



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

School: Pinecrest 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]

Susan Jordan
Principal Signature

8/19/19
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?

Parents are invited to attend the SAC meeting where the PFEP draft is presented. At the meeting parents are invited to share changes to how the Parent Involvement Budget is to be spent. Parents are also asked for input on what activities/strategies they feel would increase student achievement and parent involvement. Discussion and parent input is encouraged. Suggestions are followed up on throughout the year and include a variety of evening events on campus, providing give-aways such as reading materials and games as an incentive to attend. Events may include Math/Science Night, Student Led Conferences, SAC meetings, literacy events. Parents are also invited to become a member of the Pinecrest PTO which meets on the second Tuesday of each month at 6:00 pm in our school cafeteria.

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?**

Pinecrest plans parent involvement programs and activities that engage the whole family. Each year parents are invited to our Curriculum and Title I evening, School open house, book fairs with family literacy activities, conferences led by our students, and district parent institutes held at our school. Headstart services are provided on our campus. Parents and students are fully included in our school community and invited to participate in our events.

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]

Our English Language department provides programming to families in English, Spanish and Creole. Translation is always available during events. Parents come to our programs to learn how to help their child with basic reading skills, math fluency and problem solving, writing and homework. We provide resources to families via our family resource area. After attending our workshops families can check out math fact cards, sight word cards, books in dual languages and manipulatives.

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

Our Annual Title I Parent meeting flyer is created and translated into English, Spanish and Creole. The flyer is provided to parents during our meet the teacher event, sent home with all students two weeks prior to the event and posted in the front office. The flyer is sent home again one week prior to our event as a reminder. The school marquee, phone messenger system, texting and email are all employed to publicize the meeting. The principal and SAC chair prepare the meeting agenda. The principal conducts the meeting with the SAC Chair and shared information about supplemental educational services and the rights of parents. Parent input is elicited and comments or suggestions are discussed and recorded in the school SAC minutes.

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

Pinecrest administrators share the supplemental staff, professional development, supplies, materials, equipment, parent resources and beyond school programs that will be funded through our Title I budget.

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

Parents are provided with the Right to Know information in August and the Out of Field Teacher Status in October and February via the student Home School Communication folders. Parent compacts in three languages are reviewed during the parent meeting and distributed via the Home School Communication folders.

4. Flexible Parent Meetings

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

Parents have opportunities to attend evening School Advisory Council Meetings and PTO meetings offered monthly. During the SAC meetings, the School Improvement Plan, Title I plan, Use of Funds and the Parental and Family Involvement Plan are shared and parental input is elicited. Parent Institute events are held both at Pinecrest and in the Community. Parents participate in student-led conferences held once in the evening and once in the morning each year. Pinecrest will offer events for parents to include make and take, math, literacy and working at home with your child.

How will your school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement?

Pinecrest will provide translation at parent engagement events. Children are always invited to the events so that childcare is not necessary.

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
Open House/Meet and Greet/ Title 1 Meeting Builds knowledge of parents in ways to that the school is helping their children succeed	August 28, 2019
STREAM Night (along with Celebrate Literacy Week) Builds capacity of parents to help children succeed and promotes STEAM areas of student achievement.	January 2020
SAC Meetings Builds knowledge of parents in ways to that the school is helping their children succeed.	Monthly 2019-2020
PTO meetings Builds knowledge of parents in ways to that the school is helping their children succeed.	Monthly 2019-2020
Student Led Conferencing Builds capacity of parents to help children succeed and promotes reading achievement	October 2019 (evening) March 2020 (morning)
Book Fairs Builds capacity of parents to help children succeed and promotes reading achievement. Each book fair has a parent night and a morning parent engagement event.	October 2019 January 2020 May 2020
Parent Institute Workshops Enhances parent effectiveness and promotes student achievement	
Celebrate Literacy Week Builds capacity of parents to help children succeed and promotes reading achievement	January 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

The district developed training materials to share parent involvement and family engagement strategies and best practices with teachers. The presentation is provided during staff pre-service week and provides teachers and staff with training and specific practices to support our families.

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 computer is available in the front office for parent's use in updating the CCPS Portal. Support is provided for parents in completing paper and online applications. Parents will be encouraged to attend school-wide events through translated flyers, Facebook, Twitter, our website and the automated messenger system.

