**Chaires Elementary School \_\_\_\_ 2019-2020 Title I, Part A Parent and Family Engagement Plan**

I, \_\_Michele Prescott\_\_\_\_\_, 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.

**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 8101, ESEA; as amended by ESSA.
* Involve parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
* Jointly develop/revise with parents the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
* Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.

* Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school’s parent and family engagement plan.

* If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency.

* Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.

* Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
* Provide each parent 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** | **Date Signed** |

**Mission Statement**

Parent and Family Engagement: Mission Statement (Optional)

Response:

Providing academic excellence every day!

Chaires Elementary school will build academic achievement by discovering the individual talents of

each child, and providing an environment where students want to learn and naturally discover their

true passions.

**2. School Environment**

**Engagement 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 parent and family engagement will be used [Sections1116].

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| **Response: Response: The School Advisory Council will meet quarterly to plan, review, and provide input into the school’s Parent Involvement Plan and the School Improvement Plan.**  **The School Advisory Council will review the school grade, progress monitoring data, and the SPAR (School Public Accountability Report).**  **Success will be measured by the Spring Title I Survey and the School Climate Survey, as well as feedback from SAC meetings, PTO meetings, and parent/teacher conferences. Feedback information will be used to develop next year’s School Improvement Plan, Parental Involvement Plan, and Title 1 Plan.**  **Input forms will be used to gather input from parents and staff on how funds for family engagement will be used.** |

**Coordination and Integration**

Describe how the school will coordinate and integrate parent and family engagement 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** | **Coordination** |
| 1 | Title 1 | Funds will be used to hold Professional Development and to train teachers that will support student achievement. |
| 2 | Title 2 | Funds will be used for Staff Development, which focuses on student achievement and engagement. |
| 3 | Student Intervention Team | The team identifies students to monitor based on attendance, behavior, and potential academic failure. Strategies are developed to provide support and to monitor the improvement over time. Team conferences with parent provide data and support and decisions are made about services aimed at increasing student achievement and at risk students. |
| 4 | Parent Night | Teacher Teams will plan curriculum nights to introduce parents to grade level expectations as it pertains to curriculum (September). |
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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 (school-wide or targeted assistance), Adequate 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 | Develop agenda, handouts and or presentation materials that address the required components. | Administration | August/September | Copies of Agendas |
| 2 | Publicize Event  **(Public Forum**) | Administration | August | Posting on School Website and Marquis, Parent Letter, Class Do Jo Announcements |
| 3 | Develop Sign –In Sheets | Administration | August | Copies of Sign In |
| 4 | Maintain Documentation   * Parent Compact * Family Engagement Plan * Title 1 Plan * School Improvement Plan * Right to Know Letter | Administration | August | Title 1 Share-point Website, parents will complete Parent In-Put Forms, Sign In Sheets, Agenda, Meeting times and date will be listed on School Website |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

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| **Response: PTO, and some parent workshops will be held in the evenings after most work hours are completed. However, for shift workers we will also offer morning workshops each semester. Childcare is offered for PTO meetings, SAC meetings, and parent workshops, as needed. A parent resource center is located in the Media Center and will be open during school hours.** |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA 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 Information/Right To Know  **Open House**  **Annual Title 1 Meeting** | Administration | Parent will be aware of the opportunities available to assist their children at home and at school. Provide an opportunity for parents to learn about services, Programs through Title 1 and their rights as a parent to be involved. | August/September | Agendas/Documentation of Right To Know Letters, Family/School Compact |
| 2 | **Curriculum Night**, Curriculum, Florida Standards, Grade Level Expectations | Teachers/Teams | Parent will be provided with the tools needed for students to be successful. | August | Curriculum Night Sign In Sheets, Agendas |
| 3 | **STEAM Night** | Science Committee, Teachers | Parents will gain knowledge and understanding in ways to support their child’s academic success in the areas of  Science, Technology, Engineering, Art, Math. STEAM | February | Agendas and Sign In Sheets |
| 4 | **Doughnuts for Dads** | Teachers | Fathers will be provided an opportunity to interact with their children at school. The desired outcome is that fathers will feel more inclined to be involved in schoolwide activities. | October | Sign In Sheets |
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**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Teacher Training effective forms of communication, on communicating discipline information with parents, and on sharing district requirements with parents. | Admin/Team Leaders | Teachers will be able to communicate better with parents to help them facilitate their child’s academic success. | August/September Team Leaders Meetings | Agendas  Parent Surveys  Documentation of Right To Know  Parent Compact  Parent Conference Form |
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**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 [ESEA Section 1116].

