

# **Title I, Part A Parent and Family Engagement Policy Palmetto Elementary School, 0301 2024-2025**

## **Review of 2023-2024 Parent and Family Engagement**

Upon review of the 2023-2024 Parent and Family Engagement Policy (PFEP), it was determined that the coordination and integration of parent information and family involvement activities could still be improved when working to bring families, staff, and the community together. Parents and guardians expressed their gratitude for the opportunities to connect and want to continue to have opportunities to engage with the school in ways that support their child's education.

Feedback provided during a spring SAC meeting, documents parent's desire to continue hold quarterly in-person events. In the 23-24 Title I Parent Survey, families expressed their desire for the school to continue to host family involvement events focused on ways they can support their child with the academic demands placed on them. Overall, the parent surveys and evaluations reveal parents' desire to participate in making the school better. The surveys revealed that 94% of the families who responded feel valued and welcomed at Palmetto Elementary School. Parents have also expressed gratitude for the return of in-person awards assemblies.

Staff and parent survey results indicate the principal has set a clear vision for the school and holds high expectations for both, student learning and teacher performance. Staff and parent surveys also showed the level of trust between administrators, teachers, parents, and students at the school significantly increased. Parents continue to express a need for connecting families to community services and resources, such as adult literacy programs, social services, health services, etc.

In the 23-24 Title I Staff Survey, faculty members expressed their desire to continue being provided opportunities to come together as a school to problem solve and make decisions related to school improvement efforts. Teachers also reported an increase in the variety of parent activities aimed at improving student outcomes the school has offered. Many teachers expressed their desire to engage in the development of common assessments with their team members. Staff survey results continue to indicate a desire to have parents involved in developing programs that improve student achievement.

Based on these survey results and feedback from parents and staff during SAC and staff meetings, Palmetto Elementary School's 2024 – 2025 Parent and Family Engagement initiatives will be focused on establishing a partnership orientation, in which student achievement and school improvement are seen as a shared responsibility between home and school, which lead to increased student achievement.

## **Parent and Family Engagement Mission Statement**

At Palmetto Elementary School, we believe children achieve greater academic and social success when schools, families, and community groups work together.

The mission of Palmetto Elementary School's Title I Parent and Family Engagement Program is to create and strengthen family, community, and school partnerships to increase student achievement.

### **2024-2025 Involvement of Stakeholders (Parents, Families, School Personnel and Community)**

Family engagement activities will align with school improvement goals and connect families with the teaching and learning goals for students. Strengthening respectful and trusting relationships between home and school will continue to be a focus of the 2024 – 2025 Palmetto Elementary School Parent and Family Engagement Policy.

Parent and teacher conferences, capacity building workshops, and volunteer opportunities will be designed to support all stakeholders in partnering with one another and in developing the capacity to share the responsibility for improving student achievement and school performance. School leaders will continue to focus on strategies for eliciting more involvement of parents in the development of programs that improve student achievement.

All parents of children receiving Title I services have the right to be involved in making decisions regarding how the funds are allotted as well as professional learning opportunities and family engagement activities. The Parent and Family Engagement Policy is developed with input from parents, community members, and staff. Parents, community members, and staff provide input into the comprehensive plan through the annual Title I Survey, participation in School Advisory Committee (SAC) meetings, and school-based staff meetings. The Parent and Family Engagement Policy is monitored and revised by SAC and staff as necessary based on student needs.

The Parent and Family Engagement Policy is readily available to parents, staff, and the public. A copy of the Parent and Family Engagement Policy is posted on the school website and available in the school office in a language parents understand.

All parents are informed of opportunities to be involved and their right to be involved in the budgeting and use of parent and family engagement funding via the school website, the school Facebook page, newsletters, and via Blackboard Connect messaging systems. Time is dedicated during SAC meetings to explain the parent and family engagement budget, the reasoning for why things are done, and parents are given opportunities to engage in dialogue around the parent and family engagement budget. Parents are also given opportunities to provide input on the parent and family engagement budget via surveys and through email.

### **2024– 2025 Coordination and Integration**

Our school works with other federal programs, district departments, the local business community, library systems, governmental and non-governmental organizations to provide integrated parent and family engagement opportunities, including but not limited to: IDEA, VPK, 21<sup>st</sup> Century, Project Heart, ESOL/Migrant, local churches and schools, Head Start, Title I, Soar in 4!, Books for Kids, The Patterson Foundation, Suncoast Campaign for Grade Level Reading, and the Public Library.

