



Cedar Grove Elementary School  
24-25 Parent and Family Engagement Plan



School Name:	Cedar Grove Elementary	School # 0091
Principal's Name:	Crystal Boyette	<i>Crystal Boyette</i>

Date Revised with Parent Input: 28 August 2024

District Approved:

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall be described 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 upon by parents periodically to meet the changing needs of parents and the school.

**Mission Statement**

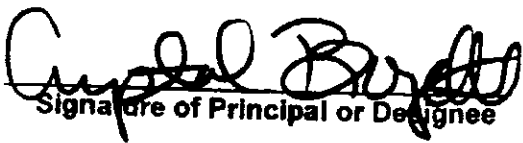
*Mission Statement: Cedar Grove gets students excited about learning so that all make at least a year's growth in a year while filling in gaps because we exist to teach children how to learn and believe in themselves.*

I, Crystal Boyette, do hereby certify that all facts, figures, and representations made in this plan 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 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.

What is required:

**ASSURANCES: We Will:**

- The school will be governed by the statutory definition of parent involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in section 9101(32), ESEA
- Involve the parents of children served in Title I Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent (Section 1118(b)(1));
- Jointly develop/revise with parents the school parent and family engagement plan 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));
- Involve parents, 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 parent and family engagement plan and the joint development of the school-wide program plan under (Section 1114 (b)(2) (Section 1118 ©(3));
- Use the findings of the parent and family engagement plan to review the strategies for more effective parent involvement, and to revise, if necessary, the school's parent and family engagement plan (Section 1118(a) (E));
- If the plan for the Title I Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency (Section 1118 (b)(4));
- Provide to each parent and 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 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
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals (Section (h)(6)(A)).

  
Signature of Principal or Designee

08/30/24  
Date Signed

**1. INVOLVEMENT OF PARENTS**

**(A) By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP Section 1116(c)(3)?**

*The school will involve parents in an organized, ongoing, and timely way in the planning, reviewing, and improving the PFEP through Parent-Teacher Conferences, the Open House, and Parent Workshops. Family Nights, Individual Education Plan (IEP)/504 meetings, the School Advisory Council meetings (SAC), award ceremonies, the Child Study Team (CST) meetings, offer a Google Virtual link, and through (TFITT).*

<p><b>(B) By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (Section 1116 (c) (4) (C)?</b></p>	<p><i>The school will provide parent opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in the making of educational decisions for their children through Parent-Teacher Conferences, Open House, Parent Workshops, Individual Education Plan (IEP)/504 meetings, the School Advisory Council meetings (SAC), the Child Study Team (CST) meetings, and through (TFITT). The school will respond to any suggestions as soon as practicably possible by calling the parents, emailing, DOJO, and, if needed, a letter sent home via the student or by mail, and offering a Google Virtual link.</i></p>
<p><b>(C) By what means will the school involve parents in the joint development of the School Improvement Plan (Section 1116(A)(2)?</b></p>	<p><i>Parents will be involved with the joint development of the School Improvement Plan (SIP) during the School Advisory Council (SAC) meeting. The current SIP will be reviewed, and any revisions to the plan will be made based on needs, barriers, and parental input. We will use the SIP Review/Input form to record parent input.</i></p>
<p><b>(D) If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district (Section 1116 (c) (5)?</b></p>	<p><i>If the School Improvement Plan (SIP) is not satisfactory to the parents, the school will provide the SIP Review/Input form to the parent and, once completed, submit the form along with the plan to the district.</i></p>
<p><b>(E) By what means will the school provide other reasonable support for parental involvement activities as parents may request (Section 1116 (e)(13)? (Based on the Title I Parent Survey results, what activities did the parents request that are included in this plan?)</b></p>	<p><i>Based on the Spring Title 1 Survey, the most requested items were to give advance notice of events. The school will send home flyers with the students, offering a Google Virtual link and posting events/activities on the school's FaceBook site, School DOJO Story, Classroom Story, YouTube, and PeachJar two or three weeks in advance. In addition, requests by parents were the days and times of events/activities; the school will have those days and times on hand to ensure maximum participation.</i></p>

