



2018-2019 School Parental & Family Involvement Policy (PFEP)

School: Immokalee High School

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

- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent?
- 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
- 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
- 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
- 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
- Provide each family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals
- 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
- 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]

Olana Babler

Principal Signature

8-29-18

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?

Our SAC meetings are advertised with topics in the Immokalee Newsletter that will be emailed on per quarter, Spanish radio, and on the school marquee. We also utilize social media and home dialers to inform parents in a timely manner. The Title 1 Plan was/ is reviewed and approved by SAC which is comprised of over 50% parents. A link to our Title 1 Plan is available on our school website along with our School Improvement Plan.

2. 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?

Activities will be set up throughout the school year that will afford parents the opportunity to learn strategies that will assist them in helping their child succeed in and outside of the classroom. Events such as Financial Aid Night and Social Emotional Learning workshops are geared to provide parents engagement opportunities.

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]

The Title I Manager for Parent Involvement will conduct parent trainings in our school/ community. Flyers will be sent inviting parents to participate and announcements will be made to students as well as SAC members.

3. 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

Social media has been very useful in informing parents during the 2018-2019 school year. In addition flyers will be distributed via student backpack during the first week of school, a phone dialer message will be sent in the home languages of students, and an announcement will be placed on the school marquee.

Provide a description of the nature of the Title I Program that will be shared with parents and families (schoolwide or targeted assistance).

The Annual Title One Meeting will be held on August 21, 2018. Flyers notifying parents of the location and time will be sent home in three languages (English, Spanish and Creole). Parent Involvement brochures will be distributed to each parent at the meeting. The Title One Program guidelines, purpose, and expectations will be discussed. Parents will be given an opportunity to ask questions and provide input during presentation.

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

Through the use of a PowerPoint presentation, the principal provides specific information regarding adequate yearly progress, school grades, Title 1 Basic/Migrant budget and school choice as well as the rights of parents during the annual meeting and ongoing as needed.

4. Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

Parent meetings are normally schedule at 5:30pm and beyond due to the majority of employed parents that are not able to attend during the school day. It may be necessary for an administrator to make home visits if parents are unable to come to the school. In addition, Migrant Resource and the Home School Liaison will conduct home visits on an as needed basis. Also, these staff members will provide transportation in order that they may attend parent conferences.

How will your school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement?

It may be necessary for an administrator to make home visits if parents are unable to come to the school. In addition, Migrant Resource and the Home School Liaison will conduct home visits on an as needed basis. Also, these staff members are able to provide transportation in order that they may attend parent conferences and or family engagement activity.

5. 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?

Content and Type of Activity	Timeline
Parents will be informed of teachers not meeting Highly Qualified Teacher qualifications and of the right to request information about the teachers and paraprofessional qualifications. Flyers will be sent home via student backpack.	September 2018 & February 2019
Parent trainings will be offered based upon parental needs	Ongoing
Orientation is used to familiarize freshmen and new students to Immokalee High School.	August 2018
Provide parents with important information specific to their student i.e attendance/ discipline, FSA scores, teaching strategies, through parent/ teacher conferences, student led conferences, etc	First week of school then ongoing thereafter.
Senior graduation requirements Junior graduation requirements	August /September 2018 and individual meetings with parents and students not meeting graduation requirements

6. 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

We will continue to offer Professional development on "How to hold positive parent conferences" to all faculty and staff. This professional development will also be a requirement for all new teachers to Immokalee High School.

7. 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)?

IHS College Night will be organized by the Principal, AP-C and the Head of Guidance. The timeline for this event is February 2018. Parents will be notified via advertisement artifacts, phone dialer, as well as through the IHS website. Evidence of effectiveness will be provided by parent sign in sheets and parent survey of the event results.

8. Communication

Describe how will your school provide timely information about the Title I programs?

Parent Trainings will be provided in throughout the 2018-2019 school year to highlight specific topics related to federal guidelines, state and local policies, various student-assessments, discipline and attendance, promotion and retention, and parent support.

