**



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How were parents invited to develop or revise the compact?	Through our monthly SAC meeting and mid year parent meeting.
Date of parent meeting to develop or revise the compact	February 27, 2019 Morning and PM sessions. As well as February 28, 2019 during our SAC meeting.
What communication methods will be used between teachers & parents as well as school & parents?	We have a variety of communication methods used to reach our parents. As a school, we use monthly newsletters, School Messenger, phone calls, email, Social media such as Facebook and Twitter, our CRES website, flyers, SAC/PTA meetings, parent workshops and family events with the addition of more virtual means such as facebook live. Our teachers use Facebook, Class Dojo, planner notes, email and phone calls to reach their parents as well as some parent teacher home visits.
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	Our teachers schedule a minimum of two face to face conferences with their scholar's parent/guardian in order to discuss academic success/needs, work habits and social/emotional needs when applicable. Teachers and /or teams will schedule additional conferences before after or during school as needed (based on scholar needs). A parent conference form is completed each time.

*\*A parent signed copy of the compact should be uploaded to the Title I Crate as evidence of implementation.*

*\*Evidence of the input should be uploaded to Title 1 Crate*

**3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.**

<p>What information is provided at the meeting?  How are parents notified of the meeting?</p>	<p>Information provided to families:</p> <ul style="list-style-type: none"> <li>• Parent's right to get involved</li> <li>• What is Title 1 funding</li> <li>• Title 1 funds for current school year</li> <li>• How families can get involved</li> <li>• School Success Plan/ Shared vision</li> <li>• Celebrations</li> <li>• Curriculum standards and assessments used to measure student progress</li> <li>• School Parent Compact</li> <li>• Parent and Family Engagement Plan(PFEP)</li> <li>• What is our mission as a school</li> <li>• PBIS/Harmony project information</li> <li>• Additional questions and/or feedback</li> </ul>
<p>Tentative date and time(s)  of the Annual Title I Meeting and steps taken to plan the meeting</p>	<p>July 2019 Welcome back event at Summer Lake Villas  August 2019 Annual Title 1 Meeting</p> <p>In order to plan for the Welcome back event and Title 1 meeting, administration gathers information/resources that pertain to the objectives listed above. A power point is drafted,</p>

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	along with handouts copied, and sign in sheets are made
<b>How do parents who are not able to attend receive information from the meeting?</b>	Information is uploaded to our school website and social media and information is also in our school newsletters. We are also looking into the option of live streaming.
<b>How are parents informed of their rights?</b>	Parents are informed of their rights through our Annual Title 1 meeting, information shared out through our school website, school newsletter and SAC committee. In addition, students bring home, in their first day packets, a title 1 brochure that gives an overview. Families who also require a translator are informed of their rights to request assistance for all conferences attended.

- 4. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.**

<b>Title III-ESOL</b>	ELL IA, funds for additional learning opportunities within the school day
<b>Title IV-Homeless</b>	SIT, ABC funds
<b>Preschool Programs</b>	VE preschool program (2 units)
<b>IDEA/ ESE</b>	Unified Partner/Special Olympics
<b>Migrant/Homeless</b>	SIT, ABC funds
<b>Other</b>	Title 1 funding: Additional Instructional Coach support, Parent Involvement Coordinator, SSAP, professional development opportunities to address specific academic achievement needs of the school

- 5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.**

<b>Minimum allocation</b>	\$24,361.00
<b>Explain how these funds will be used this school year</b>	\$14,809 Full time Parent Involvement Coordinator. With salary increase, retirement, taxes, insurance allocations
<b>How are parents involved in deciding this?</b>	SAC monthly meetings, Mid year Parent meetings, and surveys
<b>How will you document parent input?</b>	Through SAC Minutes, meeting notes, and paper survey results

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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.

- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays).  
Provide information to parents in a timely manner and in an easy to read format.

