

**Palm Cove Elementary**  
**School-Level Parent and Family Engagement Plan (PFEP)**  
**2019-2020**

**Mission Statement**

The mission of Palm Cove Elementary is to develop each student’s intrinsic ability to learn think, communicate and act responsibly in a changing world by providing a comprehensive and balanced instructional program that emphasizes necessary skills and strategies needed for academic success in a safe and secure learning environment.

At Palm Cove Elementary we believe:

- All students will learn when their individual needs are met.
- We must prepare all students for a knowledge-based, technologically rich, and culturally diverse 21<sup>st</sup> century.
- Partnerships, which include parents, community and businesses, enhance student achievement with stakeholders and involvement.
- We must provide a safe and secure environment, which is essential for teaching and learning. Professional staff development enhances a quality school.

**Engagement of Parents and Families**

***Palm Cove Elementary will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school’s programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].***

Parents will be involved and encouraged to become active member of the School Advisory Council (SAC). At the SAC meeting, parents will be provided information regarding the school’s Title 1 allocation (inclusive of professional development and parent involvement allotments). Parents will be allowed to provide input in the development and decision-making process of all Title 1 activities related to the school. An annual evaluation will be conducted using surveys completed by parents and staff. The results will be analyzed to evaluate the effectiveness of the school’s parent involvement program. In addition, throughout the school in order to promote parent participation, parents will be encouraged to attend Family Night events.

## Coordination and Integration

*Palm Cove Elementary 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, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e)(4)].*

Count	Program	Coordination
1	(IDEA) Individuals with Disabilities Education Act	Supplemental instruction support will be provided by the school and will be discussed with parents during the development of the students IEP and at parent-teacher conferences.
2	Specialized PreK	The school will work with the Specialized PreK Office to coordinate transition programs for students entering the regular public-school program. Activities may include coordinated meetings with parents, Specialized PreK teachers, and the Kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc.
3	Open House	Open House is held in August of each school year. The purpose is to orient parents to the school, curriculum, and district policies and initiatives. Title 1's mission, along with the school's free and reduced lunch information are provided to all stakeholders.
4	ESOL Outreach	Parents are directed to the Parent Outreach Program which provides assistance in coping with the challenges of raising students in a bi-lingual environment.
5	(RTI) Response to Intervention	All parents are encouraged to be part of the RTI process by inviting them to attend and participate in the educational decisions regarding the implementation of interventions and the evaluation of their child's progress monitoring data.

## Annual Parent Meeting

***Palm Cove Elementary will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].***

Count	Activity/Tasks	Person Responsible	Timeline (Including frequency and duration)	Evidence of Effectiveness
1	Public Meeting Flyer	Title 1 Liaison	By the first week of September	Attendance Sign In Sheets
2	Post announcement on marquee	Office Manager	By Second Week of September	Attendance Sign In Sheets
3	Parent Link Call Out	Information Technology Officer	By Second Week of September	Attendance Sign In Sheets
4	Develop Agenda and Sign in Sheets	Administrator Title 1 Liaison	By Second Week of September	Attendance Sign In Sheets
5	Annual Public Title 1 Meeting	Administrator Title 1 Liaison Teachers Support Staff	By Second Week of September	Attendance Sign In Sheets

## Flexible Parent Meetings

***Palm Cove Elementary will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].***

Palm Cove Elementary will schedule meeting to be held at various times during the day or evening to better accommodate parents. Our school will hold an Open House/Title 1 Public meeting for parents at the primary and intermediate levels to inform them about the schools' participation in the Title 1 program and to encourage parents to be involved with reviewing and revising of the school's Title 1 plan. Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions that the teachers are using to assist the child in reaching achievement goals. Parents will be asked to discuss the various ways they will support those efforts. Parents will also be given explanations for homework

and grading procedures. The school will offer parents a workshop each year to provide an explanation of statewide assessment systems, standards, and other accountability measures. The school will also host several academic literacy training events where childcare will be provided.

***Building Capacity***

***Palm Cove Elementary will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child’s academic achievement, such as literacy training and using technology [Section 1116(e)(2)].***

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline (Including frequency and duration)</b>	<b>Evidence of Effectiveness</b>	<b>Evidence-based Research</b>
RTI and IEP Meetings	Teachers ESE Specialist MTSS Team	Students will receive interventions and support through the RTI and IEP process.	August – June Weekly Meetings	Student performance data	Understanding the Modern Menu of Public Education Services for Struggling Learners: Rtl Programs, Section 504, and Special Education <i>By Jose L. Martin, Attorney at Law, RICHARDS LINDSAY &amp; MARTÍN, L.L.P., Austin, Texas</i> <a href="http://www.rtinetwork.org">www.rtinetwork.org</a> 2018
Awards Ceremonies for grades K-5	Teachers Administration Guidance	Students will be honored for academic achievement.	August – June Quarterly	Honor Roll List	<a href="http://www.nassp.org">www.nassp.org</a> <i>Recognizing Student Success: Creating A Positive</i>

