



2022-2023 School Parental & Family Involvement Policy (PFEP)

School: Immokalee 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 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. **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. **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 Section1116]
- ✓ Publish complete PFEP in School website and share in social media. School must upload proof of distribution with Title I required documentation.

Principal Name

Jose Hernandez

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**

Immokalee Middle School (IMS) sends out monthly newsletters offering helpful hints and advice for strengthening the partnership between home and school. 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. IMS conducts an annual Title 1 Meeting/Curriculum Night where a detailed explanation of the Title I program, is detailed. Parents receive information on how Title 1 expenditures, as the budget is reviewed. IMS will hold monthly School Advisory Council Meetings (SAC) where parents and guardians learn about the school, offer suggestions, and provide input on the usage of Title 1 Funds. A review of the IMS School Improvement Plan in an open meeting to gain feedback from parents occurs early in the first semester. Input is sought on the School Parental and Family Engagement Policy PFEP, Student Compact, and Title 1 Budgets during School Advisor Meetings (SAC).

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]

IMS will coordinate and integrate parent and family engagement programs through district resources and Parent Involvement Para-Professionals, who will work alongside the Academic Coaches and Resource Teachers to ensure effective communication between the school and home. IMS works 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. IMS will conduct two Parent Academies (one per semester) on a variety of topics centered on academic supports, how parents can help at home, and programs students use for support while at school. A virtual platform will also be available using the district's learning management system, Canvas.

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

Notification to parents about the Annual Title I meeting occurs via the distribution of flyers (in 3 languages). In addition, multiple 'dialers,' in all 3 languages using Parent Link, occurs. Both official school social media sites contain information about the event, as well as the school website. Translation is available at the meeting, and sign-in sheets provide documentation of attendance.

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 distribution of a brochure detailing the Title 1 status of IMS, as well as the Title 1 budget occurs in 3 languages. During SAC meetings, the public gives input, makes suggestions, and votes to approve. Distribution occurs in 3 languages informing parents of teacher qualifications/out of field status. During the principal's presentation to stakeholders, parents learn that information regarding the qualifications of instructional staff are available if requested. Distribution of The Parent's Right to Know letters and the District PFEP booklet occurs the first week of school to all parents/guardians.

4. Flexible Parent Meetings

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

Using SAC to gain input, as well as parent contact, IMS creates multiple times, throughout the day for scheduled meetings. Knowing IMS has a history of parents working during the day, most scheduled meetings will occur during the evening.

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

Funds will be used to fund staff to assist with child-care and activities for the children.

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?
- 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 1 Night / Curriculum Night	Educate parents on the supplemental programs/staffing that Title 1 provides	September, 2022
1st Semester Parent Academy	Educate parents on the school-wide programs to monitor student academics, behavior, and attendance	November, 2022
2nd Semester Parent Academy	Educate parents on the state assessment system, and what they can do at home to help prepare	March, 2023
Cambridge Experience for Parents	Educate parents on the advanced studies program and the relationship with the high school	November 2022 January 2023 February 2023 March, 2023

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

Through our PLCs, our Parent Involvement Paraprofessional will present information on best practices on how to reach out to parents, and how to build ties to the community.

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)?

Child-care will be provided during parent trainings. Providing this removes the barrier to parent involvement. Our Parent Involvement Paraprofessionals provides a one-on-one point of contact at school and spends time reaching out to parents to relay information about school events, academic progress of students, and any/all other needs.

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)

Information regarding Title 1 programs is delivered through monthly newsletters (in multiple languages), the school website, and the use of social media. Title 1 brochures are sent home (in multiple languages). Parents can also gain information with the District's Parent Portal.

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?

Quarterly presentations of benchmark and quarterly data using district assessments, is presented to parents/guardians at SAC and SDAC meetings. During all meetings, state and local assessments are reviewed to assist parents with understanding what the FSA and EOC are, their content and the implication of the results.

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)?

Parents and Guardians are encouraged to attend monthly SAC meetings to gain insight to the school, provide suggestions, and offer support. Parents and Guardians will also have that opportunity during the 2-Parent Academies during the school year.

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

Parents and guardians will have the availability to meet with any member of the leadership team to discuss their objection to the plan. They are also welcomed to attend any of the monthly SAC meetings.

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).*

To ensure that all parents/guardians have the opportunity to participate in parent involvement activities, IMS provides translations at every meeting/training. All information is sent home in 3 languages. Parents with disabilities are welcome to attend all activities with appropriate accommodations made, if available.

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?**

IMS provides translation in Spanish and Creole at all meetings and activities utilizing interpreters or headsets. This allows the same information to be presented in all 3 major languages.

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
Language	Invitations are prepared and sent home in English, Spanish, and Creole. The use of the district's parent link program allows for dialers, emails, and postings to social media. Translators are at all workshops and meetings.
Child Care	Provide childcare while parents are engaged in presentations/activities.

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 FY22 School Parent and Family Engagement Policy (PFEP) and complete the sections below.

1. Building Capacity Summary

Provide a summary of activities provided during the 2021-2022 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	1	344	Provided information on student programs and access to student grades Enabled parents to talk to each teacher, and gain insight on how to best help their child.
1st Semester Parent Academy (educate parents on the school-wide programs to monitor student academics, behavior, and attendance)	1	51	Sessions were provided on how to utilize FOCUS, and assistance with the Parent Portal and the Lunch Application Process.
2nd Semester Parent Academy (educate parents on the state assessment system, and what they can do at home to help prepare).	1	13	Overview of state assessment window, and the local calendar. Test prep via content-area programs was discussed and modeled for parents to use at home.
Cambridge Experience for Parents (educate parents on the advanced studies program and the relationship with the high school).	3	22	Provided information on the Cambridge Program and the expectations and criteria for the program. Enabled parents to talk to each teacher, and gain insight on how to best help their child.

2. Staff Training Summary

Provide a summary of the **professional development** activities provided by the school during the 2021-2022 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
Through our PLCs, our Parent Involvement Paraprofessional will present information on best practices on how to reach out to parents, and how to build ties to the community.	1	94	Information provided staff with insight on challenges and the variety of home environments students are coming from IMS.

3. Review your FY22 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)
Language	Continuous use of Creole and Spanish translation at all school parental functions All written correspondence were sent home via the 3 languages	The IMS newsletter, full of school information, will be sent home in all 3 languages. Funds will be used to have professional copies sent to parents/guardians.
Child Care	Child-care was provided at all parental functions	Funds will be used to fund staff to assist with child-care and activities for the children.