Building Capacity of Parents		How will this impact Student Achievement?		Check all that apply.				How will this support learning at home?
Title/Topic of Event			Tentative Date/Time Are they flexible?	Transportation	Meal Refreshments	Childcare	Translation	
Curriculum Areas	<p>IRLA/Eureka Parent Curriculum Implementation and Activiies Night</p> <p>STEM Fair night &amp; Hour of Code Day parents have the opportunity to engage with their children in such</p>	Parents will have a better understanding of curriculum & standards & how to access support from the school.	9/2019 5-7:30  Quarter 2&3		X	X	X	Strategies & take-home materials will support student learning & understanding of the FL standards. Curriculum & school resources will be communicated to parents in a way that they are readily available and easy to understand. Materials such as at-level books and coaching tips for parents will be provided as a resource
Achievement Levels, Expectations and Assessments	FSA GRADES 3-5 ELA,Math and Science: Parents will receive information regarding standards, on-going assessments that align & activities that can be implemented at home.	Information provided to parents & stakeholders will improve home support & understanding of FL standards & required state assessments.	Quarter 2 & 3		X	X	X	Parents will be provided guidance on types of question sets & practice assemssments that can be used at home for students to gain understanding of question types.
Progress Monitoring	Parent Conferences SAC Quarterly review of school wide data (academics and EWS) Parent Portal account	Awareness of how to monitor their child's progress & learn strategies to increase achievement	Quarterly: on-going throughout 2019/2020 school year (before, during & after school hours)		X			Accountability & Communication of progress related to school-wide academic & social/emotional goal-setting
Other Activities	Semester bring your Parent to Class, Parent conferences, Coffee talk with curriculum, PTA, SAC, Winter Concert, Spring Production, Baycare Parent Workshops, SOM, Fall Fun Fest, Spring Festival, Parent Portal Workshop, Harmony in the home workshop, Movie Nights, Post Academic Publications provided from district in order to share with parents, Tier 3 Parent Workshop, Moving	Allows us to build a school community with our families. The relationships developed are critical for the success of our students and their families	Monthly:  August-May	X	X	X	X	Allows us to build a school community with our families. The relationships developed are critical for the success of our students and their families

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<p>up Ceremonies,  Volunteer/business  partners training and  appreciation events, Fine  Arts Show, Grandparents  Breakfast, Watch Dogs  Kick off,  Orientation/Registration,  Morning with Mom,  Donuts with Dad, GATI,  Veteran's Day program,  Special Olympics and  Unified Partners, Student  Council Induction, School  Clubs, Relay for Life,  Pennies for Patients,  Hunger Walk</p>								
<p><b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b></p>	<p>Parents are provided information about curriculum through: Parent Portal, Electronic communication from classroom teachers, school website, information presented on standards (school website, face to face workshops &amp; school newsletters). In addition, parent conferences, progress reports and report cards. Assessment data in the form of mini-assessments and formative assessments are sent home with scholars on an ongoing basis. Achievement level data as scored on the FSA is also mailed home to parents.</p>							
<p><b>How will workshops/events be evaluated?  How will the needs of parents be assessed to plan future events?</b></p>	<p>Participant Surveys are provided after each event. The information is collected and reviewed by our SBLT, SAC &amp; PTA to determine additional needs/wants</p>							
<p><b>Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.</b></p>	<p>ELL IA can provide translation, in addition to other staff members and parent volunteers within our school.</p>							
<p><b>What are the barriers for parents to attend workshops/events and how do you overcome these?</b></p>	<p>Time of day, transportation &amp; childcare: Assistance is provided as needed by offering both morning &amp; evening sessions for parents, childcare is arranged and transportation when requested. We are also going to bring some of our workshops off campus and into our communities.</p>							
<p><b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b></p>	<p>We offer multiple sessions on the same day for example: Our Volunteer training, Parent Portal workshop &amp; Parent feedback meeting are held in both the morning and the evening of the same day. We also continue to provide live feeds (Facebook live) as well as electronic formats of the documentation when requested.</p>							
<p><b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b></p>	<p>Assistance will be provided for any individual with disabilities (ramps, interpreters, access buttons for doors etc)</p>							

