



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

School: Shadowlawn Elementary 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]

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?

SLE will involve our 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 at our SAC meetings and Parent Trainings, in which school administration provides information on Title 1 programs, Title 1 Parent Involvement funds are being allocated and used, requesting parent input, recruiting volunteers to assist with our Title 1 PFEP initiatives, and share the planning, implementing, and evaluating of our Title 1 PFEP. We also create a welcoming school climate and supportive learning environments, establishing effective school-to-home and home-to-school communication, strengthen families' knowledge and skills to support and extend their children's learning at home, and connecting students and families to community resources as needed.

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**?

SLE will coordinate and integrate parent and family engagement programs and activities by providing workshops and materials for parents on development and appropriate parent and school expectations for their child(ren). We will give suggestions for parents on home conditions that support learning, partner with local agencies to provide regular parenting workshops on nutrition, family recreation, and provide academic nights to help families and students understand what to expect on the state assessments.

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]

SLE will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home by providing ongoing training and materials for parents on how to improve their children's study skills or learning in various academic subjects. We will provide regular homework assignments that require students to discuss with their families what they are learning in class, provide a directory of community resources and activities that link to student learning skills and talents, offer workshops to inform families of the high expectations and standards children are expected to meet in each grade level, provide ways for families to support the expectations and learning at home, and engage families in opportunities to work with their children in setting their annual academic, college and career goals.

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

The specific steps our school takes in conducting our annual meeting to inform our parents and families about our Title 1 program and funds for Parent Involvement will be used is shared and discussed at our monthly SAC and PTO meetings and Parent Trainings. School administration provides information on how we will use our Title 1 program funds for Parent Involvement, recruiting volunteers to assist with Title 1 PIP initiatives, and share the planning, implementing, and evaluating of our Title 1 PIP.

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

SLE's schoolwide description of the nature of the Title I Program will be shared with our parents and families. We will share how Title 1 Program uses supplemental funds, which is determined by the number of students enrolled in our Free and Reduced Lunch Program, to assist in closing the achievement gap between low-

income students and other students. We will ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic standards and state academic assessments.

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

For our annual Title 1 parent meeting, we will provide a PowerPoint presentation to inform our parents of our Title I program. The presentation will explain the Title I requirements and the right of parents to be involved in the program. We will encourage our parents to attend by taking reasonable steps to provide translators to communicate to our parents in Spanish and Creole.

4. Flexible Parent Meetings

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

We are able to offer flexible parent meetings in the morning, during teacher planning, and afterschool. We ask the parents which do they prefer.

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

We use our Title 1 funds to send parent communications home translated in home language. We also use parent involvement funds for food and/or resources for our evening parent events.

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
Meet & Greet Teacher Day	August 12, 2019
Annual Title 1 Parent Meeting	September 10, 2019
Curriculum Night	September 10, 2019
Literacy Family Nights	Fall/Spring
Career Day	Spring

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

Our professional development activities will be based around Parent Involvement Strategies and *The Leader in Me* school-wide initiative. These professional development activities will provide a logical, sequential, and balanced process for our school to proactively design the culture that reflects our vision in supporting and

promoting parent and family engagement. These activities will also support our student-led learning, where teachers share classroom control, promote and empower student collaboration, encourage good behavior with Positive Behavioral Intervention Supports (PBIS), and to engage our parents and families with shared goals between home and school to develop life-ready leaders.

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)?

We will provide literature in our Parent Resource Center that will aid our families how to support their child at home through positive parenting styles, nightly reading, homework policies, and high expectations. We will measure our success in reaching out to parents by the number of volunteers and attendance at workshops and meetings. We will create a comprehensive approach to family and community involvement that promotes student success, fosters positive attitudes about the school, families, and community members. Our activities will consist of:

- Survey parents and ask them what information and workshops they would find most helpful.
- Ask our parents about their preferences and the best ways to translate or modify messages to them.
- Make referral information readily available on bulletin boards, monthly newsletter, phone dialer, and social media.
- Offer information about parenting that is provided by community agencies if district approved.
- Have a room available for parent-led support groups and parenting education classes.
- Conduct workshops on what parents can expect as their child moves into middle school.
- Offer a sharing night for parents of their best practices for nurturing, discipline, homework help, creating time for reading, or other pertinent topics.

8. Communication

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

We will provide timely information about the Title 1 program on our bulletin boards, in our monthly newsletters, flyers, phone dialer system, and social media.

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?

We will describe and explain the curriculum at our curriculum night for parents. Parents will meet with their child's grade level teacher and related arts teachers to listen to a presentation concerning their child's curriculum, grade level assessments, the forms of assessment used to measure their child's progress and the achievement levels their child is expected to obtain.

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)?

If requested by parents, we will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).

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

We will submit by letting parents submit their parent/families comments if the school-wide plan is not satisfactory to them to administration for a call back to communicate with them about their dissatisfaction of our school-wide plan and then share it at our School Advisory Council and PTO meetings for changes if any.

9. Accessibility

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

Our school parent/family engagement activities for all parents/families are accessible, including our parents with limited English proficiency, disabilities, and migratory children to have the information needed for their involvement translated in home languages and we also have translations available at our parent/family activities and/or services.

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?

We provide all information needed in our documents for our parent/family programs, meetings, school reports, and other activities in home languages with the assistance of our ELL Tutors. For our social media, we are also able to translate the information in home languages with the assistance of our ELL Tutors.

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.)

NA

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
Phone numbers that do not work	We send documents that are translated in home languages to all of our families
Cell phones that are disconnected	Check Emergency Cards for other numbers that are listed and try them.
Parents working 2 or more jobs	Utilize Social Media. Most parents are able to use their Smart phones for emails, Facebook, and Twitter.

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 **FY20 Parent & Family Engagement Policy(PFEP)** prior to approval. Please upload document in your school FY20 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)

13. Upload Parent-School Compact

- Upload an electronic version of the FY20 Parent-School Compact. Please upload document in your school FY20 Planning folder (#11) 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 **FY20 Parent –School Compact** prior to approval. Please upload document in your school FY20 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)

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.**

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.
Meet & Greet Teacher Day	1	365	This event is only for students and families to meet their new teacher and to give information to the teacher on student transportation to and from school for the first week of school.
Annual Title 1 Parent Meeting	1	94	Providing information in the planning, reviewing and improvement of our Title I programs, including involvement in decision making at our SAC meetings and Parent Trainings, in which school administration provides information on Title 1 programs, Title 1 Parent Involvement funds allocations and usage, requesting parent input, recruiting volunteers to assist with our Title 1 PFEP initiatives, and sharing in the planning, implementing, and the evaluating of our Title 1 PFEP.
Curriculum Night	1	168	Providing information for families to understand academic content standards and benchmarks appropriate to their child's age.
Literacy Family Nights	1	136	This event presents an opportunity for parents to learn about their child's literacy education, time to ask questions, and develop at-home

			involvement practices. It's an opportunity for families to work on fun literacy activities together. It also provides parents with instructional practice tools to increase their child's reading and writing skills.
STEAM Family Events	1	10	This event presents an opportunity for families to work on fun hands-on STEAM activities together. It also allows students and their families to connect, spend quality time together, and engage in critical thinking and design.

2. 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.

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
<p>Parent Involvement</p> <p>This activity supports student-led learning, where teachers share classroom control, promotes and empowers student collaboration, encourage good behavior with Positive Behavioral Intervention Supports (PBIS), and to engage our parents and families with shared goals between home and school to develop life-ready leaders.</p>	2	60	Parent involvement in education is important. Research has shown that students do better academically and socially when schools build positive relationships with their families. When parents and teachers share in the responsibility of that child, it increases positive behavior, increases positive social skills, decreases chronic absenteeism, and it raises class participation levels.
<p>Leader in Me</p> <p>This is a school-wide initiative. These activities support student-led learning, where teachers share classroom control, promotes and empowers student collaboration, encourages good behavior with Positive Behavioral Intervention Supports (PBIS), and it will engage our parents and families with shared goals between home and school to develop life-ready leaders.</p>	3	60	The <i>Leader in Me</i> positively impacts academics. Research has shown that effective social-emotional learning enhances academic achievement. When the social- and emotional-skills of students are developed, along with staff, students tend to achieve higher academically. The <i>Leader in Me</i> specifically equips us to focus and execute on academic growth targets through student and family goal

			achievements, and by improving the instructional practices of teachers.
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3. 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?

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)?
Phone numbers that do not work	Utilize Social Media	Full	To provide written communications in home language.
Cell phones that are disconnected	Check Emergency Cards for other numbers that are listed and try them.	Full	To provide written communications in home language.
Parents working 2 or more jobs	Utilize Social Media	Full	To provide written communications in home language.