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

**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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|[ ]  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 school wide 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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| Lely HS distributes flyers, in all three languages, to notify parents of the Open House/Title One Parent night on August 27, 2018. Information about the meeting is posted on our website and marquee. The Title 1 plans, policies and use of funds for the 2018-2019 school year, are shared with parents that attend the annual Title One meeting.Monthly SAC meetings will occur and the administration will share information on Title One programs and ask for parent input on various initiatives in which Title One funds are used. Lely HS sends out 4 newsletters throughout the year offering helpful hints and advice for strengthening the partnership between home and school. Lely HS uses social media, such as Facebook and Twitter to keep the community informed of events and activities held or sponsored at the school. |

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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| Lely High will hold monthly SAC meetings open to parents to answer any questions or concerns. We will also hold activities that will teach parents skills to assist in their child's learning. Lely HS will hold 2 parent institutes that will focus on graduation requirements, testing strategies and how to help students at home. The first parent institute will take place on October 1, 2018. |

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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| Lely HS will host 2 parent institutes at our school. One will take place in the fall to go over graduation requirements and how parents can help students at home and the other institute will be in the spring to discuss testing strategies. Flyers are sent home and announcements are made, inviting parents to participate. |

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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| Flyers will be sent home in 3 different languages announcing the date and time of our yearly Open House/ Title 1 Meeting. Dialers and emails will also be sent out to inform and remind parents of the event. We will also use Social Media to advertise and entice participation. The information will also be posted on our website, as well as on the school’s Marquee. |

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

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| The annual Title 1 Meeting will be held on August 27, 2018. The use of Title 1 resources will be explained so that the parents understand the additional supports offered to them and their child in order to achieve the highest level of success. |

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

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| The Lely HS administration will share information on the curriculum and assessment measures used for student achievement and development. Lely High School will have translators available at all parent meetings. In addition, parents will be provided with a number to call for translation (239-377-2029) and all parent letters and notifications will be translated into three languages, English, Spanish and Creole. |

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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| Throughout the year, Lely High School will hold parent-teacher conferences (as requested by parents, staff, or student), career/college readiness meetings, as well as guidance services in the morning, after school or in the evening. A member of the administrative team, as needed, needed will coordinate childcare, home visits and any additional services. |

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

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| Childcare, transportation, and translators will be utilized to ease the struggle of parents wanting to attend meetings held throughout the year. These services will be offered to all parents and provided when needed. |

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** |
| **Annual Title 1 Meeting/Review of Resources** | **August 27, 2018** |
| **Parent Institute/Graduation Requirements** | **October 1, 2018** |
| **Financial Aid Night** | **September 13, 2018** |
| **Parent Institute/Testing Strategies** | **March/April** |
| **Effective Communication/Quarterly Newsletters** | **August-June** |
| **Interims/Report Cards (4x a year)**  | **September-June** |

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 Lely High School administration will provide trainings to staff members at the beginning of the school year. The topics will include; how to effectively and consistently communicate with parents, build positive relationships with parents and students, and the importance of parent involvement. Teachers will communicate with their students in reference to their data so that they are more adept at having meaningful conversations with the parents about the progress/lack of progress in their classes. The more complete the information is for the parents, the more likely they are to become more involved in their child’s education. |

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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| **Parents are invited in to discuss their child’s academic success in school. During the Financial Aid night, parents will have an opportunity to attend an open lab to receive support in filling out the FAFSA. Counselors, as well as administration will be on hand, with laptops to provide assistance.**  |

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

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| **At our Annual Title 1 Meeting/Open House, the administration of Lely High School will share information, with translation provided, on the curriculum and assessment measures used for student achievement and development. Additionally, the benefits of Title 1 resources will be explained so that the parents understand the additional supports offered to them and their child in order to achieve the highest level of success. Following the opening remarks, the parents will following their child’s schedule in order to meet each teacher. Parents will be provided a syllabus (which includes academic assessment and curriculum requirements, in addition to the yearlong course descriptions for each class. SES Provider Information has been distributed.**  |

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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| **Lely High School Counselors work hand in hand with parents explaining graduation requirements and students' progress in curriculum. Lely HS will hold a parent institute that focuses on graduation requirements so that all parents are well informed as to the expectations for their child. We will also hold a parent workshop on testing requirements and expectations, in the spring.** |

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 or students can request (at any time) a meeting with teachers, counselors (via appointment cards), and administrators.** |

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

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| All parents may submit comments about the plan or attend SAC meetings if they have any concerns regarding the school wide program under Section 1114 (b)(2). |

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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| **Lely HS uses our tutors, as well as other bi-lingual school personnel to make information accessible to all students, parents and families. Written documentation is sent home in all three languages and phone messages are delivered in English, Spanish and Creole. Our Migrant resource teacher will schedule quarterly meetings with migrant students and communicate with the parents and families regularly.****Parents of students with disabilities are invited to participate in all meetings and events held at Lely High School and accommodations are made to allow them access.** |

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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| **Lely High School will have translators available at parent meetings. Parents will be provided with a number to call for translation (239-377-2029). All parent letters will be translated into three languages. All phone dialer messages will also be in English, Spanish and Creole.** |

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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| Throughout the year, Lely High School will hold parent-teacher conferences (as requested by parents, staff, or student), career/college readiness, as well as guidance services in the morning, after school or in the evening. A member of the administrative team, as needed, needed will coordinate childcare, home visits and any additional services. |

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** |
| Language (Spanish and Creole) | Electronic translating devices will be available to provide language access to parents.  |
| Transportation | Transportation will be offered to parents that are unable to get to school for a parent academy. |
| Child care | Childcare will be provided by students in service organizations such as Key Club or National Honor Society. |

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)
 |

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)