

Title I, Part A Parent and Family Engagement Policy

Palmetto Elementary School, 0301

2020-2021

Review of 2019-2020 Parent and Family Engagement

Upon review of the 2019-2020 Parent and Family Engagement Policy (PFEP), it was determined that the coordination and integration of parent information and family involvement activities succeed in bringing families, staff, and the community together. Parents and guardians expressed their gratitude for the events, noting that the events created lasting positive memories for their families.

According to the Title I Spring 2020 Parent Survey, families would like the school to host more family involvement events focused on ways they can support their child with the academic demands placed on them. Overall, the parent surveys and evaluations reveal parents' desire to participate in making the school better and establishing higher levels of trust between parents, teachers, administrators and students at Palmetto Elementary School.

Parent survey results also indicate the need for the principal to communicate a clear vision for the school and to set high expectation for both, student learning and teacher performance. Parents also expressed a need for connecting families to community services and resources, such as adult literacy programs, social services, health services, etc.

According to the Title I Spring 2020 Staff Survey, faculty members desire more opportunities for staff to engage in school wide problem solving and decision-making. Teachers also expressed a yearning for opportunities to collaborate and participate in meaningful, job embedded professional development. Additionally, staff survey results indicated an overwhelming desire to have parents involved in developing programs that improve student achievement.

Based on these survey results and feedback gained during voluntary parent and staff meetings held by administrators during the transition of the new principal, Palmetto Elementary School's 2020 – 2021 Parent and Family Engagement initiatives will be grounded in Karen Mapp's research on the Dual Capacity-Building Framework for Family-School Partnerships. Efforts will be focused on establishing a partnership orientation, in which student achievement and school improvement are seen as a shared responsibility between home and school.

Parent and Family Engagement Mission Statement

At Palmetto Elementary School, we believe children achieve greater academic and social success when schools, families, and community groups work together.

The mission of Palmetto Elementary School's Title I Parent and Family Engagement Program is to create and strengthen family, community, and school partnerships in order to increase student achievement.

2020-2021 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Family engagement activities will align with school improvement goals and connect families with the teaching and learning goals for students. Building respectful and trusting relationships between home and school will also be a focus of the 2020 – 2021 Palmetto Elementary School Parent and Family Engagement Policy.

Parent and teacher conferences, capacity building workshops, seminars, and volunteer opportunities will be designed to support all stakeholders in partnering with one another and in developing the capacity to share the responsibility for improving student achievement and school performance.

All parents of children receiving Title I services have the right to be involved in making decisions regarding how the funds are allotted as well as professional development of programs and family engagement activities. The Parent and Family Engagement Policy is developed with input from parents, community members, and staff. Parents, community members, and staff provide input into the comprehensive plan through the Title I Spring Survey, participation in School Advisory Committee (SAC) meetings, and school-based staff meetings. The Parent and Family Engagement Policy is monitored and revised by SAC and staff as necessary based on student needs.

The Parent and Family Engagement Policy is readily available to parents, staff, and the public. A copy of the Parent and Family Engagement Policy is posted on the school website and available in the school office in a language parents understand.

All parents are informed of opportunities to be involved and their right to be involved in the budgeting and use of parent and family engagement funding via the school website, the school Facebook page, newsletters, and via Blackboard Connect messaging systems. Time is dedicated during SAC meetings to explain the parent and family engagement budget, the reasoning for why things are done, and parents are given opportunities to engage in dialogue around the parent and family engagement budget. Parents are also given opportunities to provide input on the parent and family engagement budget via surveys and through email.

2020-2021 Coordination and Integration

Our school works with other federal programs, district departments, the local business community, library systems, governmental, and non-governmental organizations to provide integrated parent and family engagement opportunities, such as but not limited to: IDEA, VPK, 21st Century, Project Heart, ESOL/Migrant, local churches, Head Start, Title I, Public Library and Palmetto Police Department.

