



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

School: Village Oaks 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 upload it 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]

Renee L. Hanson

Principal Signature

8/27/18

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?

We host our Annual Title I Parent Meeting at the beginning of each school year. We plan, review, and improve our Title I programs by working with parents and community stakeholders through School Advisory Council (SAC). We keep parents informed in three languages by sending home flyers, providing the phone dialer, and also through the use of our social media accounts including Twitter and Facebook.

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?**

We coordinate with the school district to provide our families with Parent Institutes which include training in core subject areas such as reading, math, and science. We also provide additional institute training for parents in other areas of interest like attendance and discipline, writing, and more. Previously we varied the time of these events and will continue to do so to reach as many families as possible.

We will host additional activities including two student led conferences, STEAM night hosted during Family Literacy Week, Family Movie Night, school-wide walk-a-thon, and parents can schedule conferences at any time during the school year.

We provide translation in Spanish and Creole for each of these meetings/trainings.

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]

Our school will continue to schedule as many parent institutes as is permitted by the district. In addition to these, the events listed in the question above are available for parents to attend as desired. Translation is provided for all trainings/meetings.

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

Our school hosted its Annual Title I Parent Meeting during our Meet the Teacher event. We notified parents by preparing a flyer in three languages and posting it on school campus. We also listed it on our school marquee, provided the auto dialer, and posted it on social media.

The information was presented to parents in our cafeteria through a powerpoint presentation. There were translators available as needed.

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

Our presentation included a complete breakdown of our Title I budget including salaries, supplies, parental involvement, etc. This presentation also explained Title I funding and who it supports and how we hope this will have a positive impact on our students/families.

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

Throughout the presentation, we remind parents that their input is valued. We remind them that they are permitted to have input into the operation of the school and that usually occurs through our SAC.

4. Flexible Parent Meetings

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

All events are scheduled at a variety of different times to ensure parents are given the opportunity to attend. We polled parents about our SAC meeting times last year and the majority (all but 1) wanted to meet in the mornings and schedules were adjusted to accommodate that request. Other events have been scheduled in the mornings and/or evening to make our school a welcoming place for parents. We encourage parents who are unable to attend, to reach out and schedule a time to meet or be involved.

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

Child care will be provided for specific events such as Parent Institutes. Transportation was also made available to families. Our Parent Involvement Assistant continuously communicates with families to identify and address needs. Our home liaisons reach out to parents to address any critical need areas.

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
Family Literacy Night/STEAM Event	January 2019
Parent Institutes	August 2018 – May 2019
Meet the Teacher	August 2018
Curriculum Morning	September 2018
Family Movie Night with Parent Training	Spring 2019
Student Led Conference Meetings	Sept. 2018, January 2019
Student Field Trips (Parents can volunteer)	Throughout year
Literacy Volunteers of Collier (work with parents)	Spring 2019

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

Our staff participates in the district provided parent involvement training. Parent contacts are required to be entered into Data Warehouse.

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)?

The parent resource room and PK room provides space, computers, and materials for parent use to support the education of their child. We will also be hosting additional support for parents such as our COVE Spanish Meeting, Laptop Parent Training/Meeting, etc.

8. Communication

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

All parent communication is provided in three languages and is typically sent home via flyer, phone dialer, social media in three languages, and posted on our school marquee.

The newly created Family Organization Station is available to all families. We will reference it throughout the year as a tool to help us communicate better.

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?

We will host a Curriculum Morning in September to allow families time to interact with the teacher and their student in the classroom. They will receive information on the grade level expectations. Parents also receive standards-based progress reports in their home language relative to their child's progress. We also will be sending home our district provided academic newsletters to help increase the home/school connection.

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)?

Teachers are always available to meet with parents regarding their child's progress and the educational decisions they make for the benefit of the students. Teachers are flexible on the timing of the meetings as long as it does not negatively impact instruction for other students. Parents also meet with teams of staff to work through IEPs, behavior plans, 504s, SSPs, etc. All meetings are flexible in timing to best meet the student's needs.

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

Parents complete surveys including Title I and 5 Essentials. Input from these surveys is used to make adjustments as needed. Parents are also permitted to make comments to front office staff and leadership team members including administrators for consideration. SAC is another portal for parents to communicate with school personnel regarding any concerns.

9. Accessibility

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

Translation is always available. Our campus complies with all ADA requirements. Migratory children receive support from our home school liaison as well as other school staff.

Describe how your school and parent/family programs, meetings, school reports, and other activities are available in an understandable, uniform format, and in languages that the parents/families can understand?

All communication is available in three languages for our families.

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.)

Family Literacy Night Home Visits Field Trips District provided Title I Parent Institutes
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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
Communication	Provide translation, utilize social media, and other communication methods to reach as many families as possible.
Timing of events	Adjusted timing of some school events to make them more accessible to families

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](#)