



2019-2020 School Parental & Family Involvement Policy (PFEP)

School: Lely 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

- ☒ 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]

Jimmy Braun
Principal Signature

6/5/19
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 Advisory Council (SAC) meetings are held monthly at LES Parents have the opportunity to provide input in developing the annual parent involvement policy in addition to providing input on parent workshops and school functions.

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?**

Headstart services are provided on our campus. Parents and students are fully included in our school community and invited to participate in our events.

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]

Make and Take events are planned and led by grade level teams. During these, teacher guide parents in creating and completing activities to support academic achievement at home.

Morning Parent Training Activities are coordinated by lead teachers and academic coaches and focus on hands-on activities, which are content based, and support school to home learning opportunities.

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

Annual Title I Meeting flyer (in 3 languages) will be posted on our website. An email and phone call will be sent to parents/guardians prior to the meeting, the flyer will also be available in the front office.

The school marquee will also have information on the Title I Annual Meeting.

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, 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?

The Parent Involvement Plan (PIP) is sent home explaining the rights of parents. These items will also be further explained by the Principal and Assistant Principal. A letter goes home to parents explaining if teachers are not state certified.

4. Flexible Parent Meetings

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

Parent meetings will be held at both morning and evening times providing parents the opportunity to attend at their convenience.

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

LES will provide translation at parent engagement events.

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
Annual Title One meeting - Present and discuss with parents and families how Title One supports student achievement in our school.	August 12, 2019 (FY 19 date was September 4)
Leader in Me Information and Curriculum Night	August 27, 2019
Morning and Afternoon Activities- these events are coordinated by lead teachers and academic coaches and focus on hands-on activities, which are content based, and support school to home learning opportunities.	Ongoing August, 2019-May, 2020
Make and Take events - planned and led by grade level teams. During these, teachers guide parents in creating and completing activities to support academic achievement at home.	Monthly

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

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. Additionally, front office staff are provided training in creating a welcoming school environment for parents and community members.

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)?

A computer will be available in the front office for parent's use for updating the CCPS Portal and other school applications. Parents will be encouraged to attend the school wide events through flyers, Facebook, Twitter and the automated message system.

8. Communication

Describe how will your school provide timely information about the Title I programs?

Communication of Title I information will be provided through multiple avenues. School flyers, social media, school marquee as well as the school website will be used to communicate Title I information in a timely manner.

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?

At the beginning of the year curriculum night is held to share expectations of student progress and grade level expectations with parents. Student Led Conferences are held in order to provide a time for students to review their progress with their parents. Additionally, parent conferences are held to update parents on individual student progress. Quarterly updates are also provided to the SAC Committee which review progress toward school improvement 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)?

Monthly SAC Meetings are held for parents to attend. Translation will be provided at the meetings. Open discussions are held at the SAC Meetings for parent input.

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

Parents have the opportunity to provide feedback at monthly SAC Meetings and through parent surveys. Parents can also schedule meetings with teachers and administration.

9. Accessibility

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

Tutors and other bilingual school personnel are used to make information accessible to all. Phone messages and many documents are delivered in the 3 primary native languages of our community, English, Spanish, and Creole.

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?

Any school wide parent meeting information will be sent home with students in three (3) languages and follow up with the automated school message system prior to the event.

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.)

NA

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
Language	Translators at all school sponsored school wide parent meetings.

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. [Link](#)

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

✓ 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.

1. Building Capacity Summary

Provide a summary of activities provided during the **2018-2019** 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.**

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.
Annual Title I Meeting	1	196	Parents learned about the Title I program and how to be involved in their child's education.
3rd Grade Make-N-Take: Math activities with materials on topic available for parents to take home and practice with students	1	52	The activities promoted family interaction while practicing 2 and 3 digit addition and subtraction with the use of a spinner game. Families were able to take the game home to encourage family engagement and reinforcement of math skills in the home.
2nd Grade Make-N-Take: STEAM activities with materials on topic available for parents to take home and practice with students	1	34	The activities were designed to encourage and spark further interaction and exploration between students and family members outside the school setting. Engineering Design Goals <ul style="list-style-type: none"> • discuss, create and improve design ideas • make sense of problems and persevere in solving problems • model with mathematics • reason abstractly and quantitatively • use appropriate tools strategically
5th Grade Make-N-Take: Math activities with materials on topic available for parents to take home and practice with students	1	76	The activity promoted family interaction for all school age children and adults while practicing order of operations skills, basic math operations, and number sense. This boosts achievement in Mathematics as math facts fluency and critical thinking are key to high stakes test success. It also empowers parents, guardians and siblings to support Math achievement in their families in a direct and engaging way regularly.
1st Grade Make-N-Take: Math activities with materials on topic available for parents to take home and practice with students	1	31	Parent/Guardians created a learning tool (clock) to use at home to practice the learning goal of telling time by the hour and half hour with a hands on approach.
4th Grade Make-N-Take: Reading activities with materials on topic available	1	141	Summarizing activities provide and opportunity for parents and teachers to

for parents to take home and practice with students			practice strategies for building comprehension skills at home.
Kinder Make-N-Take: Reading activities with materials on topic available for parents to take home and practice with students	1	119	High Frequency Word Make and Take provides an opportunity for parents and teachers to collaborate and explore strategies for building fluency at home. Teachers demonstrate how to implement family-friendly, structured activities using high frequency words to motivate parents and students to develop a lifetime habit of reading.

2. Staff Training Summary

Provide a summary of the professional development activities provided by the school during the **2018-2019** 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
Provide staff training on "Importance of Parent Engagement" for instructional and non-instructional staff for the 18/9 SY.	1	50	Increased communication between home and school will support students both emotionally and academically. Working with parents/guardians and students on shared goals increases self-efficacy which leads to increased student achievement.

3. 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)?
Language	Provide written and verbal translations for family events and home-school communication.	Full	Translators will be provided at family involvement events.