

Port St. Joe Elementary School

2023-24 Parent and Family Engagement Policy (PFEP)

It is our belief that:

- The parents of children served in Title I, Part A should be involved in decisions about how Title I, Part A funds reserved for parental involvement are spent;
- Parents and the school should jointly develop/revise the Parent and Family Engagement Policy and distribute it to parents of participating children and make available to the local community;
- We should use the findings of the PFEP review to design strategies for more effective parental involvement, and to revise the PFEP if necessary;
- Each parent should be provided an individual student report about the performance of their child on assessments in at least mathematics, ELA, and science;
- Parents should receive timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; and
- Parents should receive timely notice regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used.

The school will involve parents in the following manner: As members of the School Advisory Council who participate in a minimum of 5 meetings per year, they will have the opportunity to review the PFEP and the Title I program a minimum of two times. The PFEP will be an agenda item in the spring to afford parents the opportunity to gather information about the implementation and to provide input into possible revisions of the plan. Parents who are not members of the SAC are given a copy of the plan to encourage participation and input into programs, activities and other areas of interest. Also, parents will have the opportunity to serve on the Title 1 Parent Advisory Council.

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate.

NFCD: Head Start will meet with Kindergarten teachers in the summer for transitions and visit the campus with rising kindergartners in the spring. Parents will be invited to attend these meetings.

VPK: Transitional meetings from private providers and the school's program occur in the spring and at the beginning of the school year to assist parents in registration and how to be involved in the school.

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I schoolwide program, school choice, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Title 1 Orientation	Teachers, Guidance, Principal	Prior to the start of school (combined with Open House)	Parents attending and collaborating with teachers to be prepared for the start of school

Open House- expectations	Teachers, Guidance, Principal	Prior to the start of school	Attendance and parents exposure to materials and ask questions if needed
Parent's Right to Know- school newsletter	Technology teacher, Principal	quarterly	Highly qualified teachers, school grade

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to the PFEP.

The Parent Liaison will assist with home visits, transportation needs, and the Student Government Association from the high school will supply babysitters for meetings. Meetings will be scheduled at flexible times. Open Houses are scheduled during the day, at lunch times, and in the evenings in order to accommodate working parents. SAC meetings are also held in the evenings in order to accommodate working parents.

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities as parents may request.

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Resource Center	Parent Liaison	Parents can check out materials to assist their student in Math and Reading. They are also shown how to utilize materials effectively.	September through May	Logs of parents checking out materials
FOCUS- electronic parent viewer	Guidance Counselor	Parents are able to view grades and attendance anytime	August through May	The number of parents that register for their password and utilize the system
Read-A-Thon	Teachers, Guidance, Principal, AR committee	Parents are informed on their child's AR system and log reading time	November	Log sheets and participation in Book Cover Boogie and Read- A- Thon activity. Prizes given.
Open House	Teachers, Guidance, Principal	Parents are informed of their progress after 4 weeks and afterschool program registration is available.	August/September	Parent participation by log sheets and number registered for the afterschool program.

Parent Nights	Curriculum Specialist	Parent workshops to educate parents on 21st century skills and share resources to help their students at home.	October, January, March	Logs of parent participation.
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Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools.

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
New Teacher Orientation	Director of Human Resources	Effective teachers increase the chances of a student's ability to learn. Communication strategies will be reviewed.	July	New teachers will keep a copy of notes and a parent log of visits/ calls.
Employee Handbook	Principal	Effective communication strategies were reviewed during pre-planning.	August	Evidence of effective communication with parent contact logs.

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children.

A Parent Resource Center will be open, so parents can check out materials to assist their child or come in for training/ assistance in parenting. Computers and other resources will be available. The Parent Liaison will be available for assistance.

Describe how the school will provide parents of participating children the following:

- **Timely information about the Title I programs;**
- **Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;**
- **If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and**
- **If the schoolwide program plan is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency.**

Title I Weekly Newsletters will go home every Friday as a way to establish regular communication with parents. The Student Handbook, school websites, phone communicator and other methods will also be utilized to disseminate information.

In September, 3rd grade will have a Parent Night to review grade expectations and testing at their child's grade level. An Open House is also scheduled so parents can come in and review work during the first month of school when habits are forming.

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

Parents with limited English proficiency have access to an interpreter and materials printed in a native language.