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**2020-2021 School Parental & Family Involvement Policy (PFEP)**

**School**: Lavern Gaynor 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

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|  | 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] |

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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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| SAC meetings will be held to work collaboratively with parents in order to gather timely input for improving and enhancing school programs to benefit students. The Parent Involvement Policy summary will be reviewed at SAC meetings, translated into three languages and disseminated to parents in student backpacks. Additional copies of the complete PI policy will be housed in the administrative office of Lavern Gaynor for review as requested by the public. |

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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| Lavern Gaynor 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. Parents and students are fully included in our school community and invited to participate in our events. This year these meetings will be offered virtually in order to facilitate parents who cannot attend the events in person. |

Describe how your school will coordinate with other programs to integrate parent and family activities that teach parents how to help their children at home?

[ESEA Section 1116]

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| 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. Workshops are offered virtually to facilitate families who cannot attend the events in person. |

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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| Our Annual Title I Parent meeting flyer is created and translated into English, Spanish and Creole. The flyer is provided 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).

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| Lavern Gaynor administrators share the supplemental staff, professional development, supplies, materials, equipment, parent resources and supplemental 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?

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| Parents are provided with the Right to Know information in the Fall 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. |

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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| 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. Parents participate in student-led conferences held at flexible times during the each year. These meetings are offered virtually to facilitate parents who cannot attend in person. |

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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| Child Care during meetings will occur as needed in order to help families engage in school events. Staff will be utilized to encourage family engagement and increase communication between the school and home. |

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** |
| Open House/Meet and Greet/ Title 1Meeting  Builds knowledge of parents in ways to that the school is helping their children succeed | September 2020 |
| STREAM Night (along with Celebrate Literacy Week)  Builds capacity of parents to help children succeed and promotes STEAM areas of student achievement. | January 2021 |
| SAC Meetings  Builds knowledge of parents in ways to that the school is helping their children succeed. | Monthly 2020-2021 |
| PTO meetings  Builds knowledge of parents in ways to that the school is helping their children succeed. | Monthly 2020-2021 |
| Student Led Conferencing  Builds capacity of parents to help children succeed and promotes reading achievement | October 2020 (evening)  March 2021 (morning) |
| Book Fairs  Builds capacity of parents to help children succeed and promotes reading achievement. | Twice per year |
| 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 2021 |

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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| 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. |

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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| Support is provided for parents in completing paper and online applications and translations. Parents will be encouraged to attend school-wide events through translated flyers, Facebook, Twitter, our website and the automated messenger system. |

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

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| 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 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. Lavern Gaynor 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, and the event is offered virtually to facilitate families who cannot attend in person. |

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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| Teachers utilize support from the EL tutors 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)?

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| 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?

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| 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. |

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

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| 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. Lavern Gaynor Elementary 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 will shared information related to 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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| 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. Information is also publicized on social media in a uniform format recognizable to parents. |

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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| 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. |

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** |
| N/A (School is new this year) |  |
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1. **Upload Evidence of Input from Parents on the development of the PFEP**

Upload a copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY21 Parent Involvement Policy (PFEP)** prior to approval. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](file:///\\adnshrtmp\adn\shr\ADNTITLE1SCHOOLS\1.%20Title%20I%20Required%20Documentation)

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| 1. **Upload FY21 Parent-School Compact** Upload an electronic version of the FY21 Parent-School Compact. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](file:///\\adnshrtmp\adn\shr\ADNTITLE1SCHOOLS\1.%20Title%20I%20Required%20Documentation) |

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 **FY21 Parent –School Compact** prior to approval. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](file:///\\adnshrtmp\adn\shr\ADNTITLE1SCHOOLS\1.%20Title%20I%20Required%20Documentation)

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

**Review your FY20 School Parent and Family Engagement Policy (PFEP) and complete the sections below.**

1. **Building Capacity Summary**  
   Provide a summary of activities provided during the **2019-2020** 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.**

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **How did this activity built parent and family capacity to improve student achievement? If not completed, provide rationale.** |
| N/A (School is new this year) |  |  |  |
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1. **Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the **2019-2020** 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.

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **How did this activity built parent and family capacity to improve student achievement? If not completed, provide rationale** |
| N/A (School is new this year.) |  |  |  |

1. **Review your FY20 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?

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| **Barrier (Including the Specific Subgroup)** | **Steps the School took to Overcome** | **Implementation**  (Full, Partial, Not Yet) |
| N/A (School is new this year.) |  |  |
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