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**2020-2021 School Parental & Family Involvement Policy (PFEP)**

**School**: Phoenix Naples

## Each participating Title I public school must develop jointly with families a written school‐level Parent & Family Engagement Policy/ Plan (PFEP) that describes how the school will build family capacity [ESEA Section1116]. Please complete this form and uploaded in the ADNTITLE1SCHOOLS share drive.

###### **Assurances**

## Please check all the boxes

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|[x]  Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent? |
|[x]  The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA |
|[x]  Jointly develop/revise with families the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community |
|[x]  Involve parents and families, 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 school parental involvement policy and the joint development of the schoolwide program plan  |
|[x]  Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy  |
|[x]  Provide each family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals |
|[x]  Provide each family with timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is out of field |
|[x]  Provide to each family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [ESEA Section1116] |

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| **Principal Signature** |  | Date Signed |

1. **Involvement of Parents**
Describe how your school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of **Title I programs, including involvement in decision making of how funds for Title I will be used?**

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| At the first 20-21 SAC meeting in August, the Title I proposed Use of Funds for each program will be discussed with opportunity for members to provide input. Implementation activities and updates will be reviewed at SAC meetings during the 2020-21 school year. |

1. **Coordination and Integration with Other Federal Programs**

Describe how your school will **coordinate and integrate** parent and family engagement programs

and activities **with Other Federal Programs**?

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| Title IV provides funding for staff members to make home visits during the summer to current and former students in the Phoenix and New Beginnings programs. ESE and ELL parents are notified in wiring to attend required meetings with the student, teachers, and other school personnel who work as a team to support parents in helping their child. |

Describe how your school will coordinate with other programs to integrate parent and family activities that teach parents how to help their children at home?

[ESEA Section 1116]

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| Parents will be invited to participate in parent outreach classes conducted by the district and community representatives on how to help their children. |

1. **Annual Parent Meeting**
Describe the **specific steps your school will take to conduct an annual meeting** designed to inform parents and families of participating children about the school’s Title I program

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| As students enroll throughout the year, parents are informed about the program as part of their orientation. A flyer will be sent home inviting parents to the Annual Title 1 Meeting. Sign-in sheets will be collected for documentation purposes.  |

Provide a description of the nature of the Title I Program that will be shared with parents and families (schoolwide or targeted assistance).

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| All parents will be invited to attend the program’s Title 1 Parent night on August 18, 2020, during which the Title 1 program budget, needs assessment, and parents’ rights will be presented. They will also be invited to attend the district Title I Annual Parent Meeting.  |

Provide a description of how the meeting will cover the rights of parents at the annual meeting?

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| A Power Point presentation will be provided at each program’s Title 1 Parent night that includes the rights of parents.  |

1. **Flexible Parent Meetings**
Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

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| Individual meetings are scheduled with parents as needed throughout the year to provide information about individual student progress, graduation requirements, scholarships, etc. Meetings are also scheduled at parent request. |

How will your school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement?

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| NA |

1. **Building Capacity**
Please describe all activities that will address the following questions;
* How the school will implement activities that will build the capacity for meaningful parent/family involvement?
* How will the school implement activities that will build relationships with the community to improve student achievement?
* How the school will provide materials and trainings to assist parents/families to work with their child(ren)?
* How the school will provide other reasonable support for parent/family engagement activities?

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| **Content and Type of Activity** | **Timeline** |
| Orientation upon enrollment in program | Enrollment |
| Parenting brochures provided | Enrollment |
| Marine Corps League Mentoring | As mentors are identified |
| Letters regarding OOF staff | October and February |
| Financial Aid Night | November |

1. **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 parents/families on:
* How to reach out, communicate, and work with parents/families as equal partners
* The value and utility of contributions of parents/families
* How to implement and coordinate parent/families programs, and build ties between parents and schools

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| Administrative teams will provide training to staff of each program at beginning of school year on communication with parents. |

1. **Other Activities**
Describe 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)?

