



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

School: Calusa 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

- ☒ 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]

Principal Signature

June 7, 2018

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?

The School Advisory Council provides input regarding parental involvement at Calusa Park Elementary School. The Council meets monthly and will be integral in the planning, review, and subsequent improvement of Title I programs.

2. 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?**

Parent Institutes---Coordination with FSCG Staff to provide parents with the necessary tools and resources to help their children succeed in the classroom and beyond.

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]

Thoughtful planning will occur during Literacy and Math Committee meetings to determine the needs of students and the activities to support learning. Each activity will provide either an activity which parents can do at home with their children, or further education as to how to help their children improve their skills in the targeted area.

3. 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

A flyer is sent home to parents in three languages informing them of the the Annual Meeting. Additionally, a caller is done in 3 languages and information is posted on the marquee. Twitter and Facebook are also used to disseminate information. On the day of the Annual Meeting, stickers are placed on the students' shirts as a reminder.

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

The Title I budget, communication strategies, School Improvement Plan summary, parent involvement activities, and parent resources will be shared during the Annual Title I meeting.

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

A document outlining the rights of parents will be given to each parent at the annual meeting. Further clarification will be provided by Principal.

4. Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

A parent survey will be conducted to determine preferred times for meetings.

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

The parent survey will include questions regarding the specific needs parents require in order to be able to participate or attend meetings and events, i.e. childcare or transportation.

5. 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?

Content and Type of Activity	Timeline
Provide information about the school and programs in multiple languages	Ongoing
Provide resource materials on a range of topics in the school lobby	Ongoing
Curriculum Nights to review grade level expectations	First month of school
STEAM and Literacy Nights providing engaging hands on activities for families to enhance learning	
Morning Make and Take activities	Quarterly
Student Led Conferences providing opportunities for students to discuss progress toward academic and behavioral goals	October and April
A Series of 3 District Parent Institutes (Reading, Math & Science) will be provided	

6. 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

During teacher pre-service week, a parent involvement training will be provided to review best practices in communicating with parents and involving them in their child's education. Front office staff will be trained in creating a welcoming school environment for parents and community members, as well as effective communication strategies.

7. 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)?

A section of the front office will be set up with various print materials and resources for parents in multiple languages.

8. Communication

Describe how will your school provide timely information about the Title I programs?

A full description of the Title I program will be presented at the Annual Parent Meeting, in conjunction with Curriculum Nights.

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?

Information regarding the curriculum, grade level expectations and the assessments used to measure student performance will be provided by individual grade level teachers during Curriculum Mornings

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)?

Parent conferences, MTSS, ELL, and IEP meetings will be scheduled by either the parent or the school to discuss individual student progress. Student Led Conferences are held twice a year for students to share their progress toward academic and behavioral goals with their parents.

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

Parents will have the opportunity to share their satisfaction/dissatisfaction regarding each activity, meeting, or event via survey or Flipgrid-with the assistance of our ELL staff at the conclusion of such.

9. Accessibility

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

All parents/families, including those with limited English proficiency or with disabilities will have access to parental involvement activities and/or services through support staff, interpreters, materials sent home, or any other way requested by the parent.

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?

Information regarding parent meetings/programs and student conferences will be provided by flyer, notes in student binders or planner, parent calls (individual and/or school-wide, the use of the school marquee and school website. Interim and Student Based Progress Reports will be sent home in one of three languages. Print materials and phone calls will be translated and transportation services will be provided on an as needed basis.

10. 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.)

Make and Take sessions at specific grade levels
FSA prep nights/mornings-depending on survey results

11. 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)?

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome

12. 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](#)

13. 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](#)

14. 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](#)