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| **Response: : We currently have a parent resource center that allows parents to access web resources, including, but not limited to Listserv, school website, and FLDOE’s website. We send home a monthly newsletter that include highlighted information. Parents are solicited from orientation to become involved as volunteers and chaperones, as well as to become active participants in PTO.** |

**Communication**

Describe how the school will provide the following under [ESEA Section 1116].

* Provide a description of how parents/families will be given timely information about the Title I programs.
* Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
* If requested by parents, how will the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
* Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

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| **Response: Parents will receive information about the Title 1 program at the school Open House and at grade level Parent Nights in August and September. The Right to Know letters and the Parent Compacts will be sent home during the first 2 weeks of school.**  **Parents will learn about the curriculum; Wonders, Go Math, Science, Scholastic News, and how to access all materials from home.**  **Parents will learn about the IReady, Wonders Assessments, Go Math Assessments, STAR and Aims Web and what they assess. Parents will receive information provided by the District describing proficiency levels for all assessments.**  **Parents are invited to participate in PTO, SAC, and TAC and are given the opportunity to give input to the Parent Involvement Plan and School Improvement Plan.**  **Parents can provide input at any SAC meeting using the provided input form. All non-satisfactory responses will be made public and reviewed with SAC. SAC will then address concerns.** |

**Accessibility**

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

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| **Response:**  **For those students who have limited English proficiency, we offer Native language translation by school personnel or by translation software. For other languages, we can use the translation software or we contact the district ELL department to provide an interpreter. For those with physical disabilities, the school is accessible through ramps.**  **All parents are welcome and invited by written and electronic information as well as marquis. Input forms are provided for input.** |

**Discretionary Activities** (Optional)

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
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**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 | Language Barriers | Send home notes in translated version and secure translators as needed |
| 2 | Inconsistent method of parent contact as phone numbers change frequently | Use class Dojo, Email, listserv, written communication and marquis |
| 3 | Some parents work shift hours and are not always able to attend parent meetings/workshops | Provide flexible scheduling for parents to attend parent meetings/workshops (evenings and early mornings). |

**Evaluation of the Previous Year’s Parental Involvement Plan**

**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 | Orientation |  | 248 |  |
| 2 | Curriculum/Florida Standards/Grade Level Expectations |  | 126 |  |
| 3 | Grade Level Parent Nights |  | 126 |  |
| 4 | Science Technology, Engineering, Art, and Math STEAM Night |  | <400 |  |
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**Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].**

**Response: Chaires Elementary is ADA accessible. Late night conferences are held by grade level to accommodate working parents. Translators are provided when needed.**

**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 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Teachers participate in monthly Faculty meetings where they share ideas on how to improve parent involvement | 1 | 45 | Increased Student Achievement |
| 2 | If feasible, a Parent Liason will be hired to implement strategies and engage parent involvement. | 1 | 1 | Increase Parental Engagement |
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**Evidence of Input from Parents/family members**   
  
Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other document with parent input).

Submit Parent and Family Engagement Plan with principal signature.

**Parent-School Compact**  
  
Note: As a component of the school-level parent and family engagement 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(d)].  
  
Submit Parent-School Compact with principal signature.

**Evidence of Parents/family members in development of Parent-School Compact**

Note: As a component of the school-level parent and family engagement 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(d)].  
  
Evidence of parent input in the development of the compact.