



## 2019-2020 School Parental & Family Involvement Policy (PFEP)

School: Calusa Park 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

- ☒ 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]

Synda Walcott  
Principal Signature

July 17, 2019  
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?

The School Advisory Council provides input regarding parental involvement at Calusa Park Elementary School. The Council meets monthly and will be integral in the planning, review, and subsequent improvement of Title I programs.

### 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?**

Parent Institutes---Coordination with FSCG Staff to provide parents with the necessary tools and resources to help their children succeed in the classroom and beyond. Translation support is always available for parents.

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]

Thoughtful planning will occur during Literacy and Math Committee meetings to determine the needs of students and the activities to support learning. Each activity will provide either an activity which parents can do at home with their children, or further education as to how to help their children improve their skills in the targeted area.

### 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 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 disseminate information. On the day of the Annual Meeting, stickers are placed on the students' shirts as a reminder.

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

The Title I budget, communication strategies, School Improvement Plan summary, parent involvement activities, and parent resources will be shared during the Annual Title I meeting.

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

A document outlining the rights of parents will be given to each parent at the annual meeting. Further clarification will be provided by Principal.

### 4. Flexible Parent Meetings

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

Parent meetings will be held at both morning and evening times providing parents the opportunity to attend at their convenience.

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, conducted by the administrative team and teachers, will occur as needed in order to connect with families. Translations are provided at parent events throughout the school year.

### 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
Provide information about the school and programs in multiple languages	Ongoing
Provide resource materials on a range of topics in the school lobby	Ongoing
Curriculum Mornings to review grade level expectations	September
STEAM and Literacy Nights providing engaging hands on activities for families to enhance learning	2 grade levels each quarter
Books & Bagels, Math & Muffins, Science & Sweets- Welcome parents into the school to engage in a meaningful reading, math or science academic activities with their child. Content specific materials will be provided for parents to do these activities at home.	Quarterly
Student Led Conferences providing opportunities for students to discuss progress toward academic and behavioral goals	October and April
A Series of 3 District Parent Institutes (Reading, Math & Science) will be provided	Quarterly
Provide information about the school and programs in multiple languages	Ongoing

## 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

During teacher pre-service week, a parent involvement training will be provided to review best practices in communicating with parents and involving them in their child's education. Front office staff will be trained in creating a welcoming school environment for parents and community members, as well as effective communication strategies.

## 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)?

A section of the front office will be set up with various print materials and resources for parents in multiple languages.

## 8. Communication

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

A full description of the Title I program will be presented at the Annual Parent Meeting, in conjunction with Curriculum Nights. Additionally, information about Title I Programs is provided at monthly SAC Meetings and a monthly calendar of events is emailed/texted to families.

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?

Information regarding the curriculum, grade level expectations and the assessments used to measure student performance will be provided by individual grade level teachers during Curriculum Mornings.

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)?

Parent conferences, MTSS, ELL, and IEP meetings will be scheduled by either the parent or the school to discuss individual student progress. Student Led Conferences are held twice a year for students to share their progress toward academic and behavioral goals with their parents. Monthly SAC 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 will have the opportunity to share their satisfaction/dissatisfaction regarding each activity, meeting, or event via survey or Flipgrid-with the assistance of our ELL staff at the conclusion of such.

## 9. Accessibility

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

All parents/families, including those with limited English proficiency or with disabilities will have access to parental involvement activities and/or services through support staff, interpreters, materials sent home, or any other way requested by the parent.

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?

Information regarding parent meetings/programs and student conferences will be provided by flyer, notes in student binders or planner, parent calls (individual and/or school-wide, the use of the school marquee and school website. Interim and Student Based Progress Reports will be sent home in one of three languages. Print materials and phone calls will be translated and transportation services will be provided on an as needed basis.

## 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.)

At parent involvement events, such as Math & Muffins, Books & Bagels, PBIS, and STEAM Night, food will be provided in an effort to increase attendance.