					<i>Culture for Students</i> By: Matthew Youngmans August 2016
Open House	Administration Guidance Team Leaders Teachers Support Staff	Parents will meet their child's teacher, review curriculum goals, and school goals.	September	Flyer Sign in sheets Agenda	<b>Beyond the Open House: How Schools Make Parent Engagement Fun and Effective</b>  September 25, 2017  <b>By James Paterson</b>  <b>www.nais.org</b>
Writing Night	Administration Guidance Team Leaders Teachers Support Staff	Parents will receive training about the FSA Writing Assessment and students will participate in FSA style writing activities.	November	Flyer Sign in sheets Agenda	Slice of Life: Family Writing Night  <u>FEBRUARY 10, 2015 CATHERINE FLYNN</u>
Family Math Night	Administration Guidance Team Leaders Teachers Support Staff	Parents will receive training about the FSA Math Assessment and students will participate in math activities.	January	Flyer Sign in sheets Agenda	<i>Getting Everyone Involved in Family Math</i> By Melissa R. Freiberg The Mathematics Educator 2004, Vol. 14, No. 1, 35-41
Family Science Night	Administration Guidance Team Leaders Teachers Support Staff	Parents will receive training about the SSA Science Assessment and students will	February	Flyer Sign in sheets Agenda	<b>ACADEMIC JOURNAL</b> <b>ARTICLE</b> <i>The Science Teacher</i>  Family Science Night: A Fun Way to Engage

		participate in Science/STEM activities.			Students Get Their Parents Involved By Hansen-Thomas, Holly; Alderman, Helen Christine
Family Literacy Night	Administration Guidance Team Leaders Teachers Support Staff	Parents will receive training about the FSA ELA Assessment and students will participate in Literacy activities.	March	Flyer Sign in sheets Agenda	<b>Family Literacy Night: A Celebration of Reading!</b>  Campbell, Becky; Morton, Shirley; Rumschlag, Hella <i>Library Media Connection</i> , v30 n1 p48-50 Aug-Sep 2011
Title 1 Parental Parent Seminar	Title 1 Liaison	Parents will receive information about Title 1 programs at the school.	January	Flyer Sign in sheets Agenda	What is a Title 1 School? Meeting the Needs of Low-Income Students By Sarah Malburg_ www.brighthubeducation.com January 2015

**Staff Training**

***Palm Cove Elementary will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].***

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline (Including frequency and duration)</b>	<b>Evidence of Effectiveness</b>	<b>Evidence-based Research</b>
Parent - Teacher conferences	Title 1 Liaison Support Staff	Train all teachers how to effectively hold parent teacher conferences, establish good communication throughout	September	Sign In Sheets	Parent-teacher partnership can play significant role in child's education <i>January 24, 2005</i> By Dennis O'Brien

		the school year.			
Implementing Reading Interventions	Literacy Coach Support Staff	To train teachers on the disaggregation of data and to effectively use the reading interventions to drive instruction.	August - June	Agendas Sign In Sheets	<a href="#">Using Data to Guide Instruction and Improve Student Learning by Dale Lewis, Robyn Madison-Harris, Ada Muoneke, and Chris Times</a> 2017 <a href="http://www.sedl.org">www.sedl.org</a>
RTI	RTI Coordinator MTSS Team	To assist teachers in determining interventions for students with learning and behavioral needs based on student data.	August - June	BASIS: Documentation of interventions	Understanding the Modern Menu of Public Education Services for Struggling Learners: Rtl Programs, Section 504, and Special Education <i>By Jose L. Martin, Attorney at Law, RICHARDS LINDSAY &amp; MARTÍN, L.L.P., Austin, Texas</i> <a href="http://www.rtinetwork.org">www.rtinetwork.org</a> 2018
Florida Standards	Administration Curriculum Support Team	Understand how to use the State Academic Standards to effectively drive instruction.	August - June	Agendas Sign In Sheets	<a href="http://www.fldoe.org">www.fldoe.org</a> Standards and Instructional Support

## **Other Activities**

***Palm Cove Elementary will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].***

To encourage and support parents in fully participating in the education of their children, Palm Cove will inform parent of the services available at the Title 1 Parent Resource Center through the school newsletter and website.

## **Communication**

***Palm Cove Elementary will provide parents of participating children the following [Section 1116(c)(4)]:***

- ***Timely information about programs under this part [Section 1116(c)(4)(A)];***
- ***A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(c)(4)(B)];***
- ***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 respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and***
- ***If the school-wide program plan under Section 1114 (b is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].***

Palm Cove will provide information about the Title 1 programs in a timely manner, using various programs, academic programs, Florida State Standards, Next Grade Level Expectations (GLE's) and forms of academic assessment will be shared with parents during Open House/Title 1 Information Meeting, parent conferences, and any other time a parent requests such information. Classroom teachers will explain and discuss the school's curriculum, the Florida State Standards, GLE's, and types of assessments used to measure student progress during the parent teacher conferences. The Title 1 Liaison



and administration will explain Title 1 programs and opportunities at the Title 1 Public Meeting. Parents will be given the opportunity to ask questions, make suggestions, and provide input to assist in their understanding of all items relative to Palm Cove Title 1 events. Parents who qualify will be notified of school choice options and Supplemental Educational Services (SES) tutoring options during Open House. Florida Standard Assessment data will be shared through the school newsletter and on the school website.

### **Accessibility**

***Insert School Name will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].***

Palm Cove Elementary will provide translation for the School Parental Involvement plan as requested by parents. Parents will be sent notification that the plan is available in the front office of the school via the school's newsletter and website. Correspondence regarding parent meetings will be translated as requested and distributed to parent to increase participation. Translations will be provided on request at parent meetings as needed.

### **School-Parent Compact**

**As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].**

**Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.**

### **Adoption**

**This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.**

**This plan was adopted by the school on 4-11-19 and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2019.**

---

*Signature of Principal*

---

*Date*

---

*SAC Chairperson*

---

*Date*