**Title I, Part A Parent and Family Engagement Policy**

**Palmetto Elementary School**

**2018-2019**

# Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. Describe how parent and family engagement will assist in providing high quality instruction for all learners. The mission statement should:

* Reflect the beliefs or values the school holds regarding the importance of family engagement;
* Explain the purpose of the parent and family engagement program;
* Be written in parent friendly language;
* Inspire stakeholders to be engaged and supportive of the program; and
* Be different from your school mission statement.

**RESPONSE:**

At Palmetto Elementary, we believe that when families, school, and the community join their efforts towards student’s success, so much more can be accomplished. Our mission is to provide the resources, training, and assistance to empower our families, regardless of their limitations and to be actively involved in their child’s education. This is being done through parent-teacher conferences, parent workshops, volunteering and becoming members of the different committees that help support the school.

# 2018-2019 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the 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. [ESEA Section 1116]

RESPONSE:

**We believe in involving families, school personnel and the community in all aspects of our school. At the end of every school year, we review with parents the current Title I, Part A Parent and Family Engagement Policy and COMPACT. Parents are encouraged to give their input and suggest changes. We also review the** Title I, Part A Parent and Family Engagement Policy and COMPACT with the School Advisory Council, giving the community an opportunity for an input. Teachers and staff also have opportunities to give their input; they receive via the intranet, both documents, and are encouraged to review them.

# 2018-2019 Coordination and Integration

* Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Include how the 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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| --- | --- | --- |
| **Count** *(add or remove rows as needed)* | **Program** | **Coordination** |
| **1** | VPK | We will work together to publicize VPK opportunities for family members of students. |
| **2** | Head Start | In collaboration with Head Start we will coordinate transition and choice programs for students entering kindergarten. |
| **3** | Project Heart | We will work with Project Heart to provide resources, school supplies and uniforms for homeless students to remain in school. |
| **4** | ESOL/Migrant | We will work with our ESOL/Migrant personnel to assist with communication, increase communication and accessibility for non-English speaking families. |
| **5** | IDEA | We collaborate with our ESE department and ESE teachers to provide and offer supplemental instructional support for parents during the development of the student’s IEP. |
| **6** | Title I | We will collaborate with our TI resource staff to maintain compliance and exemplary practices. |
| **7** | 21st Century | We will collaborate with the 21st Century staff to maintain compliance and to integrate their participation in our parent meetings. |
| **8** | Hippi Program | We invite them to come to our Open House and other parent meetings to recruit younger siblings of our students. |
| **9** | Public Library | School field trips, student library cards and reading program, family use of available technology, staff programs (art and wellness). |
| **10** | Local Churches | Student needs are met through member donations, volunteers, staff breakfasts, and campus work days. |

# Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Count** | **Activities and Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Develop agenda, handouts, and/or presentation materials that address the required components | Principal or designee | July/August | Copies of documents uploaded to the online crate |
| **2** | Develop and disseminate invitations (flyers, ConnectEd calls, texts, newsletters, etc.) | Principal or designee | August | Copies of invitations, call logs, and sign-in sheets uploaded to the online crate |
| **3** | Hold the Meeting | Principal or designee | August/ September | Agenda/Sign-in Sheet uploaded to the online crate |
| **4** | Evaluate the Meeting | Principal or designee | August/ September | Aggregated Evaluation Form/Notes uploaded to the online crate |

# Parent Notifications

Describe how the school will provide each family with timely notice information regarding the following:

* the parent’s right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals
* how the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments
* how the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teachers who is out of field? [ESEA Section 1116]

**RESPONSE:**

The Parent Right to Know Letter and the names of the Out of Field teachers are posted in the first issue of our school Newsletter, and the Parent Corner Bulletin Board located in the front office.

If the individualized student report about the performance of our students on the State assessments comes when school is still in session, we notify parents thru a Connect Ed that we will be sending it home with students and also, that the results are available in FOCUS. If the report comes during summer vacation, we notify parents thru a Connect Ed that they can pick up a hard copy at the school and also review results in FOCUS.

# Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [ESEA Section 1116]

**RESPONSE:**

**We provide parent workshops and family events at various times and on various days which include academic, social and emotional components. Our funds may provide transportation, child care, and/or home visits for TI activities related to parent involvement. We make every attempt to have information available to parents who are unable to attend the events.**

# Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents/families work with their child(ren) to improve academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116.

