



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

School: Lavern Gaynor 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 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 in School website and share in social media. School must upload proof of distribution with Title I required documentation.

Principal Name

Susan Jordan

Principal Signature

*Susan Jordan*

### 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**

SAC meetings will be held to work collaboratively with parents in order to gather timely input for improving and enhancing school programs to benefit students. The Parent Involvement Policy summary will be reviewed at SAC meetings, translated into three languages and disseminated to parents in student backpacks. The summary will be posted on our website and twitter page. Additional copies of the complete PI policy will be housed in the administrative office of Lavern Gaynor for review as requested by the public. 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]

Lavern Gaynor plans parent involvement programs and activities that engage the whole family. Each year parents are invited to our Curriculum and Title I Event, open house, book fairs with family literacy activities, family Turtle Tidbits, conferences led by our students, and district parent institutes held at our school or a school nearby. Parents and students are fully included in our school community and invited to participate in our events.

Our English Language department provides programming to families in English, Spanish and Creole. Translation is always available during events. Parents come to our programs to learn how to help their child with basic reading skills, math fluency and problem solving, writing and homework. Workshops are offered at a variety of times to accommodate our families.

Parent involvement activities are developed to align with school improvement initiatives and areas of greatest need for students. We work with ESE and ELL program staff and use survey results to ensure that all parent and family engagement initiatives address topics of interest and needs of all our stakeholders.

### 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

Our Annual Title I Parent meeting flyer is created and translated into English, Spanish and Creole. The flyer is sent home with all students two weeks prior to the event and posted in the front office. The flyer is sent home again one week prior to our event as a reminder. The school marquee, website, Twitter, Dojo, phone messenger system, texting and email are all employed to publicize the meeting.

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.**

Lavern Gaynor administrators share the supplemental staff, professional development, supplies, materials, equipment, parent resources and supplemental school programs that will be funded through our Title I budget. Parents are provided with the Right to Know information in the Fall and the Out of Field Teacher Status in October and February via the student Home School

Communication folders. Parent compacts in three languages are reviewed during the parent meeting and distributed via the Home School Communication folders.

**4. Flexible Parent Meetings**

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

Parents have opportunities to attend School Advisory Council Meetings and PTO meetings offered monthly. Meeting times are determined by the SAC and are scheduled to best accommodate parents' needs. During the SAC meetings, the School Improvement Plan, Title I plan, Use of Funds and the Parental and Family Involvement Plan are shared and parental input is elicited. Parents participate in student-led conferences held at flexible times at school and online during the year.

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

Staff will be utilized for childcare and student activities to increase opportunities for families to participate.

**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
<b>Meet the Teacher/Open House</b>	Parents of students in grades KG-5 will Meet and Greet their child's homeroom teacher and ensure they are ready for their first day of school.	August
<b>Annual Title I Meeting/Curriculum Night</b>	Parents will receive information about Title I and their child's grade level curriculum and classroom expectations.	September
<b>Leadership Awards Ceremonies</b>	Parents can opt to attend quarterly leadership ceremonies to celebrate alongside their student.	Quarterly
<b>Family Literacy Night</b>	Literacy Night provided hands on activities to help parents support their students and promote reading achievement.	January
<b>Family Turtle Tidbits</b>	Parent and child morning events are designed to engage parents in content areas and Leader in Me.	Six mornings per year
<b>Student Led Conferences</b>	Students practice leadership skills as they introduce their parents to their Leadership Binder which includes Wildly Important Goals (WIGs) and data trackers.	1 per semester
<b>Book Fairs</b>	Opportunities for parents to help their child build their home library. Students in need receive vouchers through a special fund.	1 per semester

<b>5<sup>th</sup> Grade Transition</b>	5 <sup>th</sup> Grade student attend transition activities at their zoned school. LGE shares middle school parent night information with families as appropriate.	April
<b>PK Starts on Tour and Kinder Roundup</b>	Incoming parents and students will be invited to participate in a rotation activity and learn about expectations for entering kindergarten. Pre-schools choosing to participate in Pre-K Stars on Tour will attend and participate in the above listed activities.	April
<b>SAC Meetings</b>	Builds knowledge of parents in ways to that the school is helping their children succeed.	Monthly
<b>PTO Meetings</b>	Promotes parent and family engagement in school wide activities and events.	Monthly

## 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 parent involvement training to review best practices in communicating with parents. Our front office will continue to be trained in creating a welcoming school environment. Our administrators will also participate in any District provided training throughout the year on engaging families. These trainings will occur in the Fall so teachers can make use of the information throughout the school year.

