



2019-2020 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 Section 1116]. Please complete this form and upload 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 Section 1116]


Principal Signature

7/15/2019
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 improvement Plan (SIP) goals will be reviewed in an open meeting to solicit parent input. The policy will be reviewed by the School Advisory Council (SAC) at a meeting that will be advertised to all parents via flyers and auto-dialers (phone). The council will be consulted on appropriate use of funds and will be involved in reviewing parent surveys. The council Chair and Principal will collaboratively review and sign all 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. The School improvement Plan (SIP) goals will be reviewed in an open meeting to solicit parent input. The policy will be reviewed by the School Advisory Council (SAC) at a meeting that will be advertised to all parents via flyers and auto-dialers (phone). The council will be consulted on appropriate use of funds and will be involved in reviewing parent surveys. The council Chair and Principal will collaboratively review and sign all 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 Open House/ Parent input and awareness of ENMS

Title 1 Keys to success in Middle School- Providing information for parents to help their student have a great beginning to the school year

Title 1 Drug Free Collier- Providing information for parents to protect our children from substance abuse

Title 1 Social Media- Learn the best practices to help keep your child safe on the internet.

Title 1 Taking the Middle out of Middle School- Parents will be able to provide students assistance with school issues

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 8/2019 •Sign-In Sheets
Distribute agenda flyers in 3 languages detailing Title 1 status and how funds are used. Principal 8/2019 • 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. Principal 8/2019 •Sign-In Sheets
Distribute agenda flyers in 3 languages detailing Title 1 status and how funds are used. Principal 8/2019 • 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 8/2019 • Sign-In Sheets
 Distribute agenda flyers in 3 languages detailing Title 1 status and how funds are used. Principal
 8/2019 • Copy of Flyer

4. Flexible Parent Meetings

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

Using our past experience with attendance at ENMS, we have a better option for parents/guardians to attend at meetings after 6:00 pm.

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 meetings include childcare.

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
Parent Night- Open House/ Parent input and awareness of ENMS	August 2019
Parent Night- Keys to success in Middle School- Providing information for parents to help their student have a great beginning to the school year	September 2019
Parent Night- Drug Free Collier- Providing information for parents to protect our children from substance abuse	October 2019
Parent Night- Social Media- Learn the best practices to help keep your child safe on the internet.	November 2019
Taking the Middle out of Middle School- Parents will be able to provide students assistance with school issues	January 2020
Finishing Strong- Providing information for parents to help their student have a positive end to the school year	April 2020

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. Staff training in opening school workshops - focusing on the value and utility of contributions of parents

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)?

ENMS weekly announcements are sent at the end of every week to communicate upcoming events. Usage of Social Media such as our website, Facebook and Twitter account serve as updates of our school activities.

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).

At ENMS we provide translation at every parent meeting/training. Documentation brought home is provided in three languages. Services and accommodations are provided for parents with disabilities to allow them access. Every event flyer have information needed for parents that need translation/ accommodation ahead of time. During the meeting/trainings, translating equipment is available. Also, ENMS provide refreshments and supervision of children to assist families.

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?

At ENMS we provide translation at every parent meeting/training. Documentation brought home is provided in three languages. Services and accommodations are provided for parents with disabilities to allow them access. Every event flyer have information needed for parents that need translation/ accommodation ahead of time. During the meeting/trainings, translating equipment is available. Also, ENMS provide refreshments and supervision of children to assist families.

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.)

None

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

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](#)

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.**

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	How did this activity build parent and family capacity to improve student achievement? If not completed, provide rationale.
Parent Night- Open House/ Parent input and awareness of ENMS	1	117	It provides families and guardians with information about the school and expectations
Parent Night- Keys to success in Middle School- Providing information for parents to help their student have a great beginning to the school year	1	71	Gives the parents/ guardians with information about techniques and options to aid the student study and focus
Parent Night- Drug Free Collier- Providing information for parents to protect our children from substance abuse	1	48	It provides families with valuable information about what they need to know about substance abuse and how to deal with potential questions
Parent Night- Social Media- Learn the best practices to help keep your child safe on the internet.	1	94	Provides parent and guardian important information on how Social Media is influencing the students and how to keep them safe on the internet
Taking the Middle out of Middle School- Parents will be able to provide students assistance with school issues	1	70	Provide parents and guardians with the tools to follow up with their children grades, how to navigate online and other tools for them to be able to provide students assistance with school issues
Finishing Strong- Providing information for parents to help their student have a positive end to the school year	1	86	Providing information for parents to help their student have a positive end to the school year. We also provide the parents/ guardians with the testing calendar and options for the Summer.
Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Student-Led Parent/Teacher Conferences - Faculty must internalize the value of this conferencing method; student achievement will benefit from increased parent involvement.	1	All instructional and non-instructional Staff	Goals setting Achievement levels Conference Parent Involvement

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)?
English not family primary language	ENMS provides translation at every parent meeting/training. All information going home is available in three languages	Full	Have tutors and assistants available to translate in both 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.	Full	Provide activities for children in a different area and continue providing refreshments.