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| --- | --- | --- | --- | --- | --- |
| **Count** *(add or remove rows as needed)* | **Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Parent Workshops | Principal or designee | Higher levels of parent awareness correlates to higher level of student achievement | On-going | Evaluation forms |
| **2** | We provide information of schools or agencies that offer English classes free or at a reasonable price for our parents | Principal or designee | Higher levels of parent awareness correlates to higher level of student achievement | On-going | Parent feedback |
| **3** | Parent conferences | Principal or designee | Higher levels of parent awareness correlates to higher levels of student achievement | On-going | Evaluation forms |
| **4** | School Newsletter | Principal or designee | Higher levels of parent awareness correlates to higher levels of student achievement | On-going | Self-monitoring |
| **5** | Parent meetings | Principal or designee | Higher levels of parent’s awareness correlates to higher level of student achievement | On-going | Evaluation forms |

# Staff Development

Describe the professional development activities the school will provide, with the assistance of parents/families, to educate the teachers, specialized instructional support personnel, school leaders, and other staff in the following:

* The value and utility of contributions of parents/families
* How to reach out to, communicate with, and work with parents/families as equal partners, and
* Implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

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| --- | --- | --- | --- | --- | --- |
| **Count** | **Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **1** | **Professional development Parent Involvement** | **Principal or designee** | **Higher levels of staff understanding of parent involvement correlates to higher student achievement** | **On-going** | **Evaluation forms** |
| **2** | **Staff training on annual meeting** | **Principal or designee** | **Higher levels of staff understanding of parent involvement correlates to higher student achievement** | **1x a year** | **Evaluation forms** |
| **3** | **Staff training on developing the PIP and school parent compact** | **Principal or designee** | **Higher levels of staff understanding of parent involvement correlates to higher student achievement** | **1x a year** | **Signed document** |
| **4** | **PLC’s** | **Principal or designee** | **Higher levels of staff understanding of parent involvement correlates to higher student achievement** | **1x a year** | **Evaluation forms** |

# Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more meaningful engagement in the education of their child(ren). [ESEA Section 1116].

**RESPONSE:**

**We will ensure that we have a family friendly school, always doing our very best to serve our parents.**

**We have a Parent Corner in our front office, with updated information and resources, in English and Spanish, this will better equip them to support their children. We also send Ed Connect messages in English and Spanish to inform parents about activities and opportunities for involvement. Taking into consideration that a high percent of our population does not have internet access, we send home our bimonthly newsletter, where we try to include valuable information and resources for them, also in English and Spanish. . We also have a full time parent coordinator on staff to assist parents academically, socially and emotionally.**

# Communication

Describe how the school will provide parents and families of participating children the following [ESEA Section 1116]:

* Timely information about the Title I programs
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to obtain
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children
* If the school wide program plan under is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency.

**RESPONSE:**

We invite parents to our Annual Title I Meeting, where they learn about Parent Involvement, curriculum, all academic assessments, budget, SAC, PTO, Standard Testing, ESOL, Attendance, etc. We have our student support staff present in the meeting introducing themselves and answering any questions that parents might have. All our newsletters include information about the services that are available to them, thru Title I. Located in the front office, is a Parent Suggestion Box, where the parents can give their input, in the language of their preference. They can provide us with their information or anonymously if they prefer.

# Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [ESEA Section 1116]:

**RESPONSE:**

We will provide full opportunities for participation to all our parents, advertise all school activities in our newsletter, flyers, Connect Ed, and morning news. We also offer student incentives when they bring their parents to the meetings (Examples: Book Fair vouchers and items when they come to the meetings)

# Discretionary Activities

Describe any activities that are not required, but will be paid for through Title I, Part A funding [ for example, home visits by school staff (including GETs and Home School Liaisons), transportation for meetings, activities related to parent/family engagement, etc.]

**RESPONSE:**

If needed, we will provide transportation to meetings or parent workshops.

# Uploads

Please prepare evidences below. Refer to your Beginning of the Year Timeline and Title I Crate for resources and sample documents.

**2016-17 Title I Crate**

* Evidence of parent input in the development of the school SIP/Title I Plan and Title I Budget (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
* Evidence of parent input in the development of the school Parent and Family Engagement Policy (PFEP) (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
* Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)

**2017-18 Title I Crate**

* Copy of the school SIP or Title I Plan (charter)
* Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
* Copy of the Parent-School Compact (Final in all languages)