



2021-2022 School Parental & Family Involvement Policy (PFEP)

School: Lake Trafford Elementary

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]

Elizabeth J. Alvarez
Principal Signature

5/13/21
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?

Information regarding the Title I program will be shared with parents in a timely manner. When possible, information will be provided to families in their heritage language. Information regarding school and parent programs, meetings and other activities will be sent to families in a language the families can understand. Parents that participate in our School Advisory Committee have the opportunity to be involved in decision making, developing, and discussing how Title I funds will be used.

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?**

count	Program	Coordination
1	Literacy Strategies to Support Student Reading Skills	Instructional coaches, Migrant staff and ELL staff members will work side by side with families to provide opportunities to learn reading strategies and set a routine for reading at home promoting a love of reading
2	Math Strategies to Support Student Math Skills	Instructional coaches, Migrant staff and ELL staff members introduce parents to math strategies that will promote understanding of mathematical practices
3	Curriculum Night/Student Led Conferences	Evening event to allow students to introduce their personal academic goals and discuss academic growth with parents by sharing their data binders.
4	Meet the Teacher	School introduction activity to acquaint parents to school expectations, faculty and staff. Title I information is presented to parents.
5	Parent Involvement Academy	Coordination with FSCG staff to provide parents with necessary tools and resources to help their children succeed in the classroom and at home.
6	Parent University	Courses designed by Parent Liaison as well as other program coordination (Head Start, Migrant, ELL) to provide information and hands on strategies to help parents assist their children with school work at home
7	Science and Salsa	Instructional coaches, Migrant staff and ELL staff members work with families to provide opportunities for students and families to conduct simple inquiry -based science activities
8	Dads Take Your Child to School	To encourage dads to be more active role models in school. Coordination with Collier County Sheriff Department as well as our own Dads on staff to present the impact Dads can have on student education.
9	Fall Festival	School wide event to promote literacy and involvement in school activities. Grade level performances will take place
10	Social Media	School will maintain social media sites (Twitter, Facebook) to improve communication with community
11	School Website	A school platform to communicate school information with parents and families
12	Winter/Spring Grade Level Performances	Evening events that allow students to perform for their parents.

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]

count	Program	Coordination
1	Books and Bagels	Instructional coaches, Migrant staff and ELL staff members will work side by side with families to provide opportunities to learn reading strategies and set a routine for reading at home promoting a love of reading
2	Math and Muffins	Instructional coaches, Migrant staff and ELL staff members introduce parents to math strategies that will promote understanding of mathematical practices

3	Parent Involvement Academy	Coordination with FSCG staff to provide parents with necessary tools and resources to help their children succeed in the classroom and at home.
4	Parent University	Courses designed by Parent Liaison as well as other program coordination (Head Start, Migrant, ELL) to provide information and hands on strategies to help parents assist their children with school work at home
5	Science and Salsa	Instructional coaches, Migrant staff and ELL staff members work with families to provide opportunities for students and families to conduct simple inquiry -based science activities
3	Saturday Migrant Family Workshops	Instructional staff will work side-by-side with families to provide reading and math support strategies for parents to work with their children at home.

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

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Title 1 Meeting/Title I School Plan. School will host the annual Title 1 meeting in August	Principal	August 2021	Notification to parents sent in three languages. Meeting notice placed on the school marquee. Placement of program time near another school wide event. School website showed time of meeting. Parent meeting sign-in sheets will be maintained in office

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

Title I information will be shared using a power point presentation. The presentation will be presented in English, Spanish, and Creole. Parents will have the opportunity to ask questions.

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

The rights of parents will be covered in the Parent Involvement Policy Summary that will be provided in English, Spanish, and Creole. The summary will include information about our school's AYP and school choice options.

4. Flexible Parent Meetings

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

As a school community, meetings are held to maximize participation with flexibility based on family work schedules. The SAC meetings, home and family connections meetings (Books and Bagels, Math and Muffin and Science and Salsa) provide parents an opportunity to learn during school and non-school hours. Meetings are held on a rotational basis between morning and afternoon times to meet the needs of members.

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

Child care assistance is available during SAC meetings and Parent workshops to provide more opportunities for parents with non-school age children to participate.

A family center has been established with a parent involvement staff member to provide tips for parents and volunteer activities for the classroom.

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?

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Notes	Principal	Provide parents and students information on what goals are needed to be proficient for the next quarter	4 times per year	student progress reports
2	Books and Bagels	Academic Coaches/ Assistant Principals	Specific grade level strategies to improve phonemic awareness and comprehension	2 times per year	Sign-in sheets
3	Math and Muffins	Academic Coaches/ Assistant Principals	Specific grade level strategies to improve mathematical practices	2 times per year	Sign-in sheets
4	Parent monthly information letter	Building Leadership Team	Informational newsletter distributed to families pinpointing school events and opportunities for families to become engaged with the school	Monthly	SAC meeting discussions and surveys
5	Science and Salsa	Building Leadership Team	Specific grade level strategies for improving science inquiry	2 times per year	sign in sheets
6	Title I Parent Academies	District and Principal	Parents will be empowered with the necessary tools and resources to help their children succeed in the classroom and beyond	6 times during the year	sign in sheets
7	Parent University	Principal ,school staff	Develop a group of informed, empowered parents to raise confident, college and career ready children	On-going	Sign In sheets

