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

**School: \_\_Sabal Palm 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

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|[x]  Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent? |
|[x]  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 |
|[x]  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 |
|[x]  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 school wide program plan  |
|[x]  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  |
|[x]  Provide each family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals |
|[x]  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 |
|[x]  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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| School Advisory Council (SAC) meetings are held monthly at SPE and each meeting will have an agenda item devoted to Title 1 programs and parent involvement. Parents will have the opportunity at each meeting to provide suggestions to increase parent involvement within the school. Those suggestions will guide the parent involvement activities throughout the school year. |

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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| CCPS Title 1 Parent Institute Workshops will be held at Sabal Palm Elementary to engage parents and families on the following topics: Reading/ English Language Arts, Math, and Science. |

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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| 1. **Student Led Conferencing**: Teachers will hold Student Led Conferences. During these meetings students will inform parents of their progress, sharing work samples, assessments, and portfolios. Teachers will answer any questions or concerns from parents about how parents can help their children at home.  2. **Literacy Night and Science, Technology, Engineering, Arts and Mathematics STEAM**: Students will share work samples and projects in the areas of Science, Technology, Engineering, Arts and Mathematics. The Reading Coach, Media Specialist, and School Administrators will arrange for a community member to visit SPE during an evening event and read aloud to the parents and children. The Reading Coach and Media Specialist will share strategies with parents to encourage daily reading in their home. Parents will have the opportunity to Make and Take Home Activities that they will be able to use to support their child at home in the areas of Literacy and Science.4. **Make and Takes:** we will utilize the CCPS Parent Institute materials at these events A. Fall – **Math and Muffins** – This workshop will be held to assist parents in working with their children at home with foundational mathematical skills. B. Spring - **Pastries with Parents** –This workshop will be held to assist parents in reading and writing with 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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| The Principal of Sabal Palm Elementary will conduct an Annual Title I Meeting in which all parents and families are invited to attend as a part of our Curriculum Night. The meeting will be advertised to parents in 2 languages and communicated via a flyer and also by individual contact preferences selected in the CCPS Parent Portal (phone dialer, text message, email). An Annual Title I Meeting flyer will be available in front office in two languages and the meeting will be advertised on the school marquee. |

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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| An Annual Title I Meeting will be held to inform parents of Title I Funding expenditures, opportunity to participate in school decision making through the School Advisory Committee, and the rights of parents.  |

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

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| The meeting will inform parents and families of the school wide academic progress at Sabal Palm Elementary School, the certification of their child(ren)s teachers, and of school choice methods. This information will be communicated to the parents and families in a newsletter which will be sent home in 2 languages.  |

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 Council (SAC) Meetings and Parent Involvement Meetings/Events will be held both in the morning and in the evening to accommodate SPE families.** |

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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| **Each meeting will have child care provided and translators available in Spanish, if needed.** |

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** |
| **STEAM: Science, Technology, Engineering, Arts and Mathematics Night:** Students will share work samples and projects in the areas of Science, Technology, Engineering, and Mathematics. | 2018-2019 school year |
| **Volunteer Training and Orientation:** recruit volunteers to assist in increasing student achievement | 2018-2019 school year |
| **Family Literacy Night:** students and families participate in a variety of literacy activities to increase student achievement | 2018-2019 school year |
| **Parenting Classes:** CCPS Title 1 Parent Institute Workshops will be held at the school to engage parents and families on the following topics: Reading/ ELA, Math, and Science. | 2018-2019 school year |
| **Student Led Conferencing:** During these meetings students will inform parents of their progress, sharing work samples, assessments and portfolios. Teachers will answer any questions or concerns from parents. | 2018-2019 school year |

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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| We will engage teachers and all staff in meaningful ways to greet and welcome families, instill a welcoming environment, and build relationships. The importance of Parent Involvement PD will be embedded in PLC’s to increase parent engagement.  |

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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| **A parent resource center will be established to check out resource materials to parents to read at home. Resources, such as magazines and academic materials, will be available for parents to utilize.** |

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

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| **Information about Title I programs will be sent home in flyers, newsletters, communicated through our dialer/text/email according to parent preferences in CCPS Parent Portal, and made available at our front desk. All communication is communicated to the parents and families in 2 languages.** |

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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| **We will share with parents and families that** our curriculum, kindergarten through 5th grade, is centered on the Florida State Standards. A variety of formal and informal assessments are used throughout the school. All students are expected to meet the state standards by the end of each school year. Demonstration of this can be shown through District Benchmark Assessments, State Assessments, iReady Diagnostic testing, SAT 10, or portfolio assessments. |

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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| 1. Required Parent/Teacher conferences/Student Led Conferencing2. Parent Literacy/ Math/ Science Trainings3. Optional/ Informal Teacher or Parent requested conference4. Monthly SAC Meetings |

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

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| Parent comments are collected annually in district wide parent surveys. |

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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| **Sabal Palm Elementary will give parents with disabilities access to participate in Parent Involvement activities. Reasonable support will always be given to parents with special needs. School and District resources will be utilized to provide needed accommodations and modifications so that all parents and guardians are able to fully participate in planning, reviewing, and improving the Title I program. Translators will be provided for conferences, SAC Meetings, and family engagement activities.**  |

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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| We have Spanish translator at all parental involvement activities. In addition, all of our school information is sent home in 2 languages. Phone phones calls and messages are spoken in the language indicated by the parent.  |

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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| N/A |

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** |
| A number of parents who have limited English proficiency need additional help in communicating with the school so that they are equipped to help their child(ren) with learning objectives. | Establish a parent resource room with bilingual materials including dictionaries, books, and learning packets. Share and demonstrate resources such as the CCPS education channel, district website, and Math Parent Letters (translated in 3 languages). Use translators / translation equipment. Encourage parents to attend student-led conferences to promote communication with their children’s teachers. Schedule events at times that are conducive for parent involvement and in locations that are accessible for all parents. Provide materials/learning packets for parents to use at home with their children. Provide opportunities for parents to do Make-and-Take activities at all events for things that they can use at home. |
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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)
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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)