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

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

## 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 schoolwide 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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| Lely Elementary will provide an engaging environment through the use of digital learning, investigation and differentiation to support the needs of our diverse learners so they can responsibly interact and unlock their academic potential.  |

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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| School Advisory Council (SAC) meetings are held monthly at LES and each meeting will have an agenda item devoted to Title I programs and parent engagement. Parents will have the opportunity at each meeting to provide suggestions to increase parent involvement within the school. Those suggestions will guide the parent engagement activities throughout the school year.  |

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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| The following activities are planned for the 18-19 SY @ LES.3rd Grade Title I Make-N-Take and Showcase, October 16,­ 2018.2nd Grade Title I Make-N-Take and Showcase, November 13, 2018.5th Grade Title I Make-N-Take and Showcase, December 18, 2018.1st Grade Title I Make-N-Take and Showcase, February 12, 2019.4th Grade Title I Make-N-Take and Showcase, April 16, 2019.Kinder Title I Make-N-Take and Showcase, May 21, 2019.The Make-N-Takes will engage parents, students and staff in the areas of Math, Reading, and Science.  |

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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| Annual Title I Meeting fly (in 3 languages) will be sent home in 1st day packet as well as the Thursday folder prior to the meeting, the flyer will also be available in the front office. The school marquee will also have information on the Title I Annual Meeting and Back to School Dinner. Black Board will also be used to communicate with parents about the time and date of the Title I Annual Meeting and Back to School Dinner.  |

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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| The Title I program use of funds and Parent Make-N-Takes will be discussed at the meeting.  |

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

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| The “Parents Right to Know” booklet will be sent home in the 1st day packet and discussed at the Annual Title I Meeting. The levels of proficiency students are expected to meet will be discussed at the Annual Meeting with follow up discussions on yearly progress at the monthly SAC Meetings. |

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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| Parents will be encouraged to attend our monthly SAC Meetings and grade level Parent Make-N-Takes and Showcases. Weekly notices are sent home to notify parents of our schedule as well as the LES Parent Handbook/Calendar that is sent home the 1st week of school. The monthly SAC meetings are held in the morning with the Showcase and Parent Make-N-Takes in the evening to offer day and evening times for parent engagement.  |

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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| LES will provide child care and translation at parent engagement events.  |

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** |
| **3rd Grade Make-N-Take: Reading activities with materials on topic available for parents to take home and practice with students** | **Make-N-Take to be held @ 5:30 pm, prior to the Showcase** |
| **2nd Grade Make-N-Take: STEAM activities with materials on topic available for parents to take home and practice with students** | **Make-N-Take to be held @ 5:30 pm, prior to the Showcase** |
| **5th Grade Make-N-Take: Math activities with materials on topic available for parents to take home and practice with students** | **Make-N-Take to be held @ 5:30 pm, prior to the Showcase** |
| **1st Grade Make-N-Take: Reading activities with materials on topic available for parents to take home and practice with students** | **Make-N-Take to be held @ 5:30 pm, prior to the Showcase** |
| 4th **Grade Make-N-Take: Math activities with materials on topic available for parents to take home and practice with students** | **Make-N-Take to be held @ 5:30 pm, prior to the Showcase** |
| **Kinder Make-N-Take: Reading activities with materials on topic available for parents to take home and practice with students** | **Make-N-Take to be held @ 5:30 pm, prior to the Showcase** |

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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| Provide staff training on “Importance of Parent Engagement” for instructional and non-instructional staff for the 18/9 SY.  |

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 computer will be available in the front office for parent’s use for updating the CCPS Portal and other school applications. Parents will be encouraged to attend the Make-N-Takes and other school wide events through flyers, Facebook, Twitter and Black Board.** |

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

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| **A flyer will be sent home 2 weeks prior to the event in 3 languages. Information will be on website and go out through Twitter and Facebook.**  |

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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| Translation will be available to parents who need assistance at any school wide meeting.  |

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 SAC Meetings are held the 2nd Tuesday of the month for parents to attend. The Parent Handbook/Calendar is distributed at the beginning of the school year that details the meetings as well as weekly reminders of the meetings. Translation will be provided at the meetings. Open discussions are held at the SAC Meetings for parent input.  |

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

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| Suggestions will be made part of the minutes of the SAC Meeting. Comments will be discussed with the goal of parent satisfaction.  |

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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| Translation will be provided at any school wide parent meeting as well as child care.  |

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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| Any school wide parent meeting information will be sent home with students in three (3) languages and follow up with the Black Board messenger prior to the event.  |

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** |
| Language | Translators at all school sponsored school wide parent meetings.  |
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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)