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**2018-2019 School Parental & Family Involvement Policy (PFEP)**

**School: \_\_Mike Davis 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 Section1116]. Please complete this form and uploaded in the ADNTITLE1SCHOOLS share drive.

## Assurances

## Please check all the boxes

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|[x]  Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent? |
|[x]  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 |
|[x]  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 |
|[x]  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  |
|[x]  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  |
|[x]  Provide each family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals |
|[x]  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 |
|[x]  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] |

 05/25/2018

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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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| All parents will be invited to our School Advisory Council Meetings where the planning, review, and improvement of Title I programs and use of Title I funds will be discussed. These meetings will be held in the morning and early evenings to accommodate parent schedules. Parents will be notified via a flyer and also by individual contact preferences selected in the CCPS Parent Portal (phone dialer, text message, email). |

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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| Title 1 Parent Workshops will be held at Mike Davis Elementary to engage parents and families on the following topics: Reading with Graphic Organizers, Math Bonds & Tens Frames, and Dramatic Science. |

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]

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| 1. Student Led Conferencing: Teachers will hold Student Led Conferencing twice a year. One will be in the evening and one will be a Student & Teacher Prepared Take Home Conference. During these meetings students will inform parents of their progress, sharing work samples, assessments and portfolios. Teachers will answer any questions or concerns from parents.2. Math Night: Math Coach along with Math teacher leaders will coordinate a "Math Night" in which parents will be taught how to play math investigation games. Games will be reproduced for parents to take home.3. Literacy Night: Reading Coach will coordinate a “Literacy Night” in which parents will have an opportunity to interact with their child and work on literacy related activities with the direction of a teacher. Parents will have the opportunity to Make and Take Home Activities that they will be able to use to support their child at home. 4. STEAM Night: Science Lead Teacher/Instructional Technology teacher will coordinate a STEAM night in which parents will have an opportunity to engage in STEAM stations with their child with the direction of a teacher. Parents will have the opportunity to Make and Take Home Activities that they will be able to use to support their child at home. |

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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| The Principal of Mike Davis Elementary will conduct an Annual Title I Meeting in which all parents and families are invited to attend. The meeting will be advertised to parents in 3 languages and communicated via a flyer and also by individual contact preferences selected in the CCPS Parent Portal (phone dialer, text message, email).  |

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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| An Annual Title I Meeting will be held to inform parents of the school wide academic progress at Mike Davis Elementary, Title I Funding, opportunity to participate in school decision making through the School Advisory Committee, and the rights of parents.  |

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

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| The meeting will inform parents and families of their Right to Know the certification of their child(ren)s teachers, and that this information will be communicated to the parents and families in a newsletter which will be sent home in 3 languages.  |

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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| Mike Davis Elementary will offer meetings for parents at flexible times in order to accommodate parent’s schedules for work and family responsibilities. School Advisory Council Meetings will be offered in the morning and in the evening throughout the school year. Parenting classes will be offered at 9 am and Parent Nights will be offered at 6 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?

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| Bus transportation for students and families will be provided to Student-Led Conferences. |

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** |
| Student Led Conferencing: Teachers will hold Student Led Conferencing twice a year. One will be in the evening and one will be a Student & Teacher Prepared Take Home Conference. During these meetings students will inform parents of their progress, sharing work samples, assessments and portfolios. Teachers will answer any questions or concerns from parents. | 2018-2019 school year |
| Literacy Night: Reading Coach will coordinate a “Literacy Night” in which parents will have an opportunity to interact with their child and work on literacy related activities with the direction of a teacher. Parents will have the opportunity to Make and Take Home Activities that they will be able to use to support their child at home. | 2018-2019 school year |
| Math Night: Math Coach along with Math teacher leaders will coordinate a "Math Night" where parents will be taught how to play math investigation games. Games will be reproduced for parents to take home. | 2018-2019 school year |
| STEAM Night: Science Lead Teacher/Instructional Technology teacher will coordinate a STEAM night where parents will have an opportunity to engage in STEM stations with their child with the direction of a teacher. Parents will have the opportunity to Make and Take Home Activities that they will be able to use to support their child at home. | 2018-2019 school year |
| Parenting Classes: Title 1 Parent Workshops will be held at the school to engage parents and families on the following topics: Reading with Graphic Organizers, Math Bonds & Tens Frames, and Dramatic Science. | 2018-2019 school year |

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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| We will engage teachers and staff in professional development during faculty meetings to assist staff in reaching out to parents in order to increase parental involvement and increase student achievement. |

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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| **Media Resource Room- We have a collection of literature that can be checked out to parents to read at home. We have also established a place for the materials to be housed.** **Additionally, book resources are available in two languages, so that the child and parent have access to the same text in two languages. This way the parent can read the text the child is reading and support their child during the reading process.** |

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

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| **Information about Title I programs will be sent home in fryers, newsletters, communicated through our dialer/text/email according to parent preferences in CCPS Parent Portal, and made available at our front desk. All communication is communicated to the parents and families in 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?

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| Our curriculum, Kindergarten through 5th grade, is centered around the Florida State Standards. A variety of formal and informal assessments are used throughout the school. All students are expected to meet the state standards by the end of each school year. Demonstration of this can be provided through District Benchmark Assessments, State Assessments, iReady Diagnostic, SAT 10, or portfolio. |

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 are encouraged to meet quarterly with their child's teacher. The following are some of the ways this is accomplished. 1. Required Parent/Teacher conferences/Student Led Conferencing2. Parent Literacy/Math/Science Evenings3. Teacher or Parent requested conference |

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

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| Parent comments are collected annually in district wide parent surveys. |

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

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| **Mike Davis Elementary will give parents with disabilities access to participate in Parent Involvement activities. Reasonable support will always be given to parents with special needs. School and District resources will be utilized to provide needed accommodations and modifications so that all parents and guardians are able to fully participate in planning, reviewing, and improving the Title I program.**  |

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?

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| We have Spanish and Creole translators at all parental involvement activities. In addition, all of our school information is sent home in 3 languages. Phone messages are spoken in 3 languages. |

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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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** |
| A large number of parents who have limited English proficiency, limited education, and limited resources need additional help in communicating with the school so that they are equipped to help their child(ren) with learning objectives. | Establish a parent resource room with bilingual materials including dictionaries, books, and learning packets. Share and demonstrate resources such as the CCPS education channel, district website, and Math Parent Letters (translated in 3 languages). Use more translators / translation equipment. Encourage parents to attend student-led conferences to promote communication with their children’s teachers. Schedule events at times that are conducive for parent involvement and in locations that are accessible for all parents. Provide materials/learning packets for parents to use at home with their children. Provide opportunities for parents to do Make-and-Take activities at all events for things that they can use at home. |
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1. **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 **FY18 Parent Involvement Policy(PIP)** prior to approval. Please upload document in your school PI Policy folder (#1) in the ADNTITLE1SCHOOLS drive. [Link](file:///M%3A%5C1.%20Title%20I%20Required%20Documentation)

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| 1. **Upload Parent-School Compact**Upload an electronic version of the FY18 Parent-School Compact. Please upload document in your school Compact folder (#3) in the ADNTITLE1SCHOOLS drive. [Link](file:///M%3A%5C1.%20Title%20I%20Required%20Documentation)
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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 **FY18 Parent –School Compact** prior to approval. Please upload document in your school Compact folder (#3) in the ADNTITLE1SCHOOLS drive. [Link](file:///M%3A%5C1.%20Title%20I%20Required%20Documentation)