

**Pasadena Lakes Elementary SCHOOL**  
**School-Level Parent and Family Engagement Plan (PFEP)**  
**2018-2019**

**Mission Statement**

We the PLE family, are committed to ensure that all students receive a quality education within a safe and nurturing learning environment.

**Engagement of Parents and Families**

***Pasadena Lakes 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)].*

Parents will be invited and encouraged to become active members of the School Advisory Council (SAC). At the SAC meetings, parents will be provided information regarding the school's Title I allocation (inclusive of professional development and parent involvement allotments). Parents will be allowed to provide input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using online and paper based surveys completed by parents. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program and necessary additions or changes will be implemented as a result.

**Coordination and Integration**

***Pasadena Lakes 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	Individual with Disabilities Education Act (IDEA)	Supplemental instruction support provided by the school will be discussed with parents during the development of the student's IEP.
2	Pre-School/VPK/ Head Start Transition	The school will provide a Kindergarten Orientation prior to the first day of school to assist in the transition to kindergarten

### **Annual Parent Meeting**

***Pasadena Lakes 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	Evidence of Effectiveness
<u>1</u>	Public Meeting Flyer	Principal	1 <sup>st</sup> Week of June	Newsletter, flyer and/or note in student planner
<u>2</u>	Announcement – Marquee and ParentLink	Head Custodian Tech. Staff	2 <sup>nd</sup> Week of July	Request note, ParentLink Report
<u>3</u>	Develop Agenda, Powerpoint, and Sign-in Sheets	Principal & Title I Coordinator	1 <sup>st</sup> Week of August	Agenda, Sign-In Sheets
<u>4</u>	Annual Public Title I Meeting	Principal, Assistant Principal, Teachers	3 <sup>rd</sup> Week of August	Flyer, Agenda, Sign-in Sheets

### **Flexible Parent Meetings**

***Insert School Name*** 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)].

Pasadena Lakes will schedule meetings to be held at various times during the day or evening and weekend to better accommodate parents. Our school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and encourage parents to be involved with reviewing and revising the school's Title I plan. Teachers will hold a minimum of 2 conferences individually with parents in person. Parents who do not have transportation, may request a phone conference. Free childcare will be offered during the parent involvement activities and will be advertised on the advertising flyers. Our school social worker may conduct home visits for parents who do not have transportation or who need other assistance.

### **Building Capacity**

***Pasadena Lakes 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)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
1	Title I Meeting / Open House	Administration/T eachers	Parents will be provided with grade specific information on NGSSS and strategies to use at home.	August	Flyer, Agenda, Powerpoint, Sign-In Sheets
2	Digital 5 Parent Training	Micro-Tech	Parent Training to assist parents with D5 Technology	October	Fyler, Agenda, Sign-In Sheets
3	Publix Math Night	Administration, Teachers & Committee	Parents will learn to help students solve real world math problems.	October	Flyer, Activities, Sign-In Sheets
4	Reading Night / Book Fair	Administration, Teachers & Committee	Teaches parents how to help their children with reading.	January	Flyer, Handouts, Sign-In Sheets
5	Literary Fair / Language Arts Night / Book Fair	Administration, Teachers & Committee	Parents will be provided with grade specific instructional strategies and resources that they can use at home.	May	Flyer, Handouts, Sign-In Sheets
6	Science Night	Administration, Teachers & Committee	Science Fair projects will be developed to help students understand the scientific process.	December	Flyer, Lesson Plans, Handouts, Sign-In Sheets
7	Florida Standards/ Standardized Test Results/Data Discussions during parent conferences	Administration/T eachers	To discuss assessment results, expectations, and goals.	September-June	Progress Reports/ Conference Forms

### Staff Training

***Pasadena Lakes 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)].*

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Data Chats	Administration/ Teachers	Disaggregating and Analyzing Data to effectively communicate with parents.	Quarterly	Data Chat Schedules, Sign-in sheets, and notes
SAC Committees	Administration/ Teachers	Improve ability to work with parents in coordinating and improving parent involvement activities	Monthly	Flyers, Handouts, Sign-In Sheets, Agendas & Minutes
Cultural Sensitivity / Effective Parent Teacher Conferences	Administration/ Teachers	Bridging the gap between parents and school	August	Handouts, Agendas & Sign-In Sheets

### **Other Activities**

***Pasadena Lakes 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)].*

Pasadena Lakes will inform parents about the Title I Parent Resource Center's location and services (school and district) via our school website, school newsletter, Title I Open House, and school pamphlets. During parent teacher conference and parent involvement activities, parents will be informed of our school website, and the specific resources providing links to reading, language arts, math and content area activities for parents to use at home.

### **Communication**

***Pasadena Lakes 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)].*

Pasadena Lakes Elementary will provide information about Title I programs in a timely manner, using various methods of communication (newsletter, website, marquee, parentlink, flyer, meetings and personal phone calls). Teachers, staff, and administration will provide information about Title I programs, academic programs, Florida Standards, Grade Level Expectations, and forms of academic assessment with parents during Open House/Title I meeting, parent conferences, parent involvement trainings, and by parent request. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at the Title I/Open House, monthly SAC meetings, parent teacher conferences, and parent involvement trainings. If applicable, parents will be notified of extended learning opportunities (ELO) offered with Title I and non Title I funds through notes home, parent teacher conferences and personal phone calls.

### **Accessibility**

***Pasadena Lakes 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)]***

Pasadena Lakes will provide the School Parent Involvement Plan (SPIP) in English and any other language requested by our parents. Parents will be sent notification of the plan in the school newsletter, website, Parent Compact, SAC meetings, and provided per request. All correspondences regarding the parent meetings will be created in the requested languages and distributed to parents. When needed, translators will be available for parent meetings and parent involvement trainings.

### **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)].**

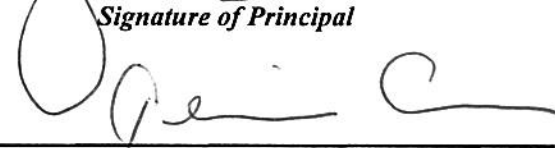
**Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.**

## 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 (05/07/18) and will be in effect during the 2018-2019 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 28, 2018.

  
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*Signature of Principal*

  
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*Sac Chairperson*

5/7/18  
*Date*

5/7/18  
*Date*