## 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. Ensure all flyers sent home are translated for parents.
Parents may not be able to attend due to work schedule.	Schedule events at various times.
Minority parents may be uncomfortable to participate in school events.	Train staff on how they can welcome and involve parents. Consciously seek to recruit employees of all races.

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**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 **FY20 Parent & Family Engagement Policy(PFEP)** prior to approval. Please upload document in your school FY20 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)

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**13. Upload Parent-School Compact**

✓ Upload an electronic version of the FY20 Parent-School Compact. Please upload document in your school FY20 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)

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**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 **FY20 Parent –School Compact** prior to approval. Please upload document in your school FY20 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)

**Evaluation of the previous year's Parent and Family Engagement Plan**

**Review your FY19 School Parent and Family Engagement Policy (PFEP) and complete the sections below.**

**1. Building Capacity Summary**

Provide a summary of activities provided during the **2018-2019** school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting, Parent Institute workshops and any other parent workshops. **If activity was not completed, provide an explanation in the space below.**

<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>How did this activity build parent and family capacity to improve student achievement? If not completed, provide rationale.</b>
Annual Title I Meeting (Primary and Intermediate meetings)	2	292	Parents learned about the Title 1 program and the right to be involved in their child's education.
Student Led Conferences - Allow students to describe their academic and behavioral progress toward their goals.	2	619	Parents learned how their child is performing academically and the goals they are working toward so they can support their child as they progress toward their goals.
Evening Activities (Dads Day, Literacy Night STEAM Nights, Parent Institutes) - welcome parents into the school to engage in a meaningful academic activity with their child. Materials are also provided for parents to do these activities at home.	6	921	Parents were engaged in activities with their children and learned ways to help their child at home.
Parent Resource section of the front office - Empower parents to implement different academic and behavioral strategies at home in order to increase student achievement.	1	26	Parents were informed about the resources available in the Front Office that they can check out so they can help their children both academically and behaviorally.
Grade Level Curriculum Nights - Each grade level will have a meeting with their parents one morning in the Fall to inform them about grade level expectations.	2	292	Parents learned about the grade level expectations in all academic areas as well as how they can support their child with homework. They had the opportunity to meet their child's teacher and ask questions as well.
Parent Make and Take Event - Teachers guide parents in creating activities with their children to support academic achievement at home.	3	87	Parents were given materials that they can do at home with their children to help them in reading, math, and science.



## 2. Staff Training Summary

Provide a summary of the professional development activities provided by the school during the **2018-2019** school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
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. New teachers were provided extra training on establishing relationships with parents and honing their communication skills. Throughout the school year, teachers receive training on how to identify students who are struggling and creating effective Student Success Plans with parent input.	3	65	Staff learned ways to communicate with parents, involve them in their child's education, and welcome them to the school. Staff also learned how to create SSPs for students who need additional support and share them with parents so parents know how we are working to help their child. We anticipate that this will help students in all academic areas.

## 3. Review your FY19 School Parent and Family Engagement Policy (PFEP) Barriers Section.

To what extent did your site implement the steps described in your PFEP? How will Title I Parent and Family Engagement (PFE) funds be used to address the barriers that persist?

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome	Implementation (Full, Partial, Not Yet)	How will Title I PFE funds be used to address the persistent barrier(s)?
Limited English proficiency	Provide translators for all meetings and events	Full	Continue to pay translators so parents can understand the information being presented to them in their language.
Minority parents may be uncomfortable to participate in school events	Continue to recruit and hire staff from various ethnic groups	Full	Train staff on how to communicate with parents, involve them in their child's education, and welcome them to school. Continue to hire staff of all races. Use funds to provide translation so parents can understand the information being presented and feel comfortable attending.
Parents may not be able to attend due to work schedule	Schedule meetings and events at a variety of times to meet parents availability	Full	Continue having events on various days and times for the convenience of work schedules and utilize Title 1 funds to provide food and translation at events so parents are more likely to attend.