

Coconut Palm Elementary
School-Level Parent and Family Engagement Plan (PFEP)
2019-2020

Mission Statement

The mission of Coconut Palm Elementary and its stakeholders is to provide the highest quality education for every child in a positive, safe, and nurturing environment where diversity is celebrated.

Engagement of Parents and Families

Coconut Palm 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 surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's Title I, Parent and Family Engagement Plan.

Coordination and Integration

Coconut Palm 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	Individuals 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 and at parent/teacher conferences.
2	Active Parenting (For Hispanic families)	Active Parenting three-session classes, to provide parents with guidance and support to cope with the challenges of raising their children.

Annual Parent Meeting

Coconut Palm 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	Parent Link	Administration	August 20, 2019 – September 10, 2019 (Weekly during the dates listed)	Parent Link Report
2	Advertise event on the school's website	Assistant Principal	August 7, 2019 (Monthly newsletter posted online during the entire month of August and September)	School Website, Online Newsletter
3	Announcement on Marquee	Assistant Principal & Head Custodian	August 7, 2019- August 28, 2019 (Posted everyday within the dates listed)	Email/ Request Forms
4	Public Meeting flyer sent home in students' backpacks, extra copies provided in the front office	Principal's Secretary Office secretaries	August 27, 2019 (sent home once, one day prior to the scheduled meeting)	Flyers

5	Annual Public Title I Meeting	Administrators Title I Liaison Teachers	K-2 on August 28, 2019; 5:00-6:00 pm 3-5 on August 28, 2019; 6:30-7:30 pm	Flyer/Agenda/Sign-In Sheets
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Flexible Parent Meetings

Coconut Palm 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)].

Coconut Palm Elementary will schedule meetings to be held at various times during the day or evenings 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 to encourage parents to be involved with the reviewing and revising of the School's Title I Plan. Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of their child's test scores and an explanation of the interventions being used to assist in academic achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. The school will offer personal assistance to any parent who needs explanation of statewide assessment systems, standards, and other accountability measures. The school will host literacy, math, and science parent trainings.

Building Capacity

Coconut Palm 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 & Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency & duration)	Evidence of Effectiveness	Evidence-based Research
Math Parent Night	Title I Liaison,	Parents will be provided with information on the	November 2019 (1	Flyer, Sign-In Sheets,	Hosting a Family Math

	Literacy Coach, Teachers	Florida Standards and specific instructional mathematical strategies. Resources and academic game ideas will be shared with parents to increase math reinforcement and skill building at home. Families will participate in activities that simulate being in an actual classroom setting.	night event, 2 hours)	Agenda, Evaluation	Night Resource www.familymathnight.com
Literacy Parent Night	Title I Liaison, Literacy Coach, Teachers	Parents will be provided with information on the Florida Standards and grade specific cross-curricular instructional activities and strategies that can be implemented in the home to reinforce skills taught in school. A brief overview of the specific computer programs available to their child or children will be given. Parents will participate in lessons and activities facilitated by classroom teachers in order to become knowledgeable about the rigorous activities students participate in.	January 2020 (1 night event, 2 hours) *Event will be held during Literacy Week	Flyer, Sign-in Sheets, Agenda, Evaluation	Parent Literacy Night Tips and Ideas https://kids.lovetoknow.com
Science and Tech Family Night	S.T.E.M. Teacher, Title I Liaison, Teachers	Parents will be given information about the Florida Standards and the standardized test given for Science (5 th Grade only). Parents and students will	April 2020 (1 night event, 2 hours)	Flyer, Sign-in Sheets, Agenda, Evaluation	STEM Family Night Planning Guide

		use the Scientific Method while participating in experiments and activities that focus on Kinetic and Potential Energy, Life Science, and Engineering.			www.vivifystem.com
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Staff Training

Insert School Name 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 Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Balance Reading Training	Literacy Coach	Instructional staff members on all grade levels will be trained how to appropriately do balanced reading: modeled/ Interactive read-aloud, Shared Reading, Guided Reading- small groups, and Independent Reading. Teachers will be taught how to use data to drive instruction. In addition, teachers will be given ideas on how to use data from BAS assessments given to communicate with parents their child's proficiency level in reading.	September–December 2019 (1 training, 1 hour)	Agenda, Sign-In, Feedback forms	Developing Research-Based Resources for the Balanced Reading Teacher www.balancedreading.com