Count	Program	Coordination
1	VPK	We work together to promote VPK opportunities for family members of students and via social media. We also

		coordinate transition programs for students entering kindergarten.
2	Head Start	In collaboration with Head Start we coordinate transition and choice programs for students entering kindergarten.
3	Project Heart	We work with Project Heart to provide resources, school supplies and uniforms for homeless students to remain in school.
4	ESOL/Migrant	We work with our ESOL/Migrant personnel to assist with communication, increase communication and accessibility for non-English speaking families.
5	IDEA	We collaborate with our ESE department and ESE teachers to provide and offer supplemental instructional support for parents during the development of the student's IEP.
6	Title I	We collaborate with our TI resource staff to maintain compliance and exemplary practices.
7	21 st Century	We collaborate with the 21 st Century staff to maintain compliance and to integrate their participation in our parent meetings.
8	Public Library	School field trips, student library cards and reading program, family use of available technology, staff programs (art and wellness).
9	Local Churches	Student needs are met through member donations, volunteers, staff breakfasts, and campus workdays.
10	Palmetto PD	Coordinate the DARE program for our 5 th grade students.

Annual Parent Meeting

The Title I Meeting is designed to provide parents with information about the school's Title I Program and the rights of parents. Information is shared regarding the school's legal requirements, how funding is utilized to promote the academic and emotional success of their children, and parents are given an opportunity to provide input into family learning opportunities.

All parents are invited to attend the Title I Family Meeting annually. Invitations are sent by via the school website, the school Facebook page, newsletters, and via Blackboard Connect messaging systems. The meeting date and time is advertised in advance. The meeting is typically held in the evening, as many of our families work during the school day. A video of the information shared at the Annual Title I Parent Informational Session is also available on the school's website.

Count	Activities and Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials that address the required components	Principal or designee	August/September 2020	Copies of documents uploaded to the online crate
2	Develop and disseminate invitations (website, social media, flyers, ConnectEd calls)	Principal or designee	August/September 2020	Copies of invitations, call logs, and sign-in sheets uploaded to the online crate
3	Hold the Meeting	Principal or designee	August/September 2020	Agenda/Sign-in Sheet uploaded to the online crate
4	Evaluate the Meeting	Principal or designee	August/September 2020	Aggregated Evaluation Form/Notes uploaded to the online crate

Parent Notifications

All parents of a student in our school have the right to request information about the professional qualifications of the teachers or teaching assistants who serve their child. This information may be requested at the front office.

The school will notify each family, twice a year, via a letter if their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.

The Parent Right to Know Letter is sent out annually in September to all parents.

Parents have the right to request an individualized student report detailing their child's performance on the State Assessments. The individualized FSA student reports detailing the performance of a student on the State Assessments are available to parents within two weeks of the school receiving them. If the report comes during summer vacation, we notify parents thru a Connect Ed that they can pick up a hard copy at the school and review results in the Parent Portal in Focus. If the reports are not picked up, they are sent home with students upon their return to school. Student performance on state assessments are also available to parents through the Parent Portal in Focus.

All communications are sent out in English and in Spanish. Communications in additional languages are available as necessary for families. Translators are also available at all school events and meetings.

Flexible Parent Meetings

We believe children achieve greater more academically and socially when schools, families, and community groups work together. Thus, parent meetings and workshops are held at various times and on various days in order to support attendance at events.

Parent workshops and family events are held quarterly. The workshops and events include academic, social and emotional components. The dates and times of the events and workshops are communicated in advance via the school website, social media, and flyers/ letters. We also utilize Blackboard Connect messaging systems to communicate information and reminders to parents in both, English and Spanish.

Parent engagement funds may be used to provide transportation, childcare, and/or home visits for Title I activities related to parent involvement. We make every attempt to provide information and resources to parents who are unable to attend the events but express interest in the topic.

The Home-School Liaison and Graduation Enhancement Technician conduct weekly home visits to accommodate families in need and for wellness checks.

Parents may request a conference with a teacher, support staff, or an administrator at any time. Conferences are currently being held virtually via Microsoft Teams because of the COVID-19 Pandemic.

Individualized Education Plan Meetings, 504 Meetings, Intensive Support Team (IST) Meetings, and ESOL Meetings are held at times convenient for the parent and translation services are provided as needed.

