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

**School**: Golden Terrace Elementary

## 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] |

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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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| SAC meetings will be held to work collaboratively with parents in order to gather timely input for improving and enhancing school programs to benefit students. The Parent Involvement Policy summary will be reviewed at SAC meetings, translated into three languages and disseminated to parents in student backpacks. Additional copies of the complete PI policy will be housed in the administrative office of Golden Terrace for review as requested by the public. |

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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| Workshops will be provided by the District Title I office on a variety of topics selected specifically for the parents of Golden Terrace. These workshops will be paired with activities for parents and students already scheduled to increase participation. |

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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| Administration and Coaches will organize Family Nights for each subject area (Reading, Writing, Math and Science) which will focus on grade specific standards and involve hands on activities for students and parents. In addition, morning events will be held on a monthly basis that integrate ELA, Math, Science and Technology to assist parents in how to help their students 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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| Annual Title I meeting to be held in September along with a Parent Informational School Data Review Workshop. |

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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| The presentation will explain the school wide Title I Program and how the Title I Funds are being used for the school year, including additional Title I personnel. It will also feature a presentation about the previous year academic progress and school wide goals for the current year. |

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

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| A Power Point presentation will be presented that includes a review of the school SIP goals, AYP, school choice and information about parents’ rights.  |

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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| Parent meetings will be held at a variety of times such as in the morning, after school, and during the evening 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?

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| Home visits, conducted by the administration team, Parent Involvement Assistants, and/or teachers, will occur as needed in order to connect with families. Parent Involvement Assistants will be utilized to encourage family engagement and increase communication between the school and home. |

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** | **Twice per year** |
| **Family Nights – Make and Take** | **Three times per year** |
| **Curriculum Integration Morning Activities** | **Minimum of 5 times per year** |
| **School Data & Goal Setting Workshop** | **September** |
| **Volunteer Round-up Breakfast** | **September** |

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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| Parent and Family Engagement Power Point Presentation will be provided to all instructional staff and administrators prior to the school year start. Parent Involvement Assistants will train other staff members on ways to build ties with parents and families. |

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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| **Two part time Parent Involvement Assistants will be hired to help remove any barriers from getting parents involved, including translating, providing transportation for meetings, arranging childcare so parents can attend meetings, etc. The Parent Involvement Assistants at each building will help parents access resources, computers, and books located in the Parent Resource Room at both campuses and provide training to parents as needed.** |

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

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| The Annual Title I meeting will be held in September in order to deliver information to parents about Title I programs and budget being implemented. |

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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| Curriculum Nights will be held at both campuses. Each teacher, through a team level Power Point presentation, will explain the grade level curriculum, expected achievement levels, and assessments to be used for their grade level. |

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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| **Open agenda items are always welcome at our SAC meetings and PTO meetings. In addition, parents may bring suggestions to our Parent Involvement Assistants for further review by Administrators and suggestions and input will always be accepted at our Family events.**  |

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

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| Parents and family comments about the schoolwide plan will be shared at SAC meetings. Administrators will work with parents through regularly scheduled meetings to ensure that an acceptable schoolwide plan is developed. |

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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| **The school calendar will be sent home monthly in three languages to notify parents of upcoming events and programs, as well as opportunities to further develop strategies to support children at home. The school is ADA accessible and parents with disabilities will be provided the necessary resources to access the information as needed.** |

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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| Written and verbal communication with parents is available in three languages. School personnel are available during meetings and activities to translate to parents in 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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| Several parent workshops are held at various times of the day to provide parents with ways to engage with their students in all subject areas to improve student performance. Parent Involvement Assistants are hired to increase parent involvement, provide translation, and reduce barriers.  |

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** |
| Parent participation at evening meetings decreased due to childcare concerns and communication barriers with our Hispanic population. | Parent Involvement Assistants will secure childcare for meetings and activities and provide reminders to parents of this availability to overcome any barriers to attending. |
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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)

###### **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.**

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| **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 MeetingSchool Data & Goal Setting Workshop | 1 | 27 | Parents are informed of our Title I program including how funds are spent. Input and feedback on Title I programs are encourage to collaboratively increase student achievement. This event helped parents to understand our school’s current progress and goals for the year. Student were then able to make their personal goals aligned with school goals. |
| Student Led Conferencing | 2 | 578 | Students share their own goals and progress data with their parents. This helps students focus on areas of strengths and areas for improvement to reach their own personal goals. |
| Family Nights - Make and Take | 3 | 112 | Activities were provided to demonstrate to parents how they can get involved in academic games and activities at home with their children. This involvement leads to overall increase in student achievement |
| Curriculum Integration Morning Activities | 9 | 230 | Activities were provided to demonstrate to parents how they can get involved in academic games and activities at home with their children. This involvement leads to overall increase in student achievement |
| Volunteer Round-up Breakfast | 1 | 17 | Parent involvement throughout the year was increased due to the Volunteer Round-Up at the beginning of the year. |

1. **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.

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Parent and Family Engagement and Empowerment Presentation | 1 | 19 | Staff will have a better understanding of the importance and methods of engaging parents/families as partners in students’ education. Effective two-way communication and positive home/school connections will lead to student achievement. |

1. **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?

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| **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)?** |
| Parent participation at evening meetings decreased due to childcare concerns and communication barriers with our Hispanic population. | Parent Involvement Assistants will secure childcare for meetings and activities and provide reminders to parents of this availability to overcome any barriers to attending. | Partial | Funds will be allocated to continue to support the Parent Involvement Assistants to contact and engage parents in workshops. Funds will be allocated for translations and childcare at Parent Workshops and meetings.  |
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