



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

School: East Naples Middle 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

- ☒ 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

6-1-2018

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?

School Improvement Plan (SIP) goals will be reviewed in an open meeting to solicit parent input. The PI policy will be reviewed with the School Advisory Council (SAC) at an open meeting that will be advertised to all parents via flyers and phone auto-dialers. SAC will be consulted on appropriate use of funds. SAC will also be involved in review of PI parent surveys. SAC Chair and Principal will collaboratively review and sign all PI documentation.

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?

Our parent and family programs and activities will be coordinated and integrated with our federal programs with the utilization of our parent liaison as well as our district resources. School Improvement Plan (SIP) goals will be reviewed in an open meeting to solicit parent input. The PI policy will be reviewed with the School Advisory Council (SAC) at an open meeting that will be advertised to all parents via flyers and phone auto-dialers. SAC will be consulted on appropriate use of funds. SAC will also be involved in review of PI parent surveys. SAC Chair and Principal will collaboratively review and sign all PI documentation.

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]

All of our parent evenings have a focus on how to help children at home. Parents will receive lessons, handouts and examples at every event.

Title 1 The ENMS Cambridge Experience

Title 1 Social Media and Your Child: Learn about best practices to help your child be safe on the internet Title 1 Planning for Success: Targeted information for parents of ESE, 504 and Gifted students.

Title 1 Positive Parenting: Learn how to best set boundaries and expectations for your child

Title 1 The Testing Season: Learn about the various assessments your child will have over the coming months

Title 1 Finishing Strong!: Everything a parent needs to know about helping your child finish a successful school year

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

Discuss Title I status of school during Annual Title 1 Meeting. Principal 8/2018 • Sign-In Sheets

Distribute agenda flyers in 3 languages detailing Title 1 status and how funds are used. Principal 8/2018 • Copy of Flyer

Provide letters in three languages informing parents of teacher qualifications/out of field teachers

Principal Ongoing • Copy of letters with dates that they were sent/mailed home ENMS will

coordinate with District FSG office to notify parents of SIP status. Principal Fall semester • Copy of letters with dates that they were sent/mailed home

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

Discuss Title I status of school during Annual Title 1 Meeting. In addition, Parents Rights, Improvement Plan, Parent Involvement and resources will all be a focus discussion area. Principal 8/2017 • Sign-In Sheets

Distribute agenda flyers in 3 languages detailing Title 1 status and how funds are used. Principal 8/2017 • Copy of Flyer

Provide letters in three languages informing parents of teacher qualifications/out of field teachers

Principal Ongoing • Copy of letters with dates that they were sent/mailed home ENMS will

coordinate with District FSG office to notify parents of SIP status. Principal Fall semester • Copy of letters with dates that they were sent/mailed home

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

Discuss Title I status of school during Annual Title 1 Meeting. Principal 8/2017 • Sign-In Sheets
 Distribute agenda flyers in 3 languages detailing Title 1 status and how funds are used. Principal 8/2017 • Copy of Flyer
 Provide letters in three languages informing parents of teacher qualifications/out of field teachers Principal Ongoing • Copy of letters with dates that they were sent/mailed home ENMS will coordinate with District FSG office to notify parents of SIP status. Principal Fall semester • Copy of letters with dates that they were sent/mailed home

4. Flexible Parent Meetings

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

Due to the nature of our schedule, it is more convenient for us to offer later afternoon parent training experiences. In past experience at ENMS, we have better attendance rates when we begin our meetings after 6:00 PM. Principal will survey SAC parents regarding possible before school parent 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?

All parent events will include a child care component.

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
Annual Title One Meeting -Parent input and awareness of ENM	August 2018
School Improvement Plan (SIP) Review - Review of Student Achievement Goals and Data	Nov 2018
The ENMS Gifted/ESE/504 Experience - Parents will be able to provide students assistance with school issues.	Oct 2018
Social Media and Your Child: Learn about best practices to help your child be safe on the internet - Student focus with technology will become more education based.	Jan 2019
Finishing Strong!: Everything a parent needs to know about helping your child finish a successful school year - Parents will be able to provide students assistance with school issues.	April 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

1. Student-Led Parent/Teacher Conferences - Faculty must internalize the value of this conferencing method; student achievement will benefit from increased parent involvement.
2. During the teacher pre-service week, a parent involvement training is provided which reviews best practices in communicating with parents and involving them in their child's education

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)?

Parent Resource Library, including printed materials and computer access. School Newsletter e-mailed to homes quarterly throughout school year.
Important information included on all reports home to families.
Email information to parents weekly as well as for rewards and celebrations.
ENM website, Facebook and Twitter account to update all stakeholders on ENM activities. Friday Emails to communicate upcoming events.

8. Communication

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

ENMS will send home information and access to the school's and district's parental involvement policies and plans, including how parent involvement funds will be used. In addition, parents will have access to this information via a parent involvement brochure that they receive, through the school web site and through communication during parent meetings and School Advisory Council meetings. Parent input was sought in the development of this policy, the school PI plan and the use of parent involvement funds. A newsletter is also sent home that highlights key PI information such as upcoming workshops and meeting involving the PI plan and policy.

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?

Curriculum coordinators in each of the subject areas have worked with teams of teachers to develop an instructional calendar for all teachers to follow for the core instruction. Building level teams designed a school-wide instructional focus calendar based on specific school-wide student performance data to guide instruction. Teachers create mini lessons and cumulative curriculum based measures to address specific student needs based on student data (school-wide, grade-level, or classroom) in addition to following the overall district instructional focus calendar. The principal and leadership team monitor the implementation of the instructional focus calendars through classroom walk-throughs and attendance at professional learning communities meetings where data analysis occurs bi-weekly and plans for instruction are outlined.

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)?

Regular meetings and/or discussions will allow for parent input for the education of their children.

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

Regular meetings and/or discussions will allow for parent input for change.

9. Accessibility

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

To ensure that all parents have the opportunity to participate in parent involvement activities, ENMS provides translation at every parent meeting/training. All information going home is available in three languages. Parents with disabilities are welcome to attend all activities and/or services and accommodations are made to allow them access. Event flyers include this information so that parents who need translations or accommodations know ahead of time. In addition, translating equipment (Talk and Listen system) is available for all events. Finally, ENM works to provide refreshments and supervision of younger children to assist families to attend all parent night events.

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?

To ensure that all parents have the opportunity to participate in parent involvement activities, ENMS provides translation at every parent meeting/training. All information going home is available in three languages. Parents with disabilities are welcome to attend all activities and/or services and accommodations are made to allow them access. Event flyers include this information so that parents who need translations or accommodations know ahead of time. In addition, translating equipment (Talk and Listen system) is available for all events. Finally, ENM works to provide refreshments and supervision of younger children to assist families to attend all parent night events.

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.)

N/A

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
English not family primary language	ENMS provides translation at every parent meeting/training. All information going home is available in three languages
Parents need support with food/supervision of their children	ENM works to provide refreshments and supervision of younger children to assist families to attend all parent night events.

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](#)