At our Annual Title I Meeting/Open House in August, Principal will provide information (with translation provided in Spanish and Creole) about the Title I program. At this time, the "Parent's Right to Know" booklet and "The First Teachers" brochure are available in the event the child did not take the information home during the first week of school.

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?

Parents have the opportunity to meet with each individual teacher for course information during Open House. Counselors, academic coaches, and the administrative staff will be conducting a series of parent meetings to discuss graduation requirements, testing obligations, and course completions

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)?

We have an open door policy at IHS and we are always willing to meet with parents to answer any and all questions they may have.

If parents request to share suggestions and participate in decision making related to the education of their child, administrative team, leadership team, and the guidance department will schedule meetings with those parents to discuss their child's needs.

If the topic items are general and relate to the entire school, monthly SAC meeting calendar will be provided to parents and they will be encouraged to attend.

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

Parents can come in person, email or connect through social media. All inquiries will be collected and submitted to the SAC and the administrative team for review. Items will be added to the SAC meeting agenda as well as the minutes. Parents can also complete on the school website an iReferral to provide not satisfactory comments directly to the superintendent.

9. Accessibility

Describe how your school parent/family engagement activities for all parents/families?(including parents with limited English proficiency, disabilities, and migratory children).

Parents are provided with specific guidelines to provide their concerns to administration and leadership teams. Guidance Counselors are available to inform parents of any information regarding requirements for high school completion.

Translation headsets are available for all general meetings. Tutors and other bilingual school personnel will utilize the devices to ensure that all our parents can participate. Phone messages and pertinent documents are disseminated in languages of our community: English, Spanish, and Creole.

Parents with disabilities will be able to request one-on-one interpretation of all documents and explanations of parental involvement activities/services by contacting the school and scheduling an appointment.

Parents with disabilities can participate in parent involvement events with special attention given to alternative locations (ground level), elevator accessibility, and use of communication notification such as TDD and alternative methods of delivery (webinars or videos).

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?

Translation headsets are available for all general meetings. Tutors and other bilingual school personnel will utilize the devices to ensure that all our parents can participate. Phone messages and pertinent documents are disseminated in languages of our community: English, Spanish, and Creole.

Parents with disabilities will be able to request one-on-one interpretation of all documents and explanations of parental involvement activities/services by contacting the school and scheduling an appointment.

Parents with disabilities can participate in parent involvement events with special attention given to alternative locations (ground level), elevator accessibility, and use of communication notification such as TDD and alternative methods of delivery (webinars or videos).

10. 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.)

Parental involvement and participation in their children's education is maximized by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.

Funds are set aside to cover cost related to transportation.

11. 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)?

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
Home Language Other Than English	We will continue to provide Spanish and Creole translators at all our parent events. Any time a parent attends a conference, Spanish or Creole speaking translator services will be offered. All-important printed materials will be provided in English, Spanish, and Creole
Economically Needy	94% of the students at Immokalee High School are on free and/or reduced lunch. We have a number of programs throughout the school and community to assist these families. The Migrant Center is always a resource for parents who are unable to afford home-technology, internet service and any other needs
Limited English Proficiency	Families identified as Limited English Proficient. Small-group parent trainings will be conducted to assist parents understand federal, state, and local policies and procedures.
Limited Transportation for Migrant Families	Provide transportation as needed

12. 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 **FY19 Parent Involvement Policy(PIP)** prior to approval. Please upload document in your school PI Policy folder (#1) in the ADNTITLE1SCHOOLS drive. [Link](#)

13. Upload Parent-School Compact

Upload an electronic version of the FY19 Parent-School Compact. Please upload document in your school Compact folder (#3) in the ADNTITLE1SCHOOLS drive. [Link](#)

14. 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 **FY19 Parent –School Compact** prior to approval. Please upload document in your school Compact folder (#3) in the ADNTITLE1SCHOOLS drive. [Link](#)