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

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Leading effective student/teacher/parent conferences	Principal, school staff	Teachers will lead effective conferences informing stakeholders of student needs	On-going	Student led conference / parent/teacher conferences
2	Parent University	Principal ,school staff	Develop a group of informed, empowered parents to raise confident, college and career ready children	On-going	Sign In sheets

3	School Wide Marzano Training	Principal, School Staff	Build the capacity of teachers in highly effective strategies	On-going	Sign in sheets, MIP points, observation counts towards strategy
4	Parent Newsletter	Principal, School Staff	Informational newsletter distributed to families pinpointing school events and opportunities for families to become engaged with the school	Monthly	Posted on bulletin board in the front office and in the foyer and sent home with every student
5	Social Emotional Learning	Principal, School Staff	Strategies to promote positive social emotional learning will be taught and shared with teachers.	Monthly	Sign In sheets

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)?

Parent university groups will be formed providing the school an opportunity to collaborate with parents. This program is designed to increase parent involvement and empower parents in raising successful life-long learners.

Family Center established to provide academic resources and additional volunteer opportunities for parents.

8. Communication

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

SAC meetings and literacy morning events provide parents the opportunity to give input and review information about the Title 1 programs. All parents are invited to attend these meetings. The school sends home a copy of grade level expectations to each family. Student Led Conferences are held annually to increase home/school involvement.

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?

Leading effective student/teacher/parent conferences, hosting Parent Night and inviting parents to request parent/teacher conferences as needed throughout the year.

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 can schedule appointments with teachers as needed.

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

The school will submit parents/families comments if the school wide plan is not satisfactory on the SAC minutes.

9. Accessibility

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

A family center has been established to offer educational and socializing opportunities. Locations and times are considered when planning parent meetings. All locations are accessible to all participants and meeting times vary to accommodate all schedules.

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?

Reasonable efforts shall be made to communicate with parents in their primary language whenever possible. Information related to the school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.

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.)

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by providing planners and weekly folders as communication tools	Each student will be provided a planner and a weekly folder to be utilized for written communication between the parent and the teacher. Student work samples and homework may be provided in this format	Principal	Increased parent involvement impacts student achievement positively with a strong home to school connection	Ongoing 2021-2022

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
Language	Continue to have information translated in all 3 languages and provide interpretation at all meetings and school activities.
Parent work schedules	Provide survey to see which times would be better for parents. Include some activities on a Saturday.

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 **FY22 Parent & Family Engagement Policy(PFEP)** prior to approval. Please upload document in your school FY22 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)

13. Upload Parent-School Compact

Upload an electronic version of the FY22 Parent-School Compact. Please upload document in your school FY22 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 **FY22 Parent –School Compact** prior to approval. Please upload document in your school FY22 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)

Evaluation of the previous year's Parent and Family Engagement Plan

Review your FY21 School Parent and Family Engagement Policy (PFEP) and complete the sections below.

1. Building Capacity Summary

Provide a summary of activities provided during the **2020-2021** 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.**

Due to CDC guidelines and restrictions related to the pandemic, all parent trainings were provided virtually via WebEx and Canvas.

2. Staff Training Summary

Provide a summary of the professional development activities provided by the school during the **2020-2021** 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	How did this activity build parent and family capacity to improve student achievement? If not completed, provide rationale.
Annual Title I Meeting	1	148	Title I Meeting informs parents of how the Title I use of funds are used.
Parent Notes	81	One per student	Parent notes are provided to parents to inform of upcoming events
Books and Parent Reading Tips (Formerly known as Books and Bagels)	1	Provided virtually. Unable to secure attendance	Parents are provided tips in how to support their children in reading.
Math Tips for Parents (Formerly known as Math and Muffins)	1	Provided virtually. Unable to secure attendance	Parents are provided tips in how to support their children in math
Parent monthly information letter	10	719	The monthly calendar is provided to each family to inform parents of upcoming special events or days students do not attend school.
Science Investigations for Parents (Formerly known as Science and Salsa)	1	Provided virtually. Unable to secure attendance	Parents are provided tips in how to support their children in science.
Title I Parent Academies	Cancelled due to CDC guidelines		
Parent University	Cancelled due to CDC guidelines		
Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Leading effective student/teacher/parent conferences	1	340	We anticipate a positive impact on student achievement due to student/parent/teacher conferences.

			Data binders are shared at both teacher and student conferences. Students shared their binder information at home. Teachers observed the student and parent conference virtually through WebEx. Students and parents feel a sense of pride and accomplishment at these conferences. This is a positive time to build relationships between the school and parents.
Parent University	Cancelled due to CDC guidelines		Provide information to parents in how to support their students which will support student learning at home.
Parent Newsletter	10	719	Monthly calendars/newsletters are sent home throughout the year to inform parents of important events and news about LTE.

3. Review your FY21 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)?
Language	Continue to have information translated in all 3 languages and provide interpretation at all meetings and school activities.	Full	Translators will be paid for through Title I funding. This will allow more parents to participate and understand all meetings and information in their heritage language.
Parent work schedules	Provide survey to see which times would be better for parents. Include some activities on a Saturday. Staggered event times.	Full	Due to CDC guidelines, all parent conferences, with the exception of SAC meetings, were conducted virtually.