

**North Fork Elementary  
School-Level Parent and Family Engagement Plan (PFEP)  
2019-2020**

## **Mission Statement**

Provide a safe and optimal learning environment that sets high expectations for each student to become creative, responsible, and safe productive individuals in today's changing society.

Our Marine Environment Science Program is designed to provide students with the critical life management skills necessary to make sound decisions, make positive actions to care for, and preserve South Florida's natural resources.

## **Engagement of Parents and Families**

***North Fork Elementary will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].***

Our goal is to increase the number of parent involvement by the following:

1. The school will host parent in-service nights by providing care for small children and serving refreshments.
2. The school will work on increasing communication with parents by providing each student with an agenda book, updating parent contact information twice a year, increase the use of flyers sent home, Parent Link (phone system), newsletters, and posting information on the marquee.
3. Parents are generally unfamiliar with school expectations, state standards, test rigor, and preparation. Therefore, the school will host a testing standards night and continue to send monthly newsletters to inform parents of important information.
4. The school will host academic nights for parents and provide materials to work with their child at home.
5. The school will host a Science Family Night with a local partner to familiarize parents with science curriculum and strategies, hands on experiments, and materials to support the home/school connection.
6. The school has a parent resource room. The room is equipped with parent resource information. In addition, there are parenting guides and parenting dictionaries for further support. The parenting guides have a wide range of topics, which include a parenting series, the discipline series, skills for school success, and quick tips from the parenting institute.

## Coordination and Integration

***North Fork Elementary will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e)(4)].***

Count	Program	Coordination
1	Head Start	NFE is housing three Head Start Prekindergarten classes. Many parents have their older children attending North Fork, which enables the academic expectations to be with these families. The importance of strong foundations is stressed to the parents by all educators. The Head Start teachers conduct two home visits per year.
2	Parent University	Through the innovation zone, parents are offered parenting workshops, life skills, and job training.
3	Individuals with Disability Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during development of the students individual education plan (IEP).

## Annual Parent Meeting

***North Fork Elementary will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].***

Count	Activity/Tasks	Person Responsible	Timeline (Including frequency and duration)	Evidence of Effectiveness
1	NFE Newsletter Parent Link	Principal	On-going	Parent Survey

2	Annual Meeting	Principal	September 2019	Parent Survey
3	Develop an agenda and PowerPoint presentations that address the required components of Title I expectations.	Title I Coordinator	September 2019	Power Point Presentations and copies of annual meeting agendas
4	Develop and distribute flyers inviting parents to annual parent meetings.	Title I Coordinator	September 2019	Flyers as invitations with dates of distribution, posting of the date on the school marquee.
5	Publicize and remind parents of meeting dates.	Confidential Secretary	On-going	School marquee posting, Parent Link messages, and parent sign-in sheets.
6	Develop sign-in sheets for meetings	Title I Coordinator	September 2019	Sign-sheets from meetings and individual classroom teachers.
7	Maintain annual meeting documentation	Title I Coordinator	On-going through the school year.	Title I eBinder

### **Flexible Parent Meetings**

***North Fork Elementary will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].***

All members of the SAC committee voted and agreed to have their meetings in the afternoon. Parents are welcomed to visit our school between the hours of 7:20am-3:30pm daily to address any concerns or issues. Our teachers meet with parents at a mutually agreed time and on occasion have met parents without any appointment. The teachers conduct parent conferences via telephone to better meet parent time needs. Teachers work to conduct these conferences before, during, and afterschool hours to better accommodate parents.

### ***Building Capacity***

***North Fork Elementary will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child’s academic achievement, such as literacy training and using technology [Section 1116(e)(2)].***

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline (Including frequency and duration)</b>	<b>Evidence of Effectiveness</b>	<b>Evidence-based Research</b>
1	Student Agendas	Principal	Home-school communication between teachers and parents. The parents will use their agendas to stay informed on student’s assignments and behavior.	Ongoing throughout the school year.	Parent and teacher surveys.
2	Title I Mobile Unit	Title I Liaison	Parents have the opportunity to borrow extra resources to reinforce what is being taught in class.	Quarterly	Title 1 Mobile Unit, sign in sheet, and parent survey.
3	Family Night Curriculum	Literacy, Math, Science Coaches	Help parents understand what students are learning and encourage them to reinforce the concepts at home. These events help parents	Quarterly	Parent sign in sheets and parent surveys.

			understand the tests the students will be taking.		
4	Active Parent Now	Guidance Counselor	Parents learn different ways to deal with their child's behavior.	Bi-annually	Parent sign in sheets and parent survey
5	Data Chats	Classroom Teachers	Parents will be aware of BAS tests and other checkpoint assessments that help predict student performance on standardized tests. Teachers will inform parents of classroom expectations and student progress.	Ongoing throughout the school year.	Parent teacher conference forms.
6	Parent Resource Room	Guidance Counselor	Parents can access various resources to help support the child.	Ongoing throughout the school year.	Parent resource sign in sheet.

## Staff Training

***North Fork Elementary will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].***

Content and Type of Activity	Person Responsible	Anticipated Impact on	Timeline (Including	Evidence of Effectiveness
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		<b>Student Achievement</b>	<b>frequency and duration)</b>	
Pinnacle training	Pinnacle designee	Train teachers to manage grades and attendance online	September 2019	Staff sign in sheets , completed interims , and conference forms.
BASIS Virtual Counselor	Guidance Counselor	Train teachers to utilize the behavior and academic intervention tracking system.	September 2019	Inputting academic and behavior interventions and submitting referrals

## Other Activities

***North Fork Elementary will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].***

The Title 1 mobile unit will schedule a visit to North Fork Elementary on parent nights, annual meetings, family curriculum nights, and FSA night.

## Communication

***North fork Elementary will provide parents of participating children the following [Section 1116(c)(4)]:***

- ***Timely information about programs under this part [Section 1116(c)(4)(A)];***
- ***A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(c)(4)(B)];***

- *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, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and*
- *If the school-wide program plan under Section 1114 (b is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

At the annual meeting in September, information will be given about the Title 1 program, the curriculum, and academic assessments. Parents will learn about the school-wide program, how to schedule conferences, and opportunities for participation. At the end of the program, parents will be able to visit their child's classroom and meet their teacher. During the classroom visit, teachers will provide additional information and assessments plan. Teachers will have a parent sign in sheet and turn it in to the Title 1 Liaison, to keep for the records.

If a parent has any concerns, they are able to meet with the teacher and administration. We keep our parents notified through the Parent Link communication system, flyers, newsletters, and the school marquee. Parents are also able to access important information through the North Fork Elementary website. Copies of all information are also available in the parent resource room.

## **Accessibility**

*North Fork Elementary will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].*

North Fork Elementary has staff members who can translate for our creole speaking parents. Important notices and forms are sent to parents in English and their home language. If other translating services are needed the school can request translator services from the Title 1 office.

## **School-Parent Compact**

As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement *[Section 1116(d)]*.

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

### **Adoption**

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on (04/27/2019) and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2019.

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*Signature of Principal*

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*Date*

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*SAC Chairperson*

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*Date*