



2024-2025 School Parental & Family Involvement Policy (PFEP)

School: Parkside 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 Section 1116]. Please complete this form and upload it to 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

Sara Johnessee

Principal Signature

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.**

School Advisory Council (SAC) meetings will be held monthly in person to involve parents in the planning and implementation of school policies. This input increases the opportunities for students to receive high-quality education and reach grade-level proficiency on academic standards and encourage parental involvement. Parental & Family Involvement Polices are housed in the front office for review and can be requested by the public. This binder includes the Title I PFEP brochure and the school's Title I PFEP brochure that is sent home at the beginning of the year with each student. All parents were asked to complete the Title I School Stakeholder Input Survey to provide input and suggestions on planning for use of Title I funds. This provided parents with the opportunity to review data to drive the decision-making process.

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]

Family learning support is given to families through school academic events/meetings, as well as by hosting district ELL parent trainings. Our school partners with ESE and ELL program staff to ensure that all parent and family engagement initiatives address topics of interest and needs to our diverse population of stakeholders. In addition, FSCG staff provides parents with tools and resources to help their student succeed academically, as well as aiding in developing and using social and emotional skills. Informational trainings held through virtual meetings, conferences, events, and newsletters are held throughout the school year. Home visits are conducted by district staff and school administration, as needed, to reach parents that are unable to attend school events. In addition, phone calls are made through the translation department to engage parents. Parent Institute meetings are held to inform parents of tools and strategies that can be used to help their child succeed in reading, math, and science.

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

The Annual Title I Meeting is announced through a flyer that will be sent home in English, Spanish, and Creole. Notice of the meeting will be posted on the marquee, PSE Facebook and Twitter pages, and will be sent through Parentlink directly to families via email and text, in all 3 languages. During the meeting, Title I information will be presented by the principal via video. Handouts will be made available for parents to view on the PSE webpage. Translation will be available and sign-in sheets kept for documentation purposes.

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 Annual Title I meeting will be held to deliver information to parents about Title I school-wide programs and budget expenditures for SY25. The school principal will utilize the Annual Title I PowerPoint provided by FSCG to present the information to families. Additionally, the district will send home information about Title I programs during the first student week. SAC meetings will be held monthly to disseminate important information to parents. A summary of the Parkside Elementary Parent & Family Engagement Policy will be distributed to parents. Monthly newsletters, fliers, and Parentlink will be used to regularly inform parents of important events and

information. Additionally, PSE Facebook and Twitter pages, and Parentlink will be used to provide information to parents. A document outlining the rights of parents will be sent home to parents in the first week of school. These items will also be further explained by the principal during the Annual Title I meeting. Flyers that explain school choice and the rights of parents will be posted on the PSE website for parents to access. These items will also be explained by the principal during the meeting.

4. Flexible Parent Meetings

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

In response to our Federal Stakeholder Input survey, meetings will be held throughout the school year at various times (mornings, afternoons, and evenings) to maximize family involvement. Whenever possible, we will offer recorded and virtual options to engage families unable to attend in person.

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

Translation services will be provided during family engagement events. Parents are welcome to bring their children, and if childcare is needed, based on the format and content of events, it will be provided.

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 training 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
Meet the Teacher	Families are invited to PSE prior to students beginning school to meet their child's classroom teacher, view the classroom, and ask questions leading up to the start of the new school year.	Fall
Annual Title 1 Meeting	Families are provided information about Title 1, school initiatives, school budget, and how they can become involved in school programs.	Fall
Student Led and Parent/Teacher Conferences	Students set academic goals and review data and progress with their parents. Teachers meet with parents to share progress towards grade-level proficiency in ELA, Math, and Science standards.	Fall or Spring
PreK Stars on Tour & Kindergarten Round Up	Families of incoming Kindergarten students have an opportunity to tour the school, visit classrooms, and ask questions of our current Kindergarten teacher about expectations for the upcoming school year.	Spring
Family Engagement Nights	Hosted by our academic coaches and teachers, these nights will engage families in activities that builds capacity of parents to support student achievement with English Language Arts, Math, and Science standards.	Quarterly
District Sponsored Family Workshops	Families learn how to help at home in Reading, Math, Science, and life skills.	Per Semester

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

Teachers will receive professional development throughout the school year on topics such as: sharing the Florida B.E.S.T. standards, content specific standards and strategies with parents/families, data sharing with parents/families through quarterly progress reporting professional development. Additionally, school-based CCPSedu training will be held specifically addressing Parent Communication and Involvement.