<b>Count</b>	<b>Program</b>	<b>Coordination</b>
<b>1</b>	VPK	We work together to promote VPK opportunities for family members of students and via social media. We also coordinate transition programs for students entering kindergarten.
<b>2</b>	Head Start	In collaboration with Head Start we coordinate transition and choice programs for students entering kindergarten.
<b>3</b>	Project Heart	We work with Project Heart to provide resources, school supplies and uniforms for homeless students to remain in school.
<b>4</b>	ESOL/Migrant	We work with our ESOL/Migrant personnel to assist with communication, increase communication and accessibility for non-English speaking families.
<b>5</b>	IDEA	We collaborate with our ESE department and ESE teachers to provide and offer supplemental instructional support for parents during the development of the student's IEP.
<b>6</b>	Title I	We collaborate with our TI resource staff to maintain compliance and exemplary practices.
<b>7</b>	21 <sup>st</sup> Century	We collaborate with the 21 <sup>st</sup> Century staff to maintain compliance and to integrate their participation in our parent meetings.
<b>8</b>	Public Library	School field trips, student library cards and reading program, family use of available technology, staff programs (art and wellness).
<b>9</b>	Local Churches	Student needs are met through member donations, volunteers, staff breakfasts, and campus workdays.
<b>10</b>	The Patterson Foundation	Through the Suncoast Campaign for Grade-Level Reading, deliver support and resources to children to improve school readiness, attendance, and summer learning opportunities
<b>11</b>	Books for Kids	Expands access to books in the places where children learn, live, and play and empower adults to read alongside them to develop lifelong literacy skills during the most critical years of their development.
<b>12</b>	SOAR in 4!	Parent to ensure all children have access to resources and opportunities that support their healthy growth, development, and school readiness.
<b>13</b>	The Florida Center for Early Childhood	An Integrated Elementary School Therapist from The Florida Center provides one-on-one mental health counseling services to students at Palmetto Elementary School for a variety of reasons. The purpose of the program is to help students succeed in school despite outside influences that may hinder their success.
<b>14</b>	Middle Schools	In collaboration with local middle schools, we coordinate transition and choice programs for students entering exiting fifth grade and moving on to sixth grade.

## Annual Parent Meeting

The Title I Meeting is designed to provide parents with information about the school's Title I Program and the rights of parents. Information is shared regarding the school's legal requirements, how funding is utilized to promote the academic and emotional success of their children, and parents are given an opportunity to provide input into family learning opportunities.

All parents are invited to attend the Title I Family Meeting annually. Invitations are sent via the school website, the school Facebook page, newsletters, and via Blackboard Connect messaging system. The meeting date and time is advertised in advance. A meeting is held in conjunction with Back-to-School Night and offered in the morning on the first day of school to accommodate varying parent/ family schedules.

Count	Activities and Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials	Principal or designee	August 2024	Copies of documents uploaded to the online crate
2	Develop and disseminate invitations	Principal or designee	July / August 2024	Copies of invitations, call logs, and sign-in sheets uploaded to the online crate
3	Hold the Meeting	Principal or designee	August 8, 2024 August 12, 2024	Agenda/Sign-in Sheet uploaded to the online crate
4	Evaluate the Meeting	Principal or designee	August 2024	Aggregated Evaluation Form/Notes uploaded to the online crate

## Parent Notifications

All parents of a student in our school have the right to request information about the professional qualifications of the teachers or teaching assistants who serve their child. This information may be requested at the front office.

The school will notify each family, twice a year, via a letter if their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.

The Parent Right to Know Letter is sent out annually in September to all parents.

Parents have the right to request an individualized student report detailing their child's performance on the State Assessments. The individualized student reports detailing the performance of a student on the State Assessments are available to parents within two weeks of the school receiving them. If the report comes during summer vacation, we notify parents thru a Connect Ed call so they can pick up a hard copy at the school or review results in the Focus Parent Portal. If the reports are not picked up, they are sent

home with students upon their return to school. Student performance on state assessments remain available to parents through the Focus Parent Portal.

All communications are sent out in English and in Spanish. Communications in additional languages are available as necessary for families. Translators are also available at all school events and meetings.

### **Flexible Parent Meetings**

We believe children achieve greater academic and social success when schools, families, and community groups work together. Thus, parent meetings and workshops are held at various times and on various days to support attendance at events.

Parent workshops and family events are held quarterly. The workshops and events include academic and social and emotional components. The dates and times of the events and workshops are communicated in advance via the school website, social media, and/or via flyers/ letters. We also utilize Blackboard Connect messaging systems to communicate information and reminders to parents in both, English and Spanish.

Parent engagement funds may be used to provide transportation, childcare, and/or home visits for Title I activities related to parent involvement. We make every attempt to provide information and resources to parents who are unable to attend the events but express interest in the topic.

The Graduation Enhancement Technician, Social Worker, and Counselors conduct home visits to accommodate families in need and for wellness checks.

Parents may request a conference with a teacher, support staff, or an administrator at any time by phone, email, or a written note in the agenda. Conferences are currently being held face-to-face, although, a parent can request the conference be held virtually via Microsoft Teams or on the phone.

Individualized Education Plan Meetings, 504 Meetings, Intensive Support Team (IST) Meetings, and ESOL Meetings are held at times convenient for the parent and translation services are provided as needed.