*\*These events should be included on the Data Collection Sheet for School Events.*

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**7. Utilize strategies to ensure meaningful Communication**

<p><b>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school</b></p>	<p>It is important to the staff at Cotee River Elementary School if parents have any concerns, suggestions, and/or questions regarding our academic programs that they contact us at any time. Parents will be provided information about school programs/events in a variety of ways.</p> <ul style="list-style-type: none"><li>• Title 1 Annual Meeting &amp; Open House &amp; Mid year Parent meeting</li><li>• Monthly lightning Flash Newsletter(via email or hard copy if requested)</li><li>• Student Planners/Written Notes</li><li>• Weekly School Phone calls by administration</li><li>• PBIS positive phone calls home: Bolt of Honor</li><li>• Emails</li><li>• Parent Conference Notes</li><li>• Parent Teacher Home Visits</li><li>• School Marquee</li><li>• School Website</li><li>• School Flyers</li><li>• Family Events</li><li>• Needs Assessment/Parent Survey Feedback Forms</li><li>• SAC&amp; PTA Meetings request input in PFEP /compact</li><li>• Calendar At A Glance</li><li>• All classroom teachers have a platform to share information and celebrations with their families (facebook and class Dojo)</li><li>• Cotee River Elementary Social Media accounts: School Facebook and twitter accounts, Plus the additions of the following facebook pages: Parents Care at Cres, Cotee River PBIS, Cotee River Physical Education, Cotee river Lightning &amp; Thunder Chorus. As well as the Cotee River Elementary PTA.</li></ul>

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**8. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.**

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
BOY Information: Parent Involvement, Child Abuse Reporting, Bully/Harassment Procedures, Community Resources, Parent Teacher Home Project.	Gives relevant information to enforce proper procedures and guidelines that are to be followed when engaging and communicating with parents and families.	PD with agendas and informational handouts. Administration and SWAT presenting.	STAFF	AUGUST: Pre-Planning Week
EWS (Behavior and attendance needs)	SWAT team is able to assess scholar needs together in order to reach out to Parents/Guardians to support and partner together to increase the percentage of scholars on track academically and Social/Emotionally.	Weekly meetings with agenda, and Data information to discuss off track scholars. Reviewing resources that could give additional techniques that can be passed on to our teachers.	SWAT team and STAFF	August initial and on-going weekly in SWAT PLC and information shared out monthly through June
Harmony Project/ PBIS Booster Kick off	Increase Staff, Families and community understanding of the impact on trauma and how to create a trauma sensitive culture.	District Team , Campus Champions & CRES SWAT to present. Power point presentation with handouts	STAFF	August initial and on-going monthly through June

**9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.**

<u>Location of Resource Center/Area</u>	<u>Person responsible for monitoring and updating Resource Center/Area</u>	<u>List a sampling of materials made available in the Resource Center/Area</u>
CRES front office and within the parent involvement office.	Administration, Principal Secretary, SWAT team and Parent Involvement Coordinator	PFEP at a glance, Title 1 information for Parents, Local agencies to support student success, SAC brochure, SIT information, Calendar at a Glance, PBIS corner, before and after school programs and information on extracurricular activities. We also have a computer that our families can use to



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		access their scholars information on the Parent Portal.
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10. Evaluation of the 2018-2019 Plan:

- ☒ Data Collection Sheet for School Events submitted to Title I. Date of submission: 5/22/19
- ☒ Compliance items submitted to the Title I office. Date of notice of completion: 5/22/19
- ☐ N/A – not a Title I school in 2018-2019

Principal: B. Slusser Date: 5/22/19

**Drafts of PFEP's are due to the Title I office by June 1, 2019.**

*\*Copies should be placed on the school website as well as in the Title 1 Family and Community Binder in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

*\*A "Family Friendly" version of this plan should be distributed to families and uploaded to the Title I Crate.*