

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

School: East Naples Middle

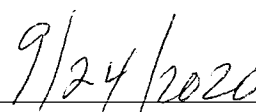
Each participating Title I public school must develop jointly with families a written school-level Parent & Family Engagement Policy/ Plan (PFEP) that describes how the school will build family capacity [ESEA Section1116]. Please complete this form and uploaded in the ADNTITLE1SCHOOLS share drive.

Assurances

Please check all the boxes

- ☒ 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]


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?**

School Improvement Plan (SIP) goals will be reviewed in an open meeting to solicit parent input. The PI policy will be reviewed with the School Advisory Council (SAC) at an open meeting that will be advertised to all parents via flyers and phone auto-dialers. SAC will be consulted on appropriate use of funds. SAC will also be involved in review of PI parent surveys. SAC Chair and Principal will collaboratively review and sign all PI 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?**

Title I Parts A, C, D, SIG 1003g, UniSIG, Title II, Part A and Title IV are managed out of the same department. They share administrative staff so that oversight, coordination, budgeting, staffing, and monitoring are efficiently coordinated.

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 virtual parent evenings have a focus on how to help children at home. Parents will receive lessons, handouts and examples virtually and via email at every scheduled event.

The virtual scheduled events are:

Title 1 Virtual Open House/ Title 1 Annual meeting/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

- Flyers are 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. Twitter and Facebook are also used to disseminate information. The day of the meeting information is presented and distributed to all parents. Translations are available during meeting. Sign-in sheets are kept for documentation purposes
- Distribute agenda flyers in 3 languages detailing Title 1 status and how funds are used. Principal 9/2020
- Copy of letters with dates that they were sent/mailed home Principal 9/2020
- Discuss Title I status of school during Annual Title 1 Virtual Meeting. Principal 09/2020
Provide opportunity for feedback via Canvas email and personal email systems. Principal 09/2020

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, Parents right to know, 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?

A document outlining the rights of parents will be sent home to parents the first week of school. These items will also be further explained by the Principal and Assistant Principal during the Annual Title I meeting.

4. Flexible Parent Meetings

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

Due to the nature of our schedule, it is more convenient for us to offer later afternoon parent training experiences. In our past experience, we have better attendance rates when we begin our meetings after 6:00 PM. Principal will survey SAC parents regarding possible before school parent meetings or other times.

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

Due to CDC guidelines all meetings this school year will be virtual.

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	September 2020
Parent Night- Keys to success in Middle School- Providing information for parents to help their student have a great beginning to the school year	October 2020
Parent Night- Drug Free Collier- Providing information for parents to protect our children from substance abuse	November 2020
Parent Night- Social Media- Learn the best practices to help keep your child safe on the internet.	January 2021
Taking the Middle out of Middle School- Parents will be able to provide students assistance with school issues	February 2021
Finishing Strong- Providing information for parents to help their student have a positive end to the school year	April 2022

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. 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.
3. Ongoing 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)?

Parent Resource Library, including printed materials and computer access.
 School Newsletter e-mailed to homes quarterly throughout school year.
 Important information included on all reports home to families.
 Email information to parents weekly as well as for rewards and celebrations.
 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 schools 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?

The information will be shared during our Virtual Open House, Virtual SAC meeting, Virtual Parent Involvement meetings and through a video that will be placed in Canvas.

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 school wide plan is not satisfactory to them?

Virtual meetings (SAC, Parent Involvement) and/or discussions will be available for parent input. Parents will be sent a link to a survey that will allow feedback/comments/suggestions. The link is also on our school website. They will also be able to provide input during the virtual meetings by utilizing the chat feature.

9. Accessibility

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

Translation services will be available virtually using translation software at 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 and/or accommodations ahead of time.

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?

Translation services will be available virtually using translation software at 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 and/or accommodations ahead of time.

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.)

N/A

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 virtual parent meeting/training. All information going home is available in three languages

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.

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

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 provided 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	It gave parents/guardians information on strategies that help students stay organized and focused.
Parent Night- Drug Free Collier- Providing information for parents to protect our children from substance abuse	1	48	It provided 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	Provided parents/guardians with information on how Social Media is influencing 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	Provided parents/guardians with training to access grades and online programs to assist their student at home.
Finishing Strong- Providing information for parents to help their student have a positive end to the school year	1	86	Provided information for parents to help their student finish strong. Parents/ guardians were also provided with a copy of the testing calendar and options for the Summer school.

- ☐ 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.

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.**

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.

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	The trainings provided insight to the importance of parent involvement. It also allowed opportunities to share goal setting and achievement level data. Parent engagement increased due to the conferences that were held to explain student data.

1. 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 provided translation at every parent meeting/training. All information was sent home in all three languages	Full	Have tutors and assistants available to translate in both languages.
Parents need support with food/supervision of their children	ENM provided refreshments and supervised siblings so parents could attend parent night events.	Full	Provide activities for children in a different area and continue providing refreshments.