



2019- 2020

### **Parent and Family Engagement Plan**

School Name: Cedar Key School

LEA: Levy County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

#### **Assurances**

The above named school agrees to the following assurances:

Involve parents of children in Title I, Part A in decisions about how Title I Part A funds are spent;	Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the schools' parent and family engagement plan;
Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;	Provide each family with timely notice information regarding their to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
Jointly develop/revise plan with parents and make available to the local community;	Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
Involve parents and families in planning, reviewing, and improving schoolwide program plan;	Provide each family with an individualized student report about the performance of their child(ren) on the State assessments (ESEA Section 1116)

## **Mission Statement**

The mission of Cedar Key School Parent Involvement is to encourage parents and guardians to become partners with Cedar Key School in the education of their children.

## **Involvement of Families**

List and describe how the school will involve stakeholders (families, community members, school staff) in an organized, ongoing, and timely manner, in the planning, implementation, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used and the creation of School Improvement Plans (SIP) and Comprehensive Needs Assessments (CNA). (ESSA Section 1116)

Cedar Key School will ensure the organized, ongoing, and timely manner of involving parents through the following methods:

- Holding Annual Title I Meeting and Open House
- Holding regular School Advisory Council meetings
- Seeking parent participation in Title I Surveys
- Hosting various parent activities, trainings, and information sessions throughout the school year

Cedar Key School parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used. They do this by:

### **Attending**

- School Advisory Council Meetings--First Monday of Each Month, 3:00 p.m.
- Title I Meeting and Open House – August of each school year
- District Advisory Council Meetings, held monthly in Bronson

### **Reviewing**

- School House Budget
- Instructional Materials Expenditure Plan
- Parent and Family Involvement Plan
- Comprehensive Needs Assessment
- Title I Budget
- Cedar Key School Improvement Plan
- Proposed Activities and Initiatives
- Curriculum, Data, Testing, and Purchases

At the end of the school year, at the final District Advisory Council Meeting, the Title I Coordinator provides time for parents/families to provide input on the review and improvement of the school's Title I programs to including providing input on the next school year School Improvement Plan, Parent and Family Engagement Plan, and the School-Parent-Student-Compact Form.

## Coordination and Integration with Other Federal Programs

How will the school coordinate and integrate parent and family engagement programs and activities?

How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? (ESSA Section 1116)

Cedar Key School will coordinate and integrate parent and family engagement programs and activities through various means, as well as:

- coordinating efforts with other federal programs such as Voluntary Pre-Kindergarten (VPK), Title III-ESOL, and the Migrant Program
- using Title I funds to provide after-school tutoring in all subject areas as well as supplemental curricular resources and professional development
- using Title I funds to provide parents with materials and resources to help their children learn at home
- providing additional tutoring to migrant students through the migrant program

Program	Coordination
Title I, Part A	Administrators and the Title I Coordinator will coordinate to provide opportunities for parent involvement at home, school and in the community. Professional development will be provided to teachers on effective parental involvement practices.
Title II, Part A	Provide professional development to teacher and provide information to parents should a teacher be out of field.
Title III	Supports ESOL teachers to support English Language Learners (ELLs) in the classroom setting as needed. Teachers participate in ESOL professional development.
Title X	McKinney Vento Program provides support to our homeless students. Our homeless students receive support for housing, curriculum and tutoring.
IDEA (Part B Preschool and K-12)	Our Pre K Teachers, Pre K Coordinator and administrators work together to coordinate a parent orientation and student transition program for students entering the regular public school program. IDEA funds support all students with disabilities (SWD) through the use of supplemental curriculum and manipulatives and provide professional development for school personnel that provide services to SWD.

## Annual Title I Parent Meeting

Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I Program.

A description of the nature of the school-wide Title I Program.

A description of how the meeting will cover the rights of parents

A description of how the Florida School Grades are calculated and the 2019 School Grade achieved by the school.

Cedar Key School will host an annual Title I Parent meeting to inform parents and families of children participating in Title I programs at the beginning of the school year.

Parents and families were notified of the meeting by:

- Phone Home
- Facebook Post
- Calendar Notification/Flyer
- Marquee posting

A description of the school-wide Title I Program is shared with parents at our Title I Annual Meeting by

- Principal Kathy Lawrence via a
- Powerpoint/Slideshow presentation

Below are the specific steps that (school name) will take to conduct the Annual Title I Parent Meeting.

Activity/ Task	Person Responsible	Evidence
Invitation sent home to parents (English & Spanish)	Principal Kathy Lawrence	Invitations uploaded to crate folder
Presentation materials developed	Principal Kathy Lawrence	Presentation/ materials uploaded to crate folder
Presentation materials submitted to Title I coordinator for review	Principal Kathy Lawrence	Presentation/ materials time stamped when uploaded to crate folder
Conduct Title I meeting	Principal Kathy Lawrence, Teachers in classrooms	Rosters uploaded to crate folder

### Flexible Parent Meetings

How will the school offer a flexible number of meetings, such as meeting in the morning or evening?

We offer our Annual Title I Meeting at two times: evening and morning. Our parent activities are held during mornings, afternoons, and evenings throughout the school year. The school house is open daily for walk-in business as well. We are investigating the possibility of conducting some events in the neighboring community of Rosewood where over half of the students reside.

### Building Capacity

How the school will implement activities that will build the capacity for meaningful parent/family engagement?

How will the school implement activities that will build relationships with the community to improve student achievement?

How the school will provide material and training to assist parents/families to work with their child(ren)?

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Annual Title I Meeting and Open House	Principal Kathy Lawrence and Staff	Presentation includes school achievement and goals	August 2019	Invitation/roster/content material uploaded to PFEP crate folder
Pep Rallies and Assemblies	Principal Kathy Lawrence and Staff	Students are recognized for academic achievement and meeting school goals.	Fall, winter, spring 2019-2020	Invitation/roster/content material uploaded to PFEP crate folder
Dads Take Your Kids to School Day	Principal Kathy Lawrence and Staff	Dads follow a schedule of classroom activities with their children.	September 2019	Invitation/roster/content material uploaded to PFEP crate folder
Book Fair and Christmas Program	Principal Kathy Lawrence and Staff	Reading focus	December 2019	Invitation/roster/content material uploaded to PFEP crate folder
Parent Conference and Information Nights	Principal Kathy Lawrence and Staff	Reading, Math, Standards focus	Fall and winter 2019-2020	Invitation/roster/content material uploaded to PFEP crate folder
Literacy Week	Principal Kathy Lawrence and Staff	Reading activities, celebrations, and literacy focus	January 2020	Invitation/roster/content material uploaded to PFEP crate folder
Young Authors Conference	Principal Kathy Lawrence and Staff	Guest authors' presentations, student writing of books	May 2020	Invitation/roster/content material uploaded to PFEP crate folder

### Staff Development

A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff.

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Staff Professional Development—Meaningful Parental Involvement	Kathy Lawrence, Linda Campbell	Focus on empowering parents to partner with us to raise student achievement	September 2019	roster/content material uploaded to PFEP crate folder
				roster/content material uploaded to PFEP crate folder

## Other Activities

How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren). (ESSA Section 1116)

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Title I Resource Lab	Open to all school staff	ongoing	Resource lab sign-in roster
Parent Station in the front office	Linda Campbell	ongoing	Use of parent station, log

## Communication

How will the school provide timely information about the Title I programs?

How will the school describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

How, if requested by parents, does the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

How will the school ensure that the PFEP, SIP, CNA and other documents are shared with community stakeholders?

Cedar Key School informs parents of the Title I program at the annual Title I Meeting in August via a power point presentation. The presentation is posted on our school website. The Title program components of tutoring, Florida State Standards, state and local assessments, achievement levels, Parent Right to Know, the Title Resource Labs, and PFEP are highlighted in the presentation. Opportunities for parental involvement are discussed via information tables posted around the school. Individual classroom orientations scheduled during the first weeks of school provide parents with information on grade level standards and curriculum, grading, academic assessments, progress monitoring and behavior plans. A Title I calendar is shared at the information night as well.

Parents are invited to participate in SAC and PTO. SAC members are involved in all curriculum and budget decisions. The PFEP, SIP, and CNA are shared and SAC meetings. The SAC provides input and suggested revisions to the PFEP and SIP. Meeting notices are called home, posted on our marquee and website school calendar, and posted on the school Facebook page and in the town newspaper.

The school calendar with all school events is posted on the School Board of Levy County website. Classroom newsletters and special event flyers inform parents about class learning and activities. All events are advertised on the Facebook page as well. Parent sign-in sheets monitor attendance at meetings and workshops.

Parents are informed of student progress throughout the year. Grades are posted on Skyward and are accessible online. Parents are scheduled for a formal parent conference twice a year in the fall and spring. Formal and informal data are presented and discussed with parents during the conferences. Teachers attempt to contact parents who do not attend conferences via phone. Progress reports are distributed four times a year at the middle of each quarter. These reports include Interim Assessment Results and Progress Monitoring Results. Report cards are distributed quarterly. These reports must be signed and returned in order to monitor communication. The school maintains a notebook with copies of all communication notices sent home to parents.

Regular meetings requested by parents are scheduled through the guidance counselor or front desk as soon as possible.

Comments or dissatisfaction with the parent involvement plan, activities, or any areas of concern can be brought to the attention of the principal in person, via email, phone call, or text.

### Accessibility

Describe how the school will 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.

Meetings are held in the school Auditorium and other buildings that are handicap accessible. Activities are scheduled at differing times of day to help all families find a time that meets their schedules.

All communication is provided in a language parents can understand, including Spanish and other languages as indicated by ESOL enrollment. Parents, upon registration, complete information on the language spoken in the home. The Data Entry Clerk alerts teachers to the necessity of communication in other languages.

### Barriers


Describe identified barriers that hindered the participation by parents during the previous school year.

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). (ESSA Section 1116)

Barriers (Including specific subgroup)	Step(s) to overcome barrier
Low parent attendance at conferences and workshops.	We are exploring hosting some workshops and conferences in Rosewood, a community ten miles from the school, in which over half of our students reside. We are also exploring providing dinner at our conference nights.

### Adoption

The Parent and Family Engagement Plan have been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC meeting minutes.

Principal Kathy Lawrence 	
Date August 29, 2019	