



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

School: Avalon 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 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]

Jessica Campbell

Principal Signature

7/16/19

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?

SAC meetings are held to collaborate with parents in order to gather timely input for improving and enhancing school programs to benefit students. Parent input will also be gathered at family events.

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 involvement activities are developed to align with school improvement initiatives and areas of greatest need for students. These activities are offered at a variety of times, and parent input is gathered at these events in order to improve. Translations are 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]

Parent involvement activities are thoughtfully planned through the Parent Involvement Committee, Positive Behavior Support Committee, the Literacy and the Math Committee. Each activity provides either an activity which parents can do at home with their children, or further education as to how to help their children reach their fullest potential.

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 Annual Meeting. Additionally, a caller is done in 3 languages and information is posted on the marquee. 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 spending, 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?

The Parent & Family engagement Plan (PFEP) is sent home explaining the rights of parents. These items will also be further explained by the Principal and Assistant Principal. A letter goes home to parents explaining if teachers are not state certified. The District PFEP booklet is sent home the first week of school which contains the Right to know letter for parents.

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. Half of the monthly SAC meetings are scheduled for the morning, while half occur during the evenings.

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
Grade Level Curriculum Mornings- Each grade level will have a meeting with their parents one morning in the Fall to inform them about grade level expectations.	September
Student Led Conferences (Night)- Allow students to describe their academic and behavioral progress toward their goals.	October
Positive Behavioral Interventions & Support (PBIS)- Help families create homes that get children ready to learn and let families know the best ways to help their children learn.	November
Books & Bagels- Welcome parents into the school to engage in a meaningful reading academic activity with their child. Reading materials are also provided for parents to do these activities at home.	December
Math & Muffins- Welcome parents into the school to engage in a meaningful math academic activity with their child. Math materials are also provided for parents to do these activities at home.	January
STEAM Night- Make and take activities so parents can help their children at home.	February
FSA Parent Information Event- Inform parents about FSA dates, test session information, methods to help students manage stress, ways to facilitate studying, and testing strategies they can encourage at home.	March
Student Led Conferences (Morning)- Allow students to describe their academic and behavioral progress toward their goals.	April
Keep Summer Learning Alive with Math & Reading- Share ideas with families about how they can use the summer months to ensure their children continue their learning.	May

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 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. Additionally, Front office staff are provided with training in creating a welcoming school environment for parents and community members, as well as effective communication strategies. Throughout the school year, teachers receive training on how to identify students who are struggling and creating effective Student Success Plans with parent input.

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 parent library is provided in the media center to provide families with literature about parenting and supporting their children with academics. Additionally, the school counselor will present Positive Behavioral Interventions & Support (PBIS) to help families create homes that get children ready to learn and let families know the best ways to help their children learn.

8. Communication

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

Information about Title I Programs is provided at monthly SAC Meetings and at the Annual Title I Meeting. Additionally, a monthly calendar and flyers are sent home, and information is shared at parent involvement events.

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?

During the first thirty days of school, each grade level holds a parent morning and an overview of the curriculum and grade level expectations are provided. Student Led Conferences are held twice a year in order to provide a time for students to review their progress with their parents. Additionally, parent conferences are held to update parents on individual student progress. Quarterly updates are also provided to the SAC Committee which review progress toward school improvement goals.

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)?

Monthly SAC and PTO Meetings are held to inform parents about school initiatives and student progress. Student Led Conferences are held twice a year for parents to understand their child's progress, and parents are able to schedule individual conferences with teachers and administration about any concerns that arise.

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

Parents have the opportunity to provide feedback at monthly SAC Meetings and through parent surveys. Parents can also schedule meetings with teachers and administration.

9. Accessibility

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

Tutors and other bilingual school personnel are used to make information accessible to all. Phone messages and many documents are delivered in the 3 primary native languages of our community, English, Spanish, and Creole. School newsletter will have a section dedicated to Parent Involvement and Title I. This will also be printed in English, Spanish, and Creole.

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?

To ensure that all parents have the opportunity to participate in parent involvement events, Avalon Elementary School provides activities with bilingual staff and materials. Flyers and announcements regarding parent involvement activities are translated and distributed to all parents. Parents with disabilities are welcome to attend all activities and/or services and accommodations are made to allow them access.

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 is also provided in order 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.
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.
Parents may not be able to attend due to work schedule.	Schedule events at various times.

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.**

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.
Annual Title I Meeting	1	372	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.	1	255	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.
Morning Activities (Parent Institute, Math & Muffins, Books & Bagels, and STEAM mornings) - 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	472	Parents were engaged in activities with their children and learned ways to help their child at home.
Parent Resource section of the Media Center - Empower parents to implement different academic and behavioral strategies at home in order to increase student achievement.	1	19	Parents were informed about the resources available in the Media Center that they can check out so they can help their children both academically and behaviorally.
Grade Level Curriculum Mornings - Each grade level will have a meeting with their parents one morning in the Fall to inform them about grade level expectations	6	89	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 it and Take it Event - Teachers guide parents in creating activities with their children to support academic achievement at home.	1	89	Parents were given materials that they can do at home with their children to help them in reading, math, and science.

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

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. Additionally, front office staff are provided with training in creating a welcoming school environment for parents and community members, as well as effective communication strategies. Throughout the school year, teachers receive training on how to identify students who are struggling and creating effective Student Success Plans with parent input.	2	23	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.	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	Consciously seek to recruit employees of all races.	Partial	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 events at various times.	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.