

TROPICAL ELEMENTARY SCHOOL

School-Level Parent and Family Engagement Plan (PFEP)

2023-2024

Mission Statement

The mission of Tropical Elementary: *To ensure an optimum learning environment, which sets high expectations and enables all students to reach their maximum potential.* To meet this successfully, Tropical Elementary believes that a partnership must exist between our parents and our school. Tropical Elementary promotes positive communication between the school and our students' homes. The school provides a variety of opportunities for parents to be involved in activities supporting our school. It is our goal to provide an atmosphere where parents can express their views and to assist in problem solving. We want parents to understand that we view them as joint policy and decision makers and plan to emphasize their roles as advocates. By working together, we believe that our children can and will succeed!

Engagement of Parents and Families

Tropical Elementary will engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs in 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 program is exempt from statutory or regulatory provisions, 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 invited and encouraged to become active members of the School Advisory Council (SAC) during our Fall Title 1 Annual Public Meeting and throughout the school year. At the SAC meetings, parents will be provided information regarding the school's Title I allocation (inclusive of professional development and parent involvement allotments). Parents will be involved in reviewing and updating Title I program plans annually. Parents will be allowed to provide input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program.

Coordination and Integration

Tropical 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 (HIPPEY); the Parents as Teachers Program; Voluntary Pre-Kindergarten; public preschool; Title I, Part C (Migrant); Title I, Part D (Neglected, Delinquent and At-Risk Youth); Title II

(Effective Instruction/Professional Development); Title III (ELL/ESOL) and Title IX, Part A (McKinney-Vento Homeless)[Section 1116(e)(4)].

Count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction support provided by the school will be discussed with parents during the development of the students' IEP.
2	Title III (ESOL)	At monthly parent nights, district personnel attend to provide language translations and information to parents in their home language.
3	Title IX (Homeless)	Students identified as homeless will receive information about the HEART program. The purpose of the Homeless Education Program is to identify homeless students, remove barriers to their education, including school enrollment, provide them with supplemental academic and counseling case management services as well as linkages to their social worker while maintaining school as the student's stable environment.

Annual Parent Meeting

***Tropical Elementary** will take the following actions to convene an annual meeting, to which all parents and guardians of participating children shall be invited and encouraged to attend, to inform parents and guardians of their school's participation under this part and to explain the requirements of this part, and the right of the parents and guardians engaged. Include the specific activity and/or activities, frequency and duration, evidence-based research on effective implementation and maintain documentation, ensuring that all parents and guardians are invited and encouraged to attend [Section 1116(c)(1)].*

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
PreK through 5 th gr 9/6/23: 3 rd -5 th grade; 9/13/23: Pk-2 nd grade and K-5 DHH classes	One; September	Mapp, K. Carver, I and Lander, J (2023). Powerful Partnerships: A Teacher's Guide to Engaging Families for Student Success	Parent sign-in sheets; agenda; flyer

Flexible Parent Meetings

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

Tropical Elementary will schedule meetings to be held at various times during the day or evening to better accommodate parents. Our school will hold an Annual Title I Public Meeting on two separate evenings to inform stakeholders about the school’s participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School’s Title I Plan. Teachers will hold conferences individually with parents of children in their classrooms. Parents will have the opportunity to attend in-person or via Teams (video conference) at various times during the teacher’s work day. Tropical Elementary will host various family nights.

Building Capacity

Tropical 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)].

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
Math Night	One; November	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Non- profits and Schools. Retrieved from http://www.ecf.org/m/resourcedoc/AECF-EngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets; support staff-administration meeting debriefing agenda minutes/notes and sign-in sheets
ELA Night	One; January	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Non- profits and Schools. Retrieved from http://www.ecf.org/m/resourcedoc/AECF-EngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets; support staff-administration meeting debriefing agenda minutes/notes and sign-in sheets
STEM Night	One; Spring	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Non- profits and Schools. Retrieved from <a 862="" 884="" 934="" 952"="" data-label="Page-Footer" href="http://www.ecf.org/m/resourcedoc/AECF-</td> <td>Parent sign-in sheets; support staff-administration meeting debriefing agenda, minutes/notes and sign-in sheets</td> </tr> </tbody> </table> </div> <div data-bbox="> <p>3</p> 	

		EngagingParentsDevelopingLeaders-2023.pdf.	
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Staff Training

***Tropical 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)].*

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
Increased Parental Engagement	One; September	Tomchuk, MR (2021): Teacher Perceptions of Parent-Teacher Communications and Practice, https://commons.und.edu/cgi/viewcontent.cgi?article=5106&context=theses	Agenda, minutes, sign in sheets

Other Activities

***Tropical 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)].*

Tropical Elementary will inform parents of the parent resources available through the school and district. Information will be shared during the Title I Meet & Greet and various parent trainings held throughout the year. Resources will also be shared via our school newsletter, website, and parent flyers sent home during the school year. A school parent resource center is also located in the front office. Our ESE, Guidance Counselor, and Literacy Coach also provide parents with needed resources when necessary.

Communication

***Tropical 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)].*

Tropical Elementary will provide information about Title I programs in a timely manner, using various methods of communication (newsletter, website, meetings). Information about Title I programs, Florida State Standards, Grade Level Expectations, and forms of academic assessment will be shared with parents during parent conferences or any other time a parent requests such information. Classroom teachers will explain and discuss the school’s curriculum, Florida’s BEST Standards and types of assessments used to measure student progress during Open House. Title I teachers and administration will explain Title I programs and opportunities at the Title I Public Meeting. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at the annual Title I Public Meeting. Assessment data will be shared during School Advisory Council (SAC Meetings), through the school newsletter and on the school website.

Accessibility

***Tropical Elementary** 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)].*

Tropical Elementary will provide pertinent documents in the parents’ native language for parents with limited English proficiency. Parents will have access to translators to the extent practical with prior notice.

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 09/05/2023 and will be in effect during the 2023-2024 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2023.



Signature of Principal

9-5-23
Date



SAC Chairperson

9-5-23
Date