Conducting Effective Parent-Teacher Communication	Assistant Principal, Literacy Coach	All participants will be trained how to effectively hold parent-teacher conferences and how to deliver pertinent information on the academic success of students. Teachers will be instructed how effectively use agendas as well as technology such as “Remind Application” for smart phones, emails, and online newsletters.	October – December 2019 (1 training, 1 hour)	Sign- In Sheets, Agenda, Sample newsletters	5 Strategies to Boost Effective Parent Communication by Derrick Meador https://www.thoughtco.com
Behavior Plan Implementation	Assistant Principal	All participants will review the discipline plan in place. Staff will be trained how to use the school-wide behavior system, discipline matrix, positive reinforcements, and incentives.	August 2019- May 2020 (2 trainings, 1 hour each training)	Agenda, Sign-In sheets, Feedback Forms	Characteristics of Effective Behavior Managers www.teachervision.com
Data Analysis	Administration	All participants will be trained on how to evaluate data from formative assessments and learn how to utilize it to drive instruction. Suggestions on how to	January – March 2020 (1 training, 1 hour) * Additional trainings as needed	Agenda, Sign-In sheets, Feedback forms	Educational Data Analytics Technologies For Data – Driven Decision Making In School

		share information with parents and the development of action plans will be given.			by Demetrias G. Sampson https://learningindustry.com
Sensitivity Training	Autism Coach, ESE Specialist	All staff members will be taught how to be sensitive to the needs of our students in special education programs. In addition, staff will be trained how to have effective communication with the parents of students with disabilities.	September 2019 – March 2020 (1 training, 1 hour)	Agenda, Sign-In sheets, Feedback forms	Teaching Peers About Autism www.autismspeaks.org
Equity Training	Equity Liaison	Teachers will be given training on how to become aware of the signs children may give indicating a need mental health aid and treatment. Staff will be trained how to be sensitive to parents of students who may show signs of being suicidal and will be given procedures on how to handle these situations.	September 2019 – March 2020 (1 training, 1 hour)	Agenda, Sign-In sheets, Feedback forms	Five Strategies for Advancing Racial Equity in Public Schools by Sam O'Bryant www.educationpioneers.org
iReady Training	Literacy Coach	Instructional staff members will be trained on how to pull reports to analyze students' progress. Teachers will be	September 2019 – April 2020 (2 trainings, 1 hour each training)	Agenda, Sign-In sheets, Feedback forms	iReady Overview – Curriculum Associates

		trained how to do FSA crosswalks based on student scores from diagnostic testing.			www.curriculum.associates.com
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Other Activities

Coconut Palm 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)].

Coconut Palm Elementary will offer the following activities to encourage and support parents' participation in the education of their children.

Community partners and the Title I Mobile Parent Unit will be scheduled to arrive on campus, when available, at all scheduled parent nights. Parent flyers, brochures, and the Parent Involvement Policy will be available for parents in the front office.

Communication

Coconut Palm 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)].***

Coconut Palm Elementary will provide information about Title I programs in a timely manner using various methods of communication (newsletter, website, meetings, parent links, etc.) Information about Title I programs, academic programs (FSA camp, ESOL Language Enrichment Camp, etc.), Florida Standards, Grade Level Expectations, school's curriculum, and forms of academic assessment will be shared with parents during Open House/ Annual Title I Information meeting, parent conferences, and any other time a parent requests such information. Title I teachers and administration will explain Title I programs and opportunities at the Annual Title I Public Meeting. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at the Annual Title I Public meeting.

Our monthly SAC meetings provide the opportunity for parents to provide input and formulate suggestions related to decisions affecting the academic program. Parents are actively recruited for SAC, beginning with the Title I Annual Public Meeting and continuously throughout the year.

Parents have the opportunity to provide input through the year-end evaluation survey. Comments and suggestions will be taken into consideration and included in the annual "Review of the Parent and Family Engagement Plan."

Accessibility

Coconut Palm 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)].

To ensure accessibility, particularly for our ELL population, Coconut Palm Elementary will provide the Parent and Family Engagement Plan in English and Spanish. All correspondences regarding parent meetings will be distributed in both languages to increase parent participation. Translators will be available at all parent meetings upon request.

School-Parent Compact

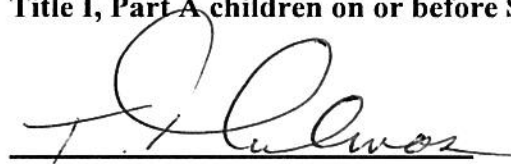
As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement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

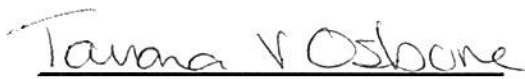
This plan was adopted by the school on (09/5/19) and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2019.



Signature of Principal

 9/5/19

Date



SAC Chairperson

 9/5/19

Date