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**2018-2019 School Parental & Family Involvement Policy (PFEP)**

**School: Naples Park Elementary\_\_\_\_\_\_\_**

## 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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|  | Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent? |
|  | 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 |
|  | 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 |
|  | 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 |
|  | 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 |
|  | Provide each family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals |
|  | 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 |
|  | 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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| School Advisory Council (SAC) meetings are held monthly at NPE and each meeting will have an agenda item devoted to Title 1 programs and parent involvement. Parents will have the opportunity at each meeting to provide suggestions to increase parent involvement within the school. Those suggestions will guide the parent involvement activities throughout the 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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| **Science, Technology, Engineering, Arts and Mathematics (STEAM) Night** :Students will share work samples and projects in the areas of Science, Technology, Engineering, Arts and Mathematics  **Family Literacy Night**: The Reading Coach, Media Specialist, and Principal will arrange for a community member to visit NPE during an evening event and read aloud to the parents and children. The Reading Coach and Media Specialist will share strategies with parents to encourage daily reading in their home. |

Describe how your school will coordinate and integrate parent and family activities that **teach**

parents how to help their child(ren) at home?

[ESEA Section 1116]

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| **Make and Takes:** we will utilize the CCPS Parent Institute materials at these events  Fall – **Math and Muffins** – held to assist parents in working with their children at home with foundational mathematical skills.  Spring-**Pastries with Parents** –held to assist parents in reading and writing with their children at home. |

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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| Annual Title I Meeting flyer available in front office in three languages  Annual Title 1 Meeting part of our Curriculum Night  Signage on Marquee  Parent email blast and dialer in 2 languages |

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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| Support Personnel and instructional materials |

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

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| School data is shared, the rights of parents, and the school choice methods will be shared at the Annual Meeting. |

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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| **School Advisory Council (SAC) Meetings and Parent Involvement Meetings will be held both in the morning and in the evening to accommodate NPE families.** |

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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| **Each meeting will have child care provided and translators available in Spanish, if needed.** |

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** |
| **STEAM: Science, Technology, Engineering, Arts and Mathematics Night:** Students will share work samples and projects in the areas of Science, Technology, Engineering, and Mathematics. | **Jan 30, 2019** |
| **Volunteer Training and Orientation: recruit volunteers to assist in increasing student achievement** | **October 2018** |
| **Family Literacy Night: students and families participate in a variety of literacy activities to increase student achievement** | **Jan 30, 2019** |
| **Meaningful mornings-quarterly-teachers determine activities** | **Quarterly** |
| **School Spirit Nights** | **Monthly** |

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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| Office Staff Professional Development: training in how to greet and welcome families, instill a welcoming environment and build relationships  Importance of Parent Involvement PD to Staff: through PLC’s in increasing parent engagement |

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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| **A parent resource center will be established to provide the opportunity for parents to feel a sense of belonging to NPE. Resources, such as magazines and academic materials, will be available for parents to utilize.** |

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

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| **Newsletters, posting on Social Media, marquee, and callers in English and Spanish** |

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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| **This will be shared through Curriculum Night, parent nights, Meaningful mornings, newsletters, SAC and PTO meetings.** |

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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| **We will conduct informal meetings, meet with parents when they have suggestions and through our monthly SAC meetings.** |

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

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| Information will be shared through Leadership, Team leaders meetings, SAC and PTO meetings to discuss ways to improve. |

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

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| **We will provide translators at conferences, and family engagement activities.** |

Describe how your 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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| **All communication is translated for our parents.** |

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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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** |
| Migrant families | Part-time Migrant teacher, evening events after 5:30 |

1. **Upload Evidence of Input from Parents on the development of the PIP**  
   Upload a copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY18 Parent Involvement Policy(PIP)** prior to approval. Please upload document in your school PI Policy folder (#1) in the ADNTITLE1SCHOOLS drive. [Link](file:///M:\1.%20Title%20I%20Required%20Documentation)

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| 1. **Upload Parent-School Compact** Upload an electronic version of the FY18 Parent-School Compact. Please upload document in your school Compact folder (#3) in the ADNTITLE1SCHOOLS drive. [Link](file:///M:\1.%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 **FY18 Parent –School Compact** prior to approval. Please upload document in your school Compact folder (#3) in the ADNTITLE1SCHOOLS drive. [Link](file:///M:\1.%20Title%20I%20Required%20Documentation)