



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

School: Mike Davis 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 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. **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 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

Melissa Stamper

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**

All parents will be invited to our School Advisory Council Meetings where the planning, review, and improvement of Title I programs and use of Title I funds will be discussed. These meetings will be held in the morning and early evenings to accommodate parent schedules. Parents will be notified via the website and also by individual contact preferences selected in the CCPS Parent Portal (phone dialer, text message, email). 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]

Parent involvement activities are developed to align with school improvement initiatives and areas of greatest need for students. These activities are offered at a variety of times, and parent input is gathered at these events in order to improve. Title I Parts A, C, D, 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. Mike Davis will also continue having our PreK/Headstart classroom 2024-2025 school year. Parent involvement activities are thoughtfully planned through the Parent Involvement Committee, the Literacy and the Math Committee. Each activity provides either an activity which parents can do at home with their children, or further education as to how to help their children reach their fullest potential.

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

A flyer is sent home to parents in three languages informing them of the Annual Meeting. Additionally, a caller is done in 3 languages and information is posted on the marquee. The School Website, Twitter and Facebook are also used to disseminate information.

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, communication strategies, School Improvement Plan summary, parent involvement activities, and parent resources will be shared during the Annual Title I meeting. The meeting will inform parents and families of their Right to Know the certification of their child(ren)s teachers, and that this information will be communicated to the parents and families in a newsletter which will be sent home in 3 languages.

4. Flexible Parent Meetings

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

Parent meetings will be held at both morning and evening times providing parents the opportunity to attend at their convenience. We will host both morning and evening events which will provide parents with activities they can do at home with their children to support their education.

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

Home visits, conducted by the administrative team and teachers, will occur as needed in order to connect with families.

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 1 Meeting/Meet the Teacher	This meeting will inform parents of the expenditures of Title 1 funds which support the School Improvement Plan, & close achievement gaps. Families will also have the opportunity to meet their teachers on this date.	August 2024
Student Led Conferencing	Teachers will hold Student Led Conferencing twice a year. Students and Teachers Prepare Take Home Conferences. During these meetings students will inform parents of their progress, sharing work samples, assessments and portfolios. Teachers will answer any questions or concerns from parents.	2024-2025
Literacy Night	Reading Coach will coordinate a "Literacy Night" in which parents will have an opportunity to interact with their child and work on literacy related activities with the direction of a teacher. Parents will have the opportunity to Make and Take Home Activities that they will be able to use to support their child at home.	2024-2025
Math Night	Math Coach along with Math teacher leaders will coordinate a "Math Night" where parents will be taught how to play math investigation games. Games will be reproduced for parents to take home.	2024-2025
STEAM Night	Science Lead Teacher/Instructional Technology teacher will coordinate a STEAM night where parents will have an opportunity to engage in STEM stations with their child with the direction of a teacher. Parents will have the opportunity to Make and Take Home Activities that they will be able to use to support their child at home.	2024-2025
Kindergarten Round Up	Incoming kindergarten parents are invited to come to the school to learn more about what kindergarten will look like and understand the expectations. This also gives students an opportunity to tour the school and become more comfortable.	May 2025

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

We will engage teachers and staff in professional development during faculty meetings to assist staff in reaching out to parents in order to increase parental involvement and increase student achievement. Topics will include how to communicate through multi-media, digital apps, surveying staff of prior year's communication to implement strategies and provide more opportunities to implement programs that work.

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)?

Media Resource Room- We have a collection of literature that can be checked out to parents to read at home. We have also established a place for the materials to be housed.

Additionally, book resources are available in two languages, so that the child and parent have access to the same text in two languages. This way the parent can read the text the child is reading and support their child during the reading process.

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 about Title I programs will be communicated via flyers, school website, newsletters, and through our dialer/text/email according to parent preferences in CCPS Parent Portal. Documents will also be made available at our front desk. All communication is communicated to the parents and families in 3 languages.

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?

Our curriculum, Kindergarten through 5th grade, is centered around the Florida State Standards and BEST standards for literacy. A variety of formal and informal assessments are used throughout the school. All students are expected to meet the state standards by the end of each school year. Demonstration of this can be provided through District Benchmark Assessments, State Assessments, iReady Diagnostic, SAT 10, or portfolio. Additionally, students will be able to take HMH Math pre-assessments to monitor their performance on the grade level math standards. This information will be cover with the parents during our student Led conferences and parent events.

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 are encouraged to meet quarterly with their child's teacher. The following are some of the ways this is accomplished.

1. Required Parent/Teacher conferences/Student Led Conferencing
2. Parent Literacy/Math/Science Evenings
3. Teacher or Parent requested conference

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

Parents have the opportunity to provide feedback at monthly SAC Meetings and through parent surveys. Parents can also schedule meetings with administration. Parent comments are also collected annually in district wide parent surveys.

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).**

Mike Davis Elementary will give parents with disabilities access to participate in Parent Involvement activities. Reasonable support will always be given to parents with special needs. School and District resources will be utilized to provide needed accommodations and modifications so that all parents and guardians are able to fully participate in planning, reviewing, and improving the Title I program. We have Spanish and Creole translators at all parental involvement activities.

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.**

We have Spanish and Creole translators at all parental involvement activities. In addition, all of our school information is sent home in 3 languages. Phone messages and texts are done in 3 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
Limited English proficiency	Provide translators for all meetings and communication.
Minority parents may be uncomfortable to participate in school events	Consciously seek to recruit employees of all races, as well as create a welcoming environment within the school.
Parents may not be able to attend due to work schedule	Events are scheduled at various times.

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 built parent and family capacity to improve student achievement? If not completed, provide rationale.
Annual Title I Meeting	1	394	Parents were informed about how the Title 1 funds were being spent at Mike Davis Elementary, as well as how these funds supported our School Improvement Goals. Parents were also given important information regarding the school year.
Literacy Night	1	116	Families engaged in a variety of literacy activities. These activities could easily be replicated at home, and families were also given books to expand their home libraries.
Curriculum Night	1	224	Families met with their teachers to learn about what this year's curriculum would look like and how they could support their students at home. They also learned important daily routines that would occur at school.
K/1 Parent Workshop	1	11	K/1 families were given literacy games to play with their children at home.
Math Night	1	116	Families were given make and take materials to create math games at home. Videos were also used to give families directions about how to play these games.
Kinder round Up	1	12	Incoming kindergarten parents were invited to come to the school to learn more about what kindergarten will look like and understand the expectations.

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 built parent and family capacity to improve student achievement? If not completed, provide rationale
Parent Involvement Training with all staff members	1	47	Best practices with communication and parent involvement suggestions were reviewed with all staff members. Additionally, they were given the opportunity to reflect on their parent involvement practices and set goals for the upcoming year.

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?

Barrier (Including the Specific Subgroup)	Steps the School took to Overcome	Implementation (Full, Partial, Not Yet)
Limited English proficiency	Provide translators for all meetings and communication.	Full
Minority parents may be uncomfortable to participate in school events	Consciously seek to recruit employees of all races, as well as create a welcoming environment within the school.	Full
Parents may not be able to attend due to work schedule	Events are scheduled at various times.	Full