



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2021-2022

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 Elementary School believes parents are the key to the educational success of their children. We see parents as a valuable resource in developing the most effective educational plan for each child. As a school, we strive to be a part of the community and a place where parents are always welcome. We recognize the need to work with parents and families to accomplish our goals of academic achievement and personal growth for each child. Ongoing staff training and parent workshops are critical in us meeting our goals.

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. Musser

Date: 4/12/2021

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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.**

<p>Describe the method in which parents were involved</p>	<p>In addition to attending the beginning of the school year annual Title 1 Parent information session, our parents are invited/ encouraged to attend our monthly SAC meetings and Mid- year Parent input Meeting. We advertise the parent input meeting as well as SAC dates through our monthly newsletter, weekly call homes, school website, invitation flyers and calendar at a glance as well as through our Social Media sites such as Facebook and Twitter. Monthly agendas for SAC 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 at our meetings, 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 were provided a survey in February 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>
<p>Date of meeting to gather parent input for Comprehensive Needs Assessment</p>	<p>The gathering of information occurs throughout the school year by our administration and staff during our virtual parent workshops and conferences .</p> <p>Our Mid -Year Parent Meeting was held Virtually on January 29, 2021 with both morning and evening focus groups in the same day. The evening meeting coincided with our SAC meeting which allowed for additional input.</p>
<p>Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan</p>	<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 Virtually on January 29, 2021 with both morning and evening focus groups in the same day. The evening meeting coincided with our SAC meeting which allowed for additional input</p>

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

<p>How were parents invited to develop or revise the compact?</p>	<p>Parents were invited by paper invitation, through social media, connect phone calls and on the marquee to join us for a morning or evening Mid year Parent meeting. During the Parent Input Meeting, A copy of the compact was projected</p>
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	via Zoom and verbal feedback was given. The parents feedback was recorded in the minutes and written on the Compact feedback template.
Date of parent meeting to develop or revise the compact	January 29, 2021 Morning via Zoom and PM session which coincided with our SAC meeting Via Zoom.
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 our school marquee, 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 and Zoom. 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/Zoom 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 Title I Crate as evidence of implementation.*

**Evidence of the input should be uploaded to Title I 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"> • Parent's right to get involved • What is Title 1 funding • Title 1 funds for current school year • How families can get involved • School Success Plan/ Shared vision • Celebrations • Assessments being used to measure progress & opportunities • Curriculum standards and assessments used to measure student progress • School Parent Compact • Parent and Family Engagement Plan(PFEP) • Opportunities for parents to provide input on their child's education • What is our mission as a school • PBIS/ Conscious Discipline information <p>Additional questions and/or feedback</p> <p>Parents are notified through the Newsletter, 1st day of school packet, Marquee, social media and school messenger</p>
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Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	August, 2021 Morning and Evening meetings. Communication is sent to families in many different ways; 1 st day of school packets by flyer, Social media platforms, newsletter and weekly school messenger
How do parents who are not able to attend receive information from the meeting?	Information, which includes the Title 1 video is uploaded to our school website and social media accounts, and is printed in our school newsletter.
How are parents informed of their rights?	Parents are informed of their rights through our Annual Title 1 meeting, and information shared out through our school website, Social Media, school newsletter and SAC committee. In addition, students bring home, in their first day packets, a title 1 brochure and PFEP 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.

Title III-ESOL	ELL IA, funds for additional learning opportunities within the school day
Title IX-Homeless	SIT, ABC funds, Parent Involvement Coordinator, Social Worker
Preschool Programs	VE preschool program (2 units)
IDEA/ ESE	Unified partners/special Olympics, ESE support Facilitators
Migrant	SIT, ABC funds, Parent Involvement Coordinator, Social Worker
Other	Title 1 funding: Additional Instructional Coach support, Parent Involvement Coordinator, SSaP, professional development opportunities to address specific SEL & 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.

Allocation	\$3,000 (3136) and \$23,133(PI)
Explain how these funds will be used this school year	Toward Parent Involvement Salary.
How are parents involved in deciding this?	Mid-Year Parent focus groups, SAC Monthly meetings and Surveys.
How did you document parent input?	Through parent meeting notes, SAC minutes 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.
- Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.
 - Think of Family Engagement as a strategy to reach the goal of student achievement
 - 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 Families								
SuP goals	Title/Description of Strategy	How will this impact student achievement?	When will this occur?	When applicable, indicate the services you will provide to families.				How will this support learning at home?
				Transportation	Meal	Childcare	Translation	
1. Provide High Impact Instruction	Grade Appropriate assignments: Instructional planning that aligns scholar learning, tasks, outcomes with the complexity of the grade level standards; A systematic approach to phonics instruction/foundational skills, academic vocabulary (ELA and Math); Reading and writing connection is infused throughout the instructional day across content areas	With a focus on high impact instruction, all students will receive an equitable education and in turn increase student achievement in core content areas	Weekly PLC Planning					Teachers will engage with families by sharing current curriculum, assessments and their child's academic growth. Through a partnership goals can be set for their educational journey