## 2. ACCESSIBILITY

<p><b>A. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening to accommodate parents' schedules (Section 1116(c)(2)?</b></p>	<p><i>The school will offer a flexible number of meetings, such as morning or evening meetings, to accommodate the parents' schedule when possible and will offer Google Virtual meetings and telephone calls.</i></p>
<p><b>B. By what means will the school provide parents with timely information about meetings, activities, and events (Section 1116(c)(4)(A)?</b></p>	<p><i>The school will provide parents with timely information about meetings, activities, and events through the School DOJO Story, flyers, Facebook, and a list of events and dates two to three weeks in advance.</i></p>
<p><b>C. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of</b></p>	<p><i>Based on the Title 1 Spring Survey, work schedules are a major barrier for our parents. With this data, we will offer varying times for parents and a Google Virtual link. For our parents and family members with limited English proficiency, with disabilities, and parents of migratory</i></p>

migratory children) <u>(Section 1116(f)?</u>	<i>children, we will seek translators, provide a translated copy of the events, and offer a Google Virtual link.</i>
<b>D. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and a language the parents can understand <u>(Section 1116(e)(5) and (f)?</u></b>	<i>The school will ensure that information related to school and parent programs, school reports, meetings, and other activities is translated into and posted in the native languages, as well as sending home flyers in the parent's native language.</i>

**3. ANNUAL PARENT MEETING**

The Annual Parent Meeting on the Title I Schoolwide Program is an essential part of our effort to build strong, collaborative relationships with our school community. By providing detailed information and answering questions, we aim to empower parents and families with the knowledge needed to support their children's academic success and fully engage in the educational process. We encourage all parents to attend and participate in this informative session to learn more about how the Title I Schoolwide Program benefits their children and contributes to the overall quality of education in our school district.

Additionally, the school will document all communication that has been provided to stakeholders as follows:

<b>By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved <u>(Section 1116(c)(1)?</u></b>	<i>Our school will conduct a face-to-face Annual Title I Meeting before the Open House. This meeting will provide comprehensive information about the Title I program, including its benefits, academic assessments, school performance data, and parental rights. To ensure that all parents have access to the information provided, regardless of their language preference, materials in both English and Spanish will be provided; we aim to foster a well-informed and engaged parent community. This approach ensures that all parents can understand and participate in the Title I Schoolwide Program, supporting their children's educational success and enhancing our school's collaborative efforts.</i>
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**4. BUILDING PARENT CAPACITY (Address topics F-J)**

- (F) Assist parents in understanding:**
- State academic standards;
  - State and local academic assessments;
  - Requirements of Title I;
  - Monitoring a child's progress; and
  - Work with educators to improve the achievement of their children **(Section 1116 (e) (1).**
- (G) Description and explanation of:**
- Curriculum used at the school **(Section 1116(4) (B)**
- (H) Description and explanation of:**
- Academic assessments used to measure student progress. **(Section 1116 (4) (B)**
- (I) Description and explanation of:**
- Achievement levels of State academic standards that students are expected to obtain **(Section 1116 (4) (B)**

**(J) Provide materials and training to:**

- Help parents work with their child to improve their children's achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement **(Section 1116 (e) (2) (LEA note: This includes Parent Portal Training)**
- Schools must provide a **description, explanation, or understanding** of academic requirements that fall under the Federal Guidelines for Title I.

**Table A**  
**PARENT TRAINING OPPORTUNITIES**

List all activities for requirements F through J and transition activities that involve parents.

<b>Timeline</b>	<b>Title of Training/Event</b>	<b>What will parents learn that will have a measurable, anticipated impact on student achievement?</b>	<b>Requirements Addressed</b>	<b>Evidence/ Documentation for Effectiveness</b>	<b># Of Parents Attended</b>
09/19/24	Open House	The curriculum used in the school, Florida Standards/Benchmarks, how to assist students at home, activities, and Title 1.	F, G, H, I, J	Sign-in sheets and upload of the materials shared with parents	
09/19/24	Title 1 Annual Meeting	The curriculum used in the school, Florida Standards/Benchmarks, how to assist students and how to become more involved, and Title 1.	F, G, H, I, J	Sign-in sheets and an upload of materials shared with parents	
October or November 2024	Academic Fall Festival	The curriculum used in the school, Florida Standards/Benchmarks, and how to assist students at home and activities.	F, H, I, J	Sign-in sheets and an upload of various grade-level materials is provided to the parents.	
October/ November/ December 2024	ELA Game Night/New Worlds Reading	The curriculum used in the school, Florida Standards/Benchmarks, how to assist students at home, and activities.	F, G, H, I, J	Sign-in sheets and an upload of various grade-level materials are provided to the parents.	
2nd Semester February 2024	Math Game Night	The curriculum used in the school, Florida Standards/Benchmarks, how to assist students at home, and activities.	F, G, H, I, J	Sign-in sheets and an upload of various grade-level materials are provided to the parents.	
Mid-March or First of April 2025	"Spring Into Learning"	Preparing the state assessment, activities, and relevant information about the assessment requirements.	F, G, H, J, I	Sign-in sheets and an upload of various grade-level materials are provided to the parents.	

