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

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## 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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| Copies of the prior year PI policy are distributed to parents at the end of year SAC meeting along with monthly presentations of data summaries of students’ performance. Our school Wildly Important Goals (WIGs) and School Improvement Plan action steps are aligned to specific data and supports the needs of students and parents. Parent workshops and events empower parents to support their child’s needs from the home. Parents participate by providing input in developing the annual parent involvement policy in addition to providing input on parent workshops and school functions needed to support home to school engagement and support. |

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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| 1. Curriculum and Title I Family Night- coordinated by Team Leaders, Academic Coaches and Administration will focus on effective home strategies to support standards of need. Title I information will be shared with parents, noting how funding is used in support of Title I students.
2. Family Literacy Night- coordinated by our Events Planning Team and supported by Administration, this event is focused on school to home strategies to support reading.
3. STREAM Curriculum Focus Events- these morning events are coordinated by lead teachers and academic coaches and focus on hands-on activities, which are content based, and support school to home learning opportunities.
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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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| At each event, we provide parents with modeled examples and resources to implement at the home. By modeling and guiding our parents during these interactive events, we are developing a skillset within them to teach 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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| Our Annual Open House, held in August, is scheduled in May and communicated to students prior to leaving for Summer break. This event gives the parents an opportunity to meet the teacher, see the classroom, and gain a basic understanding of the expectations for the school year. During this event, staff also assists parents with updating their Parent Portal, Free and Reduced Lunch Applications and following the school on social media sites. In addition, Title funding information is shared with parents.  |

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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| There are several avenues in which we use to employ family engagement. Parent compacts and Right-to-Know information is shared with all parents at the start of the school year to inform them of expectations and teacher certifications. Highly Qualified Teacher status is shared with parents in letters sent home in October and February via backpacks. Blackboard is used to communication via e-mail, text, social media and automated phone dialers to remind parents of special events and meetings. |

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

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| The prior year’s data is shared with parents along with the invitation to view the School Improvement Plan at the September School Advisory Council Meeting. These initiatives inform parents of annual progress and planned levels of intervention, focus and support. |

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 Counsel and Parent Teacher Organizations are offered in the mornings, monthly and advertised using a variety of systems as noted above. Our Fall student-led Conference is held in the evening while the Spring Student-led Conference is help in the morning. Our Open House and Title I Family Night is an evening event.  |

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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| A Parent Involvement Staff members supports communication with parents, conducting home visits and providing translations at meetings. |

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** |
| **Lighthouse Lending Library** | **August 2018-June 2019** |
| **Family Literacy Night** | **October 2018** |
| **Open House** | **August 2018** |
| **Curriculum and Title I Family Night** | **September 2018** |
| **STREAM Events** | **August 2018-May 2019** |

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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| The CCPS Family Engagement and Family Involvement PowerPoint was used to educate staff in August. It reviews the difference between the two terms and the value of engaging parents in their child’s education.  |

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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| **Parents will be encouraged to participate in ongoing parent trainings on student-led conferences, using the standards-based progress reporting, etc.**  |

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

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| Parents are provided information about the Title I program at our annual meeting. We explain and provide the parents compacts at this time, in three languages. We hold student-led conferences which encompass academic, leadership and culture goals of students. These conferences also include historic data such as Florida Standards Assessment results and Quarterly Benchmark Assessment results. Parents also receive a handbook each year with a wealth of information.  |

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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| During curriculum night and other events (Books and Bagels, Math and Muffins, Science and Sweets, etc.) parents are informed about standards which will be taught and how they are assessed. Rubrics are also shared with the parents and students receive mini-rubrics for each assignment.  |

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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| Monthly parents have the opportunity to participate in our School Advisory Council (SAC) or Parent Teacher Organization (PTO) Meetings. These are advertised one week in advance and all parents are invited to attend. Agenda items are discussed and parents provide feedback. An “Open” session is also held for all parents to speak. |

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

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| Parent comments are shared at our monthly SAC meeting and discussed which helps to refine processes and policies if needed. All information is included within monthly SAC minutes and uploaded to our website. |

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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| All school communication is sent home in three languages. Phone messages go out in three languages and translators are in attendance at all meetings or events. Administration works directly with the school ESE Specialist and District ESE Programs to ensure parents with disabilities have access to parent involvement activities and services. |

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 school communication is sent home in three languages. Phone messages go out in three languages and translators are in attendance at all meetings or events. Administration works directly with the school ESE Specialist and District ESE Programs to ensure parents with disabilities have access to parent involvement activities and services. |

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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| Parents have the opportunity to request trainings. Based on the replies, Title I and School funding is used to provide the trainings that included but are not limited to: literacy, math, science, health and empowering leadership. |

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** |
| Parents attending events | Teachers are flexible and meet with parents before or after the event to provide them the training or information.  |

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%3A%5C1.%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%3A%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 **FY18 Parent –School Compact** prior to approval. Please upload document in your school Compact folder (#3) in the ADNTITLE1SCHOOLS drive. [Link](file:///M%3A%5C1.%20Title%20I%20Required%20Documentation)