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)?

Parkside will host family engagement opportunities where families are invited to engage in activities that address key literacy, math, and science standards. Staff members with expertise in these areas will be available to discuss and provide relevant information to families. Student Led Parent/Teacher Conferences will take place to inform parents of their student's academic progress.

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)

Title I information will be sent home with students during the first week of school, as well as posted on the PSE website. The annual meeting will be held to deliver information about programs and budget expenditures in August. Monthly SAC meetings will be held to disseminate important information to parents and meeting minutes will be posted on the school website. A summary of the Parkside Parent & Family Engagement Policy will be distributed to parents, as well as accessible on the PSE website. Newsletters, auto-dialers, Parentlink, Facebook, and Twitter will be used to inform parents of all upcoming events and important school information.

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?

During the month of August, each grade level will hold a grade-level meeting to provide an overview of the curriculum, grade-level expectations, and assessments used to measure student progress. Individual teacher/parent conferences will be held to update parents on their student's progress.

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)?

Monthly school newsletters, school marquee, social media pages, and the auto-dialer will be used regularly to notify parents of upcoming events and programs. Monthly SAC meetings will be held to inform parents about school initiatives and progress and solicit input and feedback to best meet the needs of our families.

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

Parents/Families can provide feedback through monthly SAC meetings and parent surveys. They can also schedule meetings with staff and/or administration. Quarterly progress reports have an option for parents to request a conference with the teacher.

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).**

School personnel will be available to translate for parents in Spanish and Creole. The administration works closely with the Director of ESE Programs to ensure parents with disabilities have access to parent involvement activities and/or services.

Describe how your school will share 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.**

The school newsletter, social media, and auto dialer will be used regularly to notify parents of upcoming events. Newsletters and email/text messages from parentlink can be translated into all 3 languages. School personnel is always available to translate in Spanish or Creole.

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
Limited English proficiency	Provide translators for all meetings and all documents are translated (when available).
Families may not be able to attend meetings due to work schedules.	Schedule events at various times. Post information online to be viewed at parent convenience.
Communication with families and/or parenting support.	Ensure translators/translations are present at all family engagement activities and meetings.

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

Upload a copy of SAC minutes that include a statement that parents were given the opportunity to discuss and provide input on the **FY25 Parent Involvement Policy (PFEP)** prior to approval. Be specific with the feedback provided by parents. Please upload the document in your school folder in the Title I Drive - Teams.

12. Upload FY25 Parent-School Compact

Upload an electronic version of the FY25 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 **FY25 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 FY24 School Parent and Family Engagement Policy (PFEP) and complete the sections below.

1. Building Capacity Summary

Provide a summary of activities provided during the **2023-2024** 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.
Annual Title I Meeting	1	124	Families received information regarding school programs and the Title 1 budget to help encourage and build a home/school connection.
Meet the Teacher	1	398	Teachers welcomed their incoming students and families prior to the official start of the school year. Families were able to meet the teacher, view their child's classroom, and ask questions about how to support their child.
ELA & Math Family Night	1	98	Families engaged in standards-based activities designed to support literacy, math, and science achievement, as well as supporting the arts through student artwork and musical performances.
Starry Night	1	117	
Art & Music Night	1	109	

2. Staff Training Summary

Provide a summary of the **professional development** activities provided by the school during the **2023-2024** 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 build parent and family capacity to improve student achievement? If not completed, provide rationale
CCPSedu training was held on Parent Communication & Involvement.	1	10	Professional development focused on ideas and opportunities to best involve parents and families in student learning.
Leader in Me at Home and School	1	80	Staff learned about how the 7 Habits and Leader in Me support student goal setting and monitoring, as well as how to help students connect with the 7 Habits at home to support learning and success.

3. Review your FY24 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 took to Overcome	Implementation (Full, Partial, Not Yet)
Limited English proficiency	Provided translation for all meetings. All documents were translated into Spanish and Creole (when available).	Full

Parents may not be able to attend meetings due to work schedules.	Schedule events at various times	Full
Communication with parents and/or parenting support.	Utilized ELL tutors and paraprofessional to foster communication between school and families to support student achievement.	Full