## 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)?

Support is provided for parents in completing paper and online applications and translations. LGE is entering our fifth year as a Leader in Me school and we will continue to inform families about the habits, principles, and paradigms that promote student leadership.

## 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)

Parents are provided ongoing school information via our monthly newsletter and family activity calendar sent home in our Home School Communication folder. Teachers utilize support from the EL tutors to communicate with parents in their native language. Parent conferences are held with translation support to discuss Student Success Plans and student progress monitoring data. Lavern Gaynor uses our school website, marquee, twitter, Facebook and school phone messenger system to broadcast information. A Curriculum Night is scheduled to have an opportunity for teachers to communicate directly with parents of the specific requirements and materials being used. The information will be communicated in all 3 languages, and the event is offered virtually to facilitate families who cannot attend in person.

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?

Teachers utilize support from the EL staff to communicate with parents in their native language. Parent conferences are held with translation support so that parents can actively participate in MTSS discussions, ELL and IEP meetings and teacher conferences. Student Led conferences are held to share student data and achievement goals.

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 have opportunities to attend evening School Advisory Council Meetings and PTO meetings offered monthly. During the SAC meetings, the School Improvement Plan, Title I plan, Use of Funds and the Parental and Family Engagement Plan are shared and parental input is elicited. Parents are encouraged to respond to the District Title I Parent Survey and our own Leader in Me MRA survey. Parents can also request a parent teacher conference with translation to discuss specific information about their child and participate in decision making.

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

SAC discussions and parent surveys will track the success of parent involvement initiatives and document questions or concerns. Open discussions are held at every meeting and parent input is solicited every spring and used to create the upcoming PFEP.

### 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).**

All parents/families, including those with limited English proficiency or with disabilities will have access to parental involvement activities and/or services through support staff, translators, materials sent home, and any other supports as needed.

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.**

All flyers are translated in three languages and a common format and color is used for all flyers to help parents recognize that the document is publicizing a school event. LGE purchases home school folders through Parent Involvement funds to further support communication between school and home.

A statement in three languages is placed on home communication stating that parents are welcomed and encouraged to come to the school for assistance in reading the information. Information is also publicized on social media in a uniform format recognizable to parents.

### 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 barrier (non-English speaking families)	Translation is provided to parents for all meetings and activities
Timeframe of meetings/events	Flexible timeframes are provided for all meetings and events based on parent feedback
Minority parents may be uncomfortable participating in school events.	Train staff on how to create a welcoming environment that involves ALL parents.

### 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](#).

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**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](#).

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**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 built parent and family capacity to improve student achievement? If not completed, provide rationale.
<b>Annual Title I Meeting (with Curriculum Night)</b>	1	122	Parents are informed of our Title I program including how funds are spent. Input and feedback on Title I programs are encouraged to collaboratively increase student achievement. This event helped parents to understand our school's current progress and goals for the year. Student were then able to make their personal goals aligned with school goals.
<b>Literacy Night</b>	1	151	Parents and students were involved in live read-alouds which demonstrated different reading strategies to use while reading. In addition, a section on Leader in Me was presented to parents to foment their participation in student/parent activities revolving around the 7 Habits for Highly Effective Students. This event helped parents to understand the importance of practicing reading strategies as well as implementing the 7 habits with their students at home for increased academic/personal success.
<b>Student -Led Conferences</b>	1	353	Students share their own goals and progress data with their parents as well as speak to the Leader in Me habits they are learning. This helps students focus on areas of strengths and areas for improvement to reach their own personal goals, as well as take ownership of their educational progress.
<b>Kinder Roundup</b>	1	3	Students and families receive school information, tour the school and visit the classroom in preparation for the upcoming school year.
<b>Family Turtle Tidbits (Monthly)</b>	5	18-25	Families and students join together to complete a content related activity. Then, families remain for parent Leader in Me training.

### 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.

<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>How did this activity built parent and family capacity to improve student achievement? If not completed, provide rationale</b>
Parent Involvement Staff Training	1	55	The presentation included ideas on how teachers and staff can engaged with our families and support their role in the education of their child. Best practices for parent communication were shared and the parent contact log was reviewed.

**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)
Language barrier (non-English speaking families)	Translation is provided to parents for all meetings and activities	Full
Timeframe of meetings/events	Flexible timeframes are provided for all meetings and events based on parent feedback	Full
Ability to attend meetings/events on campus	Virtual option for events/meetings is offered to parents to encourage attendance	Full