### **Building Capacity**

The school will host events, workshops, and implement activities that foster meaningful home-school partnerships. The activities are designed to involve parents and to develop a partnership between the school staff, parents, and the community.

<b>Count</b>	<b>Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1	Parent Workshops	Principal or designee	Higher levels of parent awareness correlates to higher level of student achievement	Quarterly	Evaluation forms

<b>2</b>	Family Events	Principal or designee	To build relationships among the community to support student growth.	Quarterly	Parent feedback
<b>3</b>	Parent Conferences	Principal or designee	Higher levels of parent awareness correlates to higher levels of student achievement	Twice yearly & as Needed	Parent Feedback
<b>4</b>	SAC Meetings	Principal or designee	Higher levels of parent's awareness correlates to higher level of student achievement	Quarterly	Evaluation form

### **Staff Development**

Faculty and staff will be educated on the parental involvement requirements of the Parent and Family Engagement Policy. Staff will also be provided with training on communicating and working with parents as partners to implement and coordinate parent programs.

With the assistance of parents, professional development materials and resources will be developed to educate staff about parental involvement.

Staff will also receive training on the importance of establishing and sustaining strong home-school relationships between parents and the school.

<b>Count</b>	<b>Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
<b>1</b>	PD Parent Involvement: Conferencing & Communication	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement	On-going	Evaluation forms
<b>2</b>	Staff training on annual meeting & Home/School Night	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement	1x a year	Signed Documents

3	Staff training on developing the PFEP and home-school compact	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement	1x a year	Signed document & Staff Feedback
4	PLC's Communicating Curriculum & Parental Support	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement	Ongoing	Staff Feedback Observation

### Other Activities

There is a parent resource center in the school office, which provides parents with educational materials and resources as well as provides a gathering place at the school for parents to meet and volunteer. Materials are provided in both, English and Spanish. The staff also agreed to utilize one communication application during the 2021-2022 school year. This decision was made to make communicating with all families across the school simple and consistent. Previously multiple applications were used across the school and required some families to download multiple applications. Whereas now they can log in and connect (in one place) with all their children's teachers or administration.

We also utilize Title I funds to fund positions designed specifically to support students and their families both on campus and off campus. We have a Graduate Enhancement Technician (GET) on staff full-time who assists parents academically, socially, and emotionally. The GET also supports students and parents with attendance and provides education to families regarding well-being, healthy habits, and the impact attendance has on a child's education. The GET, Social Worker, and Counselors also work with community organizations to secure school supplies, food, household items, financial supports, and clothing to families in need.

### Communication

To ensure effective involvement of parents and to support a partnership among the school, parents, and community, we ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format, and to the extent practicable, in a language the parents can understand. Bi-literate staff members assist parents who require additional support with written communication.

We invite parents to an Annual Title 1 Meeting where they learn about parent involvement, curriculum, assessments, budget, the School Advisory Committee, Parent-Teacher Organization, ESOL, attendance, etc. We also utilize this time to introduce support staff to families and answer any questions that parents might have.

Parent workshops and family events are held quarterly. The workshops and events include academic and social and emotional components as well as an explanation of the curriculum, assessment, and the required achievement levels of the challenging State academic standards. The dates and times of the events and workshops are communicated in advance via the school website, social media, and/or via flyers/ letters. We also utilize Blackboard Connect messaging systems to communicate information and reminders to parents in both, English and Spanish.

Parents may request a conference with a teacher, support staff, or an administrator at any time by phone, email, or a written note in the agenda. Conferences are currently being held face-to-face, although, a parent can request the conference be held virtually via Microsoft Teams or on the phone.

When we receive feedback, whether positive or negative, we submit this information with our Title I documents and plans to the District's Federal Programs Office. We utilize feedback from workshop and meeting evaluations as well as data from the Annual Title I Survey to reflect and plan for future parent engagement goals and initiatives.

### **Accessibility**

We provide other reasonable supports (such as access American Sign Language, large print materials, etc.) for parent and family engagement activities as needed by parents. The source for support for those with visual disabilities is Lighthouse Vision Loss Education Center. The source for support for those who are hard of hearing or are deaf is the Community Center for the Deaf & Hard of Hearing.

Based on an analysis of school data and an evaluation of the school's needs assessment, Title I funds may also be used to support the development of positive school climate through Positive Behavioral Interventions and Supports (PBIS). PBIS supports student behavior through systems change. Students achieve improved social and academic outcomes, schools experience reduced exclusionary discipline practices, and school personnel feel more effective with proper implementation.

### **Discretionary Activities**

As needed, the GET, Social Worker, and Counselors make home visits and support parents with transportation issues so they can attend meetings and/or parent workshops.

### **Uploads**

**THE FOLLOWING WILL BE UPLOADED UPON COMPLETION AND/OR APPROVAL to the 2024-2025 Title I Crate:**

- Copy of the school SIP or Title I Plan (charter)
- Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
- Copy of the Home-School Compact (Final in all languages)