May 2025	Transition to Middle School	The curriculum used in the school, Florida Standards/Benchmarks, how to assist students at home, and activities.	F, G, H, I, J	Materials are provided to the students, and information will be sent home to the parents.	
May 2025	Kindergarten Signing Day	The curriculum used in the school, Florida Standards/Benchmarks, how to assist students at home, and activities.	F, G, H, I, J	Sign-in sheets and an upload of materials were provided to the parents.	

**Table B  
OTHER EVENTS/ACTIVITIES**

**Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children (Section 1116 (e) (4)).**

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/ Documentation for Effectiveness	# Of Parents Attended
Aug-May	School Advisory Council (SAC)	Plan/review/improve the PFEP to give the parents and the community a voice.	F, G, H, J, I	Sign-in sheets and an upload of any review/input forms used.	
Aug-May	Parent EmPOWERment Workshops	TBA	F, G, J	Sign-in sheets and if possible, an upload of any information provided to the parents.	

**5. PARENT/SCHOOL COMPACT**

**As a component of the school-level Parent and Family Engagement Plan, each school (ALL) shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.**

**How will the school ensure parent's/families' involvement in this process?**

*The school will ensure parents/families are involved in the compact process through School Advisory Council (SAC) meetings and having them provide input on the compact.*

**ELEMENTARY**

<p><b>How will the school ensure that the teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed and signed (Section 1116 (d) (2) (A)?</b></p>	<p><i>The school will ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed and signed by having the Parent Liaison provide teachers with a class roster and requiring teachers to turn in their compacts quarterly and check off the names of the students listed on their roster quarterly.</i></p> <p><i>In addition, parents will be encouraged by the teacher through flyers, phone calls, emails, and Class DOJO to schedule a conference. If feasible, time will be given at family events for conferences.</i></p>
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**MIDDLE & HIGH SCHOOL**

<p><b>How will the school distribute the school-parent-student compact (Section 1116 (d) (2)(A)?</b></p>	<p align="center">N/A</p>
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**6. BUILDING STAFF CAPACITY**

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support, principals, and other school leaders, as well as other staff with the assistance of parents/families in:

- The value and utility of their contributions
- How to reach out to, communicate with, and work with parents and families as equal partners; and
- How to implement and coordinate parent/family programs and build ties between parent/families and the school. (Section 1116 (e) (3)

**\*\*Complete Table C.\*\***

**Table C**

Activity/ Topic	Person Responsible	Timeline	Evidence Documentation of Effectiveness	# of Faculty/ Staff Attended
Annual Title 1 In-service/Compact Training	Denise Brown	July 30, 2024	Sign-in sheet	40
Title 1 In-service for new hires	Denise Brown/Lisa Clouse	As needed	Sign-in sheet	
Parent Portal Registration	Parent Liaisons	Aug-May	Sign-in sheet	
School-wide Expectations for Effective Communicating with Parents	Denise Brown & Crystal Boyette	Assigned Faculty Meetings	Sign-in sheet	

**7. COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS**

Describe to the extent feasible, the means the school will coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children (Section

**1116 (e) (4).**

Program	Coordination
Title III ESOL <i>(Example)</i>	<i>(Example Response)</i> Support for our ESOL population through parent communication translations, ESOL paraprofessionals to assist with parent meetings, and monitoring to increase achievement through greater parent involvement. We will host an ESOL parent event in the Spring to increase parent involvement with our ESOL families so they can help their students at home.
Title II Professional Learning	
Title III ESOL	ESOL family night will be coordinated with Bay District Schools Multilingual Student Support Center. Provide information to our English Language Learners regarding academics and the support and resources provided on the Cedar Grove campus.
Title IX Homeless	
Preschool	The school will coordinate with the State-Funded VPK program. All VPK parents will be invited to attend all school events, including Curriculum-based and Transition Family Nights, either virtually or in person.
Other	

**8. DISCRETIONARY ACTIVITIES**

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.)

