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

**School: Estates Elementary 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

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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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| Monthly School Advisory Council (SAC) meetings will address the distribution of Title I parental involvement funds. The election of SAC members will follow Collier County Public Schools Board Policy 2125. All items presented to the SAC will be voted on, when a quorum is present, with the majority ruling. The Parent/Teacher Organization (PTO) will continue to work collaboratively to support school initiatives and inform parents of decision-making activities. Newsletters, flyers, website postings, social media, monthly calendars, Parent Handbook, and the Parent Phone Link system will also be utilized to keep our parents apprised of decision-making opportunities. Additional SAC meeting announcements will be a standard part of all our parent evenings, Students Breakfast celebrations, and Parent Institutes. |

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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| Several activities take place throughout the school year to help engage parents in school activities. These activities are outlined below. 1. Parent Institutes-There is a series of 3 workshops planned throughout the year. Each month a guest presenter will provide information on a variety of topics to parents. Meetings are November (Literacy Games); January (Math Games using Everyday Objects); February (Science Fun)2. Trailblazer Student Breakfasts – Celebrations with eight breakfasts are planned throughout the school year to celebrate student achievement and provide parents with information on how to help their children in the content areas.3. Literacy Night- Literacy Night will be held in January to provide parents with various strategies, activities and programs to help their child at home.4. Field Day-This event will demonstrate additional ways to engage their students in physical activity to promote a healthy mind, body and the spirit of fair play. This event is held in December of 2019. 5. Volunteer Program- PTO members will monitor and track parent participation in school events, volunteer opportunities, and engagement of parents in the school day. Recognition of parents who participate will be noted in school wide display. |

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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| Several activities take place throughout the school year to help engage parents in developing skills that help them teach their students at home. In addition to the academic activities described above (Parent Institutes and Family Literacy Nights) academic coaches plan and execute reading, math and science parent and student activities that engage families in academic tasks that can be done at home. These activities are centered around materials and practices that are more common in the home than the classroom.  |

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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| In coordination with other staff, the principal ensures that a parent invitation is sent home to all students. Additionally, social media outlets and the school marquee are used to inform parents of the meeting. Translations of the invitation is made available in multiple languages. Prior to the beginning of the meeting attendees are supplied with an agenda of the meeting and the topics that will be covered. |

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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| Information that is shared at the meeting includes the Title I status as well as the use of funding from the program. Staff members who are available to student though Title I funds are introduced and a description of their impact on the school is given. Additionally, any instructional materials or programs that are funded with Title I funds are also presented. All topics of conversation are included on the agenda. |

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

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| During this meeting, an overview of the school grade is presented. If necessary, information is made available about school choice and where additional information regarding the rights of parents can be found. |

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 Committee meetings will be held at 7:15 a.m. Parent Academies will be combined with three of the meetings. Child care will be provided for all of these meetings. Additional parent involvement events such as Literacy Night, Field Day, and Music Performances will be held in the evenings and during the school day throughout the year. Trailblazer Students Breakfast, which is both a recognition of effort and an opportunity to provide parents with information on ways to help their children at home, will be held eight times throughout the year at 7:45 a.m. Workshops may be provided to guide parents in becoming parent volunteers in the school setting, instruction to be given with regard to procedures, policies and logistics in attaining that role. Surveys will also be provided to ascertain grade level and content area interest of future parent volunteers. Student-Led Conferences will take place during the 2019-2020 school year, during afternoon and evening hours. In providing such parent involvement opportunities, parents will play an even larger role in furthering student achievement and development, thus moving towards meeting academic goals. |

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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| As noted above, child care is provided during many of the parent involvement activities. Additionally, parents are given the opportunity to receive transportation to district wide events related to STEAM events as well as health and wellness activities (District 5K). |

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** |
| Parent Volunteer Program (certification and training of parents) | September and ongoing |
| Monthly PTO meetings | Monthly through school year |
| Student- Led Conferences | September 2019 |
| Trailblazer Student Breakfast | Monthly through school year |
| Parent Institutes | 3 through 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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| Teachers and staff will participate in a beginning of the year in-service regarding the benefits of reading out to parents and working with them as equal partners. This in-service will include a description of ways to reach out as well as built in opportunities the school establishes to encourage parent/school interaction. The school leadership team will monitor parental involvement though tracking systems and provide ongoing resources and information to staff on creative and effective ways to include parents. |

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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| Parent Volunteer Program - information provided at reception, along with posters throughout the school.Parent information section of the Media CenterFlyers - sent home with studentsWebsite - relevant information, event calendar, meeting noticeSocial Media - relevant information, events postedChild Care - provided during parent training/information meetingsEmail - relevant information, events, meeting notices |

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

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| **Communication of Title I information will be provided through multiple avenues. School flyers, social media, school marquee as well as the school website will be used to communicate Title I information in a timely manner. Additionally, information will be posted in the front office as well as the media center for parents to review.** |

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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| **Parents will be invited to Curriculum Night (September 2019) where they will be informed of subject specific grade level expectations and assessment tools to be used to monitor student progress. Parents will be encouraged to provide input and to keep an open line of communication with their child's teacher and other school personnel who may play a key role in ensuring the students' success. Student-Led conferences will be held at the end of the first quarter. In addition, parents will be encouraged to make any necessary appointments with teachers throughout the school year to discuss their child's academic progress. Tips will be provided on how parents can best help their children prepare for standardized testing in grades 3, 4 and 5 during parent meetings and communication. All communication with regard to invitations to these events will be made in two (2) languages (English, and Spanish) on-site translators will be made available at the events. Parents of students with IEP's, and EP's will be invited and encouraged to attend all such meetings, including yearly reviews, assessing student's attainment of current instructional and behavioral objectives and setting forth future attainable goals. Parental involvement will continue to be strongly encouraged.** |

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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| **The school hosts Student Advisory Council (SAC) meetings monthly for stakeholders to attend and participate in. During these meetings opportunities for parents to share information, suggestions or provide feedback are given. These meetings are monthly and the public is aware of them in advance of the scheduled time.** |

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

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| Comments regarding the school wide plan will be submitted through Student Advisory Council (SAC) meeting minutes. |

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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| **To ensure that all parents have the opportunity to participate in parent involvement events. Estates Elementary School provides activities with bilingual staff and materials. In addition, translating equipment (Talk and Listen system) is available for all events. Parents with disabilities are welcome to attend all activities and/or services and accommodations are made to allow them access.** |

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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| **Flyers and announcements regarding parent involvement activities are translated and distributed to all parents. Event flyers include this information so that parents who need translations or accommodations know ahead of time.** |

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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| A variety of night time events are designed to encourage families to participate within the school and their child's education. Additionally, maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school. |

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** |
| Not able to attend event due to work schedule | Hold events at various times – mornings, afternoons, and evenings. This is helping to improve parent attendance, we will continue to offer program/events at various times throughout the day. |
| Unable to attend due to child care | Increased communication that child care will be provided free of cost by the school. We will continue child care for morning SAC meetings. |
| Lack of desire to attend school events | Addition of Awards and music programs to entice parent support |

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)