Building Capacity

The school will host events, workshops, and implement activities that will foster meaningful home-school partnerships. The activities are designed to involve parents and to develop a partnership between the school staff, parents, and the community.

Count	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Workshops	Principal or designee	Higher levels of parent awareness correlates to higher level of student achievement	Quarterly	Evaluation forms
2	Family Events	Principal or designee	To build relationships among the	Quarterly	Parent feedback

			community to support student growth.		
3	Parent Conferences	Principal or designee	Higher levels of parent awareness correlates to higher levels of student achievement	As Needed because of COVID-19	Evaluation forms
4	SAC Meetings	Principal or designee	Higher levels of parent's awareness correlates to higher level of student achievement	Monthly	Evaluation forms

Staff Development

Faculty and staff will be educated on the parental involvement requirements of the Parent and Family Engagement Policy. Staff will also be provided with training on communicating and working with parents as partners to implement and coordinate parent programs.

With the assistance of parents, professional development materials and resources will be developed to educate staff about parental involvement.

Staff will also receive training on the importance of establishing and sustaining strong home-school relationships between parents and the school.

Count	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	PD Parent Involvement: Conferencing & Communication	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement	On-going	Evaluation forms
2	Staff training on annual meeting &	Principal or designee	Higher levels of staff understanding of parent	1x a year	Signed Documents

	Home/School Night		involvement correlates to higher student achievement		
3	Staff training on developing the PFEP and school parent compact	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement	1x a year	Signed document
4	PLC's Communicati ng Curriculum & Parental Support	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement	Ongoing	Evaluation forms

Other Activities

We created a parent resource center in the school office, which provides parents with educational materials and resources as well as provides a gathering place at the school for parents to meet and volunteer. Materials are provided in both, English and Spanish.

We also utilize Title I funds to fund positions designed specifically to support students and their families both on campus and off campus. We have Home-School Liaison on staff full time who assist parents academically, socially, and emotionally. The parent liaison also provides translation support to staff and families in parent meetings as well as written communications. Title I funds are also utilized to employ a full-time Graduate Enhancement Technician (GET). The GET supports students and parents with attendance and provides education to families regarding the importance of attendance and education. The Home-School Liaison and GET also work with community organizations to secure school supplies, food, and clothing to families in need.

Communication

To ensure effective involvement of parents and to support a partnership among the school, parents, and community, we ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format, and to the extent practicable, in a language the parents can understand. The Home-School Liaison assists parents who are illiterate as needed.

We invite parents to an Annual Title I Meeting where they learn about parent involvement, curriculum, assessments, budget, the School Advisory Committee, Parent-Teacher Organization, ESOL, attendance, etc. We also utilize this time to introduce support staff to families and answering any questions that parents might have.

When we receive feedback, whether positive or negative, we submit this information with our Title I documents and plans to the District's Federal Programs Office. We utilize feedback from workshop and meeting evaluations as well as data from the Annual Title Survey to reflect and plan for future parent engagement goals and initiatives.

Accessibility

We provide other reasonable supports (such as access American Sign Language, large print materials, etc.) for parent and family engagement activities as needed by parents. The source for support for those with visual disabilities is Lighthouse Vision Loss Education Center. The source for support for those who are hard of hearing or are deaf is the Community Center for the Deaf & Hard of Hearing

Based on an analysis of school data and an evaluation of the school's needs assessment, Title I funds may also be used to support the development of positive school climate through Positive Behavioral Interventions and Supports (PBIS). PBIS supports student behavior through systems change. Students achieve improved social and academic outcomes, schools experience reduced exclusionary discipline practices, and school personnel feel more effective with proper implementation.

Discretionary Activities

As needed, the GET and Home School Liaison make home visits and provide transportation to parents so they can attend meetings and/or parents workshops.

Uploads

THE FOLLOWING WILL BE UPLOADED UPON COMPLETION AND/OR APPROVAL to the 2020-2021 Title I Crate:

- Copy of the school SIP or Title I Plan (charter)
- Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
- Copy of the Parent-School Compact (Final in all languages)