<p>How will your school develop appropriate roles for community-based organizations and businesses in parent-involvement activities <u>(Section 1116 (e) (13)?</u></p>	<p>A Student Support Care Manager will complete home visits regarding attendance and work with parents to reduce barriers to missing school. Parents can be provided transportation to and from school meetings. The Student Support Care Manager will also connect with families so that they have all emergency contact information updated and linked to the Parent Portal. Cedar Grove has established a Community Assessment Team and is partnering with new community organizations.</p>
<p>By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training <u>(Section 1116 (e) (6)?</u></p>	<p>The school will involve parents in developing training for teachers, principals, and other educators to improve the effectiveness of the training. To do this, the parents will be surveyed on what training(s) they feel are necessary and asked to share their positive or negative experiences with a teacher through the Title 1 Spring Survey.</p>



By what means will the school provide literacy training for parents if the LEA has exhausted all other resources of funding <u>(Section 1116 (e) (7)?</u>	N/A
By what means will the school pay reasonable and necessary expenses, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions <u>(Section 1116 (e) (8)?</u>	<i>The school will pay reasonable and necessary expenses, including transportation and childcare, to enable parents to participate in school-related meetings and training by providing a meal if the meeting or training is held during meal time. Students and siblings will be allowed to attend these events to aid with unnecessary child care, or the Parent Liaison will coordinate with the staff and faculty for volunteers to provide child care during these events.</i>
By what means will the school train parents to enhance the involvement of other parents <u>(Section 1116 (e) (9)?</u>	<i>The Parent Liaison will work with current volunteers to encourage new parents to attend events and volunteer. The Title 1 Coordinator and Parent Liaison will work together to train the volunteers.</i>
By what means will the school conduct in-home conferences for parents who are unable to attend at school <u>(Section 1116 (e)(10)?</u>	<i>The school will conduct in-home conferences for parents who are unable to attend school with the assistance of the school's guidance counselor, TRIAD Team, and Parent Liaison or provide a Google Link to attend virtually.</i>
By what means will the school adopt and implement model approaches to improve parent involvement <u>(Section 1116 (e)(11)?</u>	N/A

### 9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT

Category	List of Items
Parent Liaisons	Salary, benefits
Parent Center	Supplies
Parent Training/Events	Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants, ink/toner

### 10. BARRIERS

Provide a description of the:

- Barriers that hindered participation by parents during the previous school year.
- 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) (ESEA Section 1116)

Use the data collected from Parent Event Evaluations, Surveys, and the School Improvement Plan.

<b>Barrier (Including the specific subgroup)</b>	<b>Steps the School will Take to Overcome Barrier</b>
Communication (All)	Multiple platforms to increase communication (Facebook, website, school messenger, Class/Story DOJO, Portal Messenger, Marquee sign, PeachJar, flyers, etc.) School-wide expectations for parent communication.
<i>Parent Involvement (All)</i>	Provide flexible options for parent meetings and events, provide advanced notice of events/activities, offer virtual links (for meetings/training, if possible), and offer free childcare.

## 11. PARENT AND FAMILY FEEDBACK

Each year, our school encourages parents, and families to work in collaboration with the school to develop, review, and revise the Title I school-level Parent and Family Engagement Plan (PFEP). The PFEP is a tool that is used to determine how well our school is partnering with you and promoting your involvement in your child's education throughout school.

Your feedback is important in helping us continually improve the PFEP and the parent and family engagement program at our school. We have provided contact information below so that you can learn about the different ways you can be a part of this home-school connection.

<b>District Title I Supervisor</b>	Loretta Mistrot 850-767-4354 mistrll@bay.k12.fl.us
<b>District Parent Liaison</b>	Bobbie Copsey 850-767-4294 copserm@bay.k12.fl.us
<b>Section 11 Title 1 Resource Teacher</b>	Stefanie Johnson 850-767-4113 hendlsm@bay.k12.fl.us
<b>Principal</b>	Crystal Boyette 850-767-4552 boyetck@bay.k12.fl.us
<b>Title I Coordinator</b>	Denise Brown 850-767-4550 brownndc@bay.k12.fl.us
<b>Parent Liaison</b>	Lisa Clouse 850-767-1249 clouslm@bay.k12.fl.us
<b>Parent Liaison</b>	Charlotte Browning 850-767-4550 brownncv@bay.k12.fl.us