8. Communication

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

Parents are provided ongoing school information via our monthly newsletter and family activity calendar sent home in our Home School Communication folder. Teachers utilize support from the EL tutors and Parent Involvement Assistant to communicate with parents in their native language. Parent conferences are held with translation support to discuss Student Success Plans and student progress monitoring data. Pinecrest uses our school website, marquee, twitter, facebook and school phone messenger system to broadcast information. A Curriculum Night is scheduled to have an opportunity for teachers to communicate directly with parents of the specific requirements and materials being used. The information will be communicated in all 3 languages.

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?

Teachers utilize support from the EL tutors and Parent Involvement Assistant to communicate with parents in their native language. Parent conferences are held with translation support to discuss Student Success Plans and student progress monitoring data. Student Led conferences are held to share student data and achievement 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)?

Parents have opportunities to attend evening School Advisory Council Meetings and PTO meetings offered monthly. During the SAC meetings, the School Improvement Plan, Title I plan, Use of Funds and the Parental and Family Engagement Plan are shared and parental input is elicited. Parents can also request a parent teacher conference with translation to discuss specific information about their child and participate in decision making.

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

SAC Discussions and Parent Surveys will track the success of parent involvement initiatives and document questions or concerns. Open discussions are held at every meeting and parent input is solicited every spring and used to create the upcoming PFEP.

9. Accessibility

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

Information is shared with parents in three languages. Translators are available at parent events to assist with clear communication. Childcare and refreshments are provided at all parent workshops. works closely with the ESE Program Specialist to ensure that parents or families with disabilities have access to parent involvement activities, the school campus and/or school services.

Parents and prospective parents with disabilities are afforded equal access to parenting opportunities, school meetings, events and parent education workshops with the goal of ensuring that all parents receive support to help their child achieve in school.

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?

All flyers are translated in three languages and a common format is used for all flyers to help parents recognize that the document is publicizing a school event. A statement in three languages is placed on home communication stating that parents are welcomed and encouraged to come to the school for assistance in reading the information.

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.)

Our parents participate in surveys and give input during our SAC and PTO meetings regarding workshop topics, times and frequency. Trainings typically include how to help their child with literacy, math, science, homework, behavior and nutrition.

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
Parent survey and SAC discussion responses indicate that parents have difficulty attending school events due to work hours and transportation.	School event hours are varied between evening and morning to accommodate parent work schedules. During the busy agriculture season school events begin and end later in the evening when possible. Most school events are drop in with ongoing activities to engage parents that arrive at a variety of times.
Parent survey and SAC discussion responses indicate that parents struggle understanding written language in their native language.	We continue to use a variety of methods to communicate about our school events. We provide translators at all meetings and send translated messages to phones and voicemail.

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.
Open House/Meet and Greet/ Title 1 Meeting Builds knowledge of parents in ways to that the schools helping their children succeed	1	459	Parents learned ways to that the school is helping their children succeed
STREAM Night (along with Celebrate Literacy Week) Builds capacity of parents to help children succeed and promotes STEAM areas of student achievement.	1	222	Parents learned ways to help children succeed and promotes STEAM areas of student achievement.
SAC Meetings Builds knowledge of parents in ways to that the school is helping their children succeed.	10	Average of 9 participants	Parents learned ways to that the school is helping their children succeed.
PTO meetings Builds knowledge of parents in ways to that the school is helping their children succeed.	10	Average of 9 participants	Parents learned ways to that the school is helping their children succeed.
Student led Conferencing Builds capacity of parents to help children succeed and promotes reading achievement	2	496	Parents learned ways to help children succeed and promotes reading achievement
Book Fairs Builds capacity of parents to help children succeed and promotes reading achievement	3	478	Parents learned ways to help children succeed and promotes reading achievement
Parent Institute Workshops Enhances parent effectiveness and promotes student achievement	3	Average of 35	Parents learned ways to support and promote student achievement
Celebrate Literacy Week Builds capacity of parents to help children succeed and promotes reading achievement	1	222	Parents learned ways to support and promote student reading achievement
Saturday Open Media	5	Average of 30	Parents learned new ideas to promote student achievement

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
The district developed training materials to share parent involvement and family engagement strategies and best practices with teachers. The presentation provides teachers and staff with training and specific practices to use to support our families.	1	84	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)?
Parent survey and SAC discussion responses indicate that parents have difficulty attending school events due to work hours and transportation.	Vary times of school events	Full	We will continue to provide a variety of events at varied times to meet the needs of parents.
Parent survey and SAC discussion responses indicate that parents don't always understand the flyers that are sent home publicizing school events.	Provide translation via phone messages and during meetings	Full	We will continue to use PFE funds to send home translated information, calendars and newsletters in addition to phone messages.