Coconut Palm Elementary
School-Level Parent and Family Engagement Plan (PFEP)
2025-2026

Mission Statement

The mission of Coconut Palm Elementary and its stakeholders is to provide the highest quality education for every child in a positive, safe, and nurturing environment where diversity is celebrated.

Engagement of Parents and Families

Coconut Palm 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 [Sections1116(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). 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 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 Title I, Parent and Family Engagement Plan.

Coordination and Integration

Coconut Palm 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 (HIPPY); 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 student's IEP and at parent/teacher conferences.
2	Title III, ESOL	A program for English Language Learners and immigrants will take place to enhance learning by use of appropriate curriculum and tools to promote proficiency in English.
3	Voluntary Pre-Kindergarten	The State funded program will focus on kindergarten readiness.
4	H.E.A.R.T. program	The program will provide resources for displaced families and promote school stability for students.
5	Resource and Family Guidance-Sessions for ESOL families	Active parenting sessions will be held regularly to provide guidance, support, and resources for families new to the country.

Annual Parent Meeting

Coconut Palm 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
Parent Link (phone calls) for the Annual Parent Family meeting	July 21, 2025–August 7, 2025 (daily during the dates listed)	3 Secrets to the Best Elementary Open House Ever! https://createinspireteach.com/2021/07/19/3-secrets-to-the-best-elementary-open-house-ever/ School Parent Communication	Parent Link Report, Parent Sign in sheets, Post Open House faculty meeting minutes & notes Assistant principal will be sure documentation in maintained.

		https://www.myeducomm.com/blog/category/school-parent-communication/ 9 Ways to Improve Parent-Teacher Communication https://www.waldenu.edu/online-bachelors-programs/bs-in-elementary-education/resource/nