



## 2023-2024 School Parental & Family Involvement Policy (PFEP)

School: East Naples Middle 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 Section 1116]. Please complete this form and upload 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. **SAC minutes need to be uploaded documenting the discussion and detailed feedback provided by parents on this plan**
- ✓ 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. **SAC minutes need to be uploaded documenting the discussion and detailed feedback provided by parents on this 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 Parent Engagement policy. **The school will analyze the Title I Stakeholder survey data to develop this plan.**
- ✓ 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 Section 1116]
- ✓ Publish complete PFEP on the School website and share in social media. School must upload proof of distribution with Title I required documentation.

Principal Name

Maryann Gallegos, Ed. S

Principal Signature

Maryann Gallegos, Ed. S

### 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**

All parents will be asked to complete the Title 1 School Stakeholder Input Survey to provide input and suggestions on planning for use of Title 1 funds. This will provide parents with the opportunity to review data that drives the decision-making process.

The School Improvement Plan (SIP) goals will be reviewed in an open meeting to solicit parent input. The PI policy will be reviewed with the School Advisory Council (SAC) at an open meeting that will be advertised to all parents via flyers and phone auto-dialers. SAC will be consulted on appropriate use of funds. SAC will also be involved in a review of PI parent surveys. SAC Chair and principal will collaboratively review and sign all PI documentation.

### 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** such as **Migrant, Head Start, ELL, etc.** Describe how your school will coordinate with other programs to integrate parent and family activities that teach parents how to help their children at home. [ESEA Section 1116]

Title I Parts A, C, D, SIG 1003g, UniSIG, Title II, Part A and Title IV are managed out of the same department. They share administrative staff so that oversight, coordination, budgeting, staffing, and monitoring are efficiently coordinated.

Parents will receive lessons, handouts, and examples at every scheduled event and via email.

The scheduled events are:

Title 1 Open House/ Title 1 Annual meeting/Parent input and awareness of ENMS

Title 1 Keys to success in Middle School- Providing information for parents to help their student have a great beginning to the school year.

Title 1 Drug Free Collier- Providing information for parents to protect their children from substance abuse.

Title 1 Social media- Learn the best practices to help keep your child safe on the internet.

Title 1 Taking the Middle out of Middle School- Parents will be able to provide students assistance with school issues.

Title 1 Finishing Strong: Everything a parent needs to know about helping your child finish a successful school year.

### 3. Annual Parent Meeting

Describe the **specific steps your school will take to conduct an annual Title I meeting** designed to inform parents and families of participating children about the school's Title I program

- Flyers will be sent home to parents in three languages informing them of the annual meeting.
- An auto dialer will be sent out to parents in three languages and information will also be posted on the school marquee.
- Social media – Meeting information will be posted on Twitter and Facebook.
- Translation services will be available during the meeting. Sign-in sheets will be kept for documentation purposes.
- Agenda flyers will be distributed in three languages detailing Title 1 status and how funds will be used in SY24.
- Copy of letters with dates will be sent and mailed to stakeholder by the principal 9/2023.
- Title I discussion/information will be conducted during Annual Title 1 meeting by principal 09/2023

- Provide opportunity for feedback via Canvas email, personal email systems and surveys. Principal 09/2023

Provide a description of the nature of the Title I Program that will be shared with parents and families (schoolwide or targeted assistance). Provide a description of how the meeting will cover the rights of parents at the annual meeting. **Schools should use the Annual Title I PPT template provided by FSCG during this meeting.**

The Title I budget spending, Parents Right to Know, communication strategies, School Improvement Plan summary, parent involvement activities, and parent resources will be shared during the Annual Title I meeting on 9/2023.

#### 4. Flexible Parent Meetings

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

Due to the nature of our schedule, it is more convenient for us to offer later afternoon parent training experiences. In our experience, we have better attendance rates when we begin our meetings after 6:00 PM. Principal will survey SAC parents regarding changing of the time before school or other times on August 17, 2023.

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

ENM will provide childcare for families at all parent involvement meetings and will provide translation services in all three languages.

#### 5. Building Capacity

Please describe all activities that will address the following questions;

- How will the school 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 will the school provide materials and trainings to assist parents/families to work with their child(ren)?
- How will the school provide other reasonable support for parent/family engagement activities?
- How the school will coordinate and provide activities that support student transition (Kindergarten, Middle school, Highschool & College). **List at least one activity to support transition.**

Activity Name	Activity Description and Content	Timeline
Annual Title I/Curriculum Night	Title 1 meeting, parent input and curriculum information for parents.	August 2023
Internet Safety: Keeping your child safe in a digital world.	Learn the best practices to help keep your child safe on the internet.	October 2023
Hidden in Plain Sight	Providing information for parents to protect our children from substance abuse.	January 2024
Reducing Stress and Anxiety in our students	Parents will be able to provide students assistance with school issues	February 2024
Collier CARES – Community	Providing information for parents to help their student have a positive end to the school year	April 2024

Rising 6 <sup>th</sup> graders	Transition to middle school and high school night. This is to inform	February 2024
Rising 9 <sup>th</sup> graders	parents and students of what to expect in middle and high school	April 2024

## 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

1. Student-Led Parent/Teacher Conferences - Faculty must internalize the value of this conferencing method; student achievement will benefit from increased parent involvement.
2. During the teacher pre-service week, parent involvement training will be provided. It will review best practices in communicating with parents and involving them in their child's education.
3. ENM will continue ongoing staff trainings in opening school workshops that focus on the value and utility of contributions of parents.

## 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)?

Encourage parents to visit the Parent Resource Library, give access to printed materials and computers. Send information via the School Newsletter that is e-mailed monthly throughout the school year. Included important information in all reports home to families. Send flyers, place them on marquee, post on website & social media sites and email information to parents weekly. This includes rewards and celebrations. ENMS will make weekly announcements at the end of every week to communicate upcoming events. Usage of social media such as our website, Facebook and Twitter account serve as updates of our school activities.

## 8. Communication

Describe how will your school provide timely information about the Title I programs (PFEP Plan, SIP, and any programs funded with Title I)

ENMS will send home information and access to the schools and district's parental involvement policies and plans, including how parent involvement funds will be used. In addition, parents will have access to the complete plan in the front office, in the parent involvement brochure, the school web site and during parent and School Advisory Council meetings. Parent input was sought for, the school PI plan, and the use of parent involvement funds. A newsletter is also sent home that highlights key PI information such as upcoming workshops and meetings involving the PI plan and policy.

How will your school **share with parents** the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

The assessment, curriculum, student progress and achievement levels will be shared during our Open House, SAC meeting, and Parent Involvement meetings and school website. The agenda and power points will have slides to address all the topics listed above.

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)?

Opportunities will be provided through surveys, all meetings throughout the year and/or discussions that allow parent input on their child's education.

How will your school submit parents/families comments if the Schoolwide and Parent and Family engagement plans are not satisfactory to them?

All meetings that take place throughout the year (SAC, Parent Involvement) and/or discussions will be available for parent input. Agenda for the meetings have parent feedback as an item to discuss the last few months of school. This is a great way to get parent feedback for the SIP and PFEP plan. Parents will also be sent a link to a survey that will allow feedback/comments/suggestions. The link to the surveys will be available on our school website.

## 9. Accessibility

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

Translation services will be provided by ELL staff at parent meeting/training. Documentation sent home will be provided in three languages. Services and accommodations are provided for parents with disabilities to allow them access. Every event flyer sent home has information needed for parents that need translation and/or accommodations ahead of time.

Describe how your school will shared information related to 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 services will be provided by ELL staff at parent meeting/training. Documentation sent home will be provided in three languages. Services and accommodations are provided for parents with disabilities to allow them access. Every event flyer sent home has information needed for parents that need translation and/or accommodations ahead of time.

## 10. 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
English not family primary language	ENMS provides translation at every parent meeting/training. All information will be sent home via email or regular mail and will be available in three languages.

## 11. Upload Evidence of Input from Parents on the development of the PFEP

Upload a copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY23 Parent Involvement Policy (PFEP)** prior to approval. Be specific with the feedback provided by parents. Please upload document in your school folder in the Title I Drive - Teams.

## 12. Upload FY23 Parent-School Compact

Upload an electronic version of the FY23 Parent-School Compact. Please upload document in your school folder in the Title I Drive - Teams.

### 13. 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 **FY23 Parent –School Compact** prior to approval. Be specific with the feedback provided by parents. Please upload document in your school folder in the Title I Drive - Teams.

## Evaluation of the Previous Year's Parent and Family Engagement Plan

Review your FY23 School Parent and Family Engagement Policy (PFEP) and complete the sections below.

### 1. Building Capacity Summary

Provide a summary of activities provided during the **2022-2023** 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-built parent and family capacity to improve student achievement? If not completed, provide rationale.
Annual Title I Meeting/Curriculum Night September	1	180	It provided families and guardians with information about Title 1, curriculum/assessments, and school expectations.
Internet Safety: Keeping your child Safe in a digital world. October	1	27	It informs families of best practices to help keep their child safe on the internet.
Hidden in Plain Sight January	1	20	It provided information for parents on drugs and what Collier does to promote to be drug free. It also provided a deep look into substance abuse.
Reducing Stress and Anxiety in our students February	1	19	It gave parents tools to assist their child with anything they came across at school. They also spoke on what parents can do to support students when having issues.
Collier CARES Community Resource April	1	14	They provided information on all the resources in the community.

### 2. Staff Training Summary

Provide a summary of the **professional development** activities provided by the school during the **2022-2023** school year to educate staff on the importance of Parent and family engagement. 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	How did this activity-built parent and family capacity to improve student achievement? If not completed, provide rationale
During the teacher pre-service week, parent involvement training was provided which reviewed best practices in communicating with parents and involving them in their child's education.	1	75	This gave the teachers opportunities to ask questions and to discuss best practices when communicating with parents. It also provided information on how to involve the parents in their child's education.

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**3. Review your FY23 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?

<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School took to Overcome</b>	<b>Implementation</b> (Full, Partial, Not Yet)
English not family primary language.	ENMS provides translation at every parent meeting/training. All information will be sent home via email or regular mail and will be available in three languages.	Full