



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

School: Parkside

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]

Tamara Steen

Principal Signature

6-8-18

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?

Monthly SAC meetings are established to involve parents in the planning and implementation of policy and programs that will increase the opportunities of our students to receive high quality education, reach grade-level proficiency on academic standards/assessments, and parental engagement/community involvement. Copies of the complete Parental Involvement Policy will be housed in the administrative office of Parkside for review as requested by the public and copies of the district Title I PFEP brochure and the school Title I PFEP brochure will be sent home with each child.

### 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?**

Teachers will coordinate with parents to set-up a time for students to lead conferences with their individual families to discuss present levels of academic performance and student goals with family learning support. Events supported in various capacities by PSE Parent Involvement Assistant, PSE Academic Coaches, Instructional Staff, and Administration. 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]

Parkside will conduct informational training for parents by way of meetings, conferences, parent newsletters, and curriculum events held at various times. Parents will have the opportunity to participate in trainings and meetings. Home visits are conducted by administration and teachers as needed to communicate information with parents. Using the Parent Institute strategic plan in reading, math and science parents are offered the opportunity to have the tools to help their student at home.

### 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 Annual Meeting. Additionally, a caller is done in 3 languages and information is posted on the marquee. Twitter and Facebook are also used to advertise the dates.

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

The Annual Title I meeting will be held in order to deliver information to parents about Title I programs and budget expenditures being implemented. The district will send home information about Title I programs during the first student week. SAC meetings will be held monthly in order to disseminate important information to parents. A summary of the Parkside Elementary Parent Involvement Policy will be distributed to parents. Newsletters and the auto dialer will be used regularly to inform parents of important events and information.

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

A flyer will be given to each parent attending the meeting which explains school choice, and the rights of parents. These items will also be further explained by the Principal and Assistant Principal.

### 4. Flexible Parent Meetings

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

Meetings are held in the morning, lunch and evenings. Our curriculum met ups are held in the mornings due to 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?

Home visits are conducted by administration and teachers as needed to communicate information with parents. Childcare, translation and transportation to District events (transportation provided by district) is offered to our parents.

## 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
Student Led Conferences - Students set academic goals and review academic data and progress with parents	November
PTO General Meetings will include an academic component that will build the capacity of parents to support student achievement.	Quarterly
Students create STEM projects to showcase learning in these areas to share with parents and students.	Spring
District Sponsored Family Workshops: Parents will learn more about topics such as: how to help students at home; work with behavioral challenges/discipline; have successful parent conferences.	Ongoing 3-4 times a year
Lunch and Learning: (Breakfast as an option) Parents will learn strategies that will help them support literacy, math, and science in the home.	Ongoing 3-6 times a year

## 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
- Throughout the school year, teachers receive training on how to identify students who are struggling and creating effective Student Success Plans with parent input.
  - CCPSedu training was held during the teacher pre-service week on Parent Communication/Involvement.

## 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)?

Parkside will host quarterly PTO/Parent Meetings where parents will be invited to discuss topics driven by parental need and interest. Staff members with expertise in these areas will be present to discuss and provide information on topics. Student led conferences will take place to involve parents in student progress.

## 8. Communication

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

The Annual Title I meeting will be held in order to deliver information to parents about Title I programs and budget expenditures being implemented. The district will send home information about Title I programs during the first student week. SAC meetings will be held monthly in order to disseminate important information to parents. A summary of the Parkside Elementary Parent Involvement Policy will be distributed to parents. Newsletters and the auto dialer will be used regularly to inform parents of important events and 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?

During the first thirty days of school, each grade level holds a parent morning and an overview of the curriculum and grade level expectations. In addition, parent conferences are held to update parents on individual student 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)?

The school newsletter, marquee, social media (e.g., Twitter, Facebook) and auto dialer( e.g, BbCommHQ) will be used regularly to notify parents of upcoming events and programs. Monthly SAC and PTO Meetings are held to inform parents about school initiatives and student progress.

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

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

## 9. Accessibility

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

School personnel will be available to translate to parents in Spanish and Creole. Important school information will also be translated and posted on the Parent Bulletin Board located in the school lobby. Administration works closely with Director of ESE Programs to ensure parents with disabilities have access to parent involvement activities and/or services. Parents with disabilities have sidewalk ramps, breaks in sidewalks to access main areas of campus, and we have elevators for disabled individuals for top floor accessibility.

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?

The school newsletter, marquee, social media (e.g., Twitter, Facebook) and auto dialer(e.g, BbCommHQ) will be used regularly to notify parents of upcoming events and programs. School personnel will be available to translate to parents in Spanish and Creole. Important school information will also be translated and posted on the Parent Bulletin Board located in the school lobby and through translated dialers.

## 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.)

Lunch and Learning: Parents will learn strategies that will help them support literacy, math, and science in the home.

#### 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
Limited English proficiency	Provide translators for all meetings and all documents translated
Parents may not be able to attend due to work schedules	Schedule events at various times
Communication with parents and parenting support	Fund the Parent Liaison

#### 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](#)