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| **Phone calls are made to parents by lead teachers, counselors, and mentor teachers regarding progress. Parents are invited to monthly promotion ceremonies for New Beginnings.** |

1. **Communication**
Describe how will your school provide timely information about the Title I programs?

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| **Information about the Title 1 programs is provided at the Annual Title 1 Parent night and at monthly SAC meetings.** |

How will your 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?

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| **Individual orientation meetings with parents and students are held upon enrollment in the program. Phone calls are made to parents by lead teachers, counselors, and mentor teachers regarding progress.** |

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

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| **Individual meetings will be scheduled with parents as requested.** |

How will your school submit parents/families comments if the schoolwide plan is not satisfactory to them?

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| Parents have the opportunity to provide feedback at monthly SAC meetings and through parent surveys. Parents can also schedule meetings with teachers and administration.  |

1. **Accessibility**
Describe how your school offers parent/family engagement activities **for all** parents/families? (*Including parents with limited English proficiency, disabilities, and migratory children).*

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| **Interpreters are provided for non-English speaking parents.** |

Describe how your school will shared 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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| **Phone messages and many documents are delivered in the 3 primary languages of our community: English, Spanish, and Creole.** |

1. **Discretionary Activities**
Describe if the school provides Any 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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| NA |

1. **Barriers**
Describe the barriers that hindered participation by parents during the previous school year. Include 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)?

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| **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| Limited English proficiency | Provide translators for all meetings as necessary. Ensure all flyers sent home are translated for parents |

1. **Upload Evidence of Input from Parents on the development of the PFEP**

Upload a copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY21 Parent Involvement Policy (PFEP)** prior to approval. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](file:///%5C%5Cadnshrtmp%5Cadn%5Cshr%5CADNTITLE1SCHOOLS%5C1.%20Title%20I%20Required%20Documentation)

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| 1. **Upload FY21 Parent-School Compact**Upload an electronic version of the FY21 Parent-School Compact. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](file:///%5C%5Cadnshrtmp%5Cadn%5Cshr%5CADNTITLE1SCHOOLS%5C1.%20Title%20I%20Required%20Documentation)
 |

1. **Upload Evidence of Parent Involvement in Development of Parent-School Compact**Provide copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY21 Parent –School Compact** prior to approval. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](file:///%5C%5Cadnshrtmp%5Cadn%5Cshr%5CADNTITLE1SCHOOLS%5C1.%20Title%20I%20Required%20Documentation)

###### **Evaluation of the previous year's Parent and Family Engagement Plan**

**Review your FY20 School Parent and Family Engagement Policy (PFEP) and complete the sections below.**

1. **Building Capacity Summary**
Provide a summary of activities provided during the **2019-2020** school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting, Parent Institute workshops and any other parent workshops. **If activity was not completed, provide an explanation in the space below.**

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **How did this activity built parent and family capacity to improve student achievement? If not completed, provide rationale.** |
| Annual Title I Meeting | 1 Meeting per program | Total all 5 programs = 76 | Understand Title 1 |
| Monthly NB Promotion Ceremonies | 1 per month at each program | Ave. 15 per ceremony | Understand the program |
| Orientation upon enrollment | As enrolled |  | Understand the program |

1. **Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the **2019-2020** 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.

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **How did this activity build parent and family capacity to improve student achievement? If not completed, provide rationale** |
| Staff Development on Involving Parents | 1 meeting per program | All staff of each program | Improve parent relations |

1. **Review your FY20 School Parent and Family Engagement Policy (PFEP) Barriers Section.**

To what extent did your site implement the steps described in your PFEP? How will Title I Parent and Family Engagement (PFE) funds be used to address the barriers that persist?

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| **Barrier (Including the Specific Subgroup)** | **Steps the School took to Overcome** | **Implementation** (Full, Partial, Not Yet) |
| Limited English proficiency | Provide translators for all meetings as necessary. Ensure all flyers sent home are translated for parents | Full |