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	<p>High Expectations: differentiated instruction for tier 2 in ELA and tier 2 and 3 math in alignment with essential standards in order for all scholars to access grade level standards</p>	<p>With a focus on high impact instruction, all students will receive an equitable education and in turn increase student achievement in core content areas</p>	<p>Daily</p>				<p>Teachers will engage with families by sharing current curriculum, assessments and their child's academic growth. Through a partnership goals can be set for their educational journey</p>
	<p>Strong Instruction: Scholars will engage in cognitive tasks that require them to persevere through challenging assignments and experience productive struggle through reasoning and problem solving and feel they are having fun as part of their learning process</p>	<p>With a focus on high impact instruction, all students will receive an equitable education and in turn increase student achievement in core content areas</p>	<p>Daily</p>				<p>Teachers will engage with families by sharing current curriculum, assessments and their child's academic growth. Through a partnership goals can be set for their educational journey</p>

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	<p>Deep Engagement: in addition to behavioral compliance, scholars are making a deeper cognitive and emotional investment in their school work because they find worth in the content.</p>	<p>With a focus on high impact instruction, all students will receive an equitable education and in turn increase student achievement in core content areas</p>	<p>Daily</p>					<p>Teachers will engage with families by sharing current curriculum, assessments and their child's academic growth. Through a partnership goals can be set for their educational journey</p>
	<p>Cres Connection Nights (SEL, STEM, READING, MATH) a family and school connection night that is centered around topics. They will work together to complete tasks and games that are developed for the topics.</p>	<p>Allows us to build a school community with our families while engaging in academically themed games and activities.</p>	<p>1 each quarter</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>Allows parents to learn curriculum and techniques to assist with their child's development at home.</p>

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	<p>Parent Conferences: parents will receive information regarding standards, on-going assignments that align & activities that can be implemented at home.</p>	<p>Parents will understand their child's needs and successes and will learn ways to support at home</p>	<p>quarterly</p>	<p>x</p>			<p>x</p>	<p>Parents will be provided guidance on types of question sets and practice assessments that can be used at home for students to gain understanding of question types, accountability and communication of progress related to school wide academic and social /emotional goal setting.</p>
	<p>Bring your parent to class: Each grade level and specials team will have in class activities that will be done with parents on campus/virtually</p>	<p>Helps us build a school community with our families. The relationships developed are critical for the success of our scholars and their families</p>	<p>Quarterly</p>		<p>x</p>		<p>x</p>	<p>Parents will be informed and able to practice with their child to build their skills. Helps scholars feel supported and encouraged to succeed.</p>

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2. Build a Collaborative Culture:	<p>Coffee Talk: Monthly workshops for parents to come together to discuss a curriculum that aligns with conscious discipline.</p>	<p>Parents will learn ways to help their children socially and emotionally deal with conflicts/situations in their life whether at school or at home. As a result, they will be able to focus on their academics and reaching their goals.</p>	Monthly		x		x	<p>Parents will be engaged and practicing with their child to build their skills while away from school</p>
	<p>CRES After the bell: pre-recorded workshops for parents that align with Coffee Talk curriculum, IRLA and Math. Pre-recorded book readings for scholars to enjoy from their favorite teachers.</p>	<p>Parents will learn ways to help their children socially and emotionally deal with conflicts/situations in their life whether at school or at home. As a result, they will be able to focus on their academics and reaching their goals.</p>	Throughout the year.				x	<p>Parents will be engaged and practicing with their child to build their skills while away from school</p>
	<p>Achievement Activities: Scholar of the month, Moving on Ceremonies, Principals Honor roll celebration, reading celebration, student council induction, fine arts show.</p>	<p>Allows us to build a school community with our families. The relationships developed are critical for the success of our Scholars and their families.</p>	Events will take place throughout the year Aug- May		x		x	<p>Relationships developed within the school community are critical for the success of our scholars and families at home.</p>

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	PARENT MEETINGS: SAC/PTA, Title 1, Parent input, FSA parent night, IRLA/STEM and FSA.	Parents will have a better understanding of school wide curriculum and Standards, expectations, needs and opportunities	SAC/PTA meet monthly; Title 1 September 2021; Parent Input January 2022; IRLA Fall; STEM spring; FSA Spring	x			x	Parents will have a better understanding of school wide curriculum and Standards, expectations, needs and opportunities
	Family & Community Outreach: Campus clean up, special Olympics/unified partners, relay for life, Hero squad, Hunger walk.	Allows us to build a school community with our families. The relationships developed are critical for the success of our Scholars and their families.	Each quarter there is an outreach project		x			Relationships developed within the school community are critical for the success of our scholars and families at home.
	Family Fun Activities: Winter concert, Holiday Shoppe, Spring production/talent show, Fall Festival, Spring Festival, Game nights/ Cres connection nights.	Allows us to build a school community with our families. The relationships developed are critical for the success of our Scholars and their families.	Events will take place throughout the year.		x			Relationships developed within the school community are critical for the success of our scholars and families at home.
3. Make Data Driven Decisions	PARENT MEETINGS: SAC, Title 1, Parent input meeting,	Parents will have a better understanding of our school as a whole and how their involvement impacts their child and the school family	SAC-monthly; Title 1 - September ; parent input- January	x			x	Parents will have a better understanding of school wide curriculum and Standards, expectations, needs and opportunities

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	Surveys:	Parents will have the ability to provide feedback/input to help with future planning	Spring					Parents will have a better understanding of school wide curriculum and Standards, expectations, needs and opportunities
	Student Intervention Team: Collect and Analyse EWS data and monitor school wide PBIS systems. Meet to problem solve in order to determine next steps for tier 1-3.	Will help children socially and emotionally deal with conflicts/situations in their life whether at school or at home. As a result, they will be able to focus on their academics and reaching their goals.	Meets weekly					Parents are provided updates and information to help with next steps of support. Families who are included, are more willing to partner with our school.
	School based leadership team - collect, monitor, utilize data to identify trends and develop actionable steps to increase scholar achievement levels.	Will be able to shift focus to areas of need with increased academic supports.	Meets Weekly					Parents are provided updates and information to help with next steps of support. Families who are included, are more willing to partner with our school.
Other:								

<p>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</p>	<p>Parents are provided information about curriculum through: Title 1 meeting, Parent Portal, Electronic co classroom teachers, school website, information presented on standards(school website, face to face w newsletter) In addition, parent conferences, progress reports and report cards. Assessment data in the fi</p>
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	and formative assessments are sent home with scholars on an ongoing basis. Achievement level data as mailed home to parents.
How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?	Participant Surveys are provided after each event. The information is collected and reviewed by our PBIS DETERMINE ADDITIONAL NEEDS/WANTS
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.	<u>ELL</u> IA can provide translation, in addition to other staff members and parent volunteers within our school.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Time of Day, transportation & childcare: Assistance is provided as needed by offering both morning & evening parents, childcare is arranged and transportation when requested.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We offer multiple sessions on the same day for example: Our Volunteer training, Parent Portal workshop meeting are held in both the morning and the evening of the same day.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Assistance will be provided for any individual with disabilities(ramps, interpreters, access buttons for do

**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>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school</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"> • Title 1 Annual Meeting & Open House & Mid- year Parent meeting • Monthly lightning Flash Newsletter(via email or hard copy if requested) • Student Planners/Written Notes • Weekly School Phone calls by administration • PBIS positive phone calls home: Bolt of Honor • Emails • Parent Conference Notes • Parent Teacher Home Visits • School Marquee • School Website • School Flyers • Family Events • Needs Assessment/Parent Survey Feedback Forms • SAC& PTA Meetings request input in PFEP /compact • Calendar At A Glance • All classroom teachers have a platform to share information and celebrations with their families (facebook and class Dojo) • 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 & Thunder Chorus. As well as the Cotee River Elementary PTA. • Parent Portal
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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>
<u>Effectively Engaging Families</u>	<u>Will give tips and suggestions on how to increase the relationships with their Scholars and their families.</u>	<u>Presenter is Amanda Miller Parent Involvement Coordinator.</u>	<u>All Staff</u>	<u>Semester 1 August 2021 8:45am</u>
<u>Building a partnership with our parents.</u>	<u>Will give tips and suggestions on how to increase the relationships with their Scholars and their families.</u>	<u>Presented by Amanda Miller Parent involvement Coordinator.</u>	<u>All Staff</u>	<u>Semester 2 January 2022</u>

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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 brochures, Title 1 information, local agencies to support student Success, SAC brochures, SIT information, Calendar at a glance, PBIS brochure, before and after school program info. Parent Engagement Binder, Computer for parents to use, Family books, resources to help educate.

Principal: B. Slusser

Date: 4/12/2021

Drafts of PFEP's are due to Title I Crate by April 14th, 2021.

**Copies should be placed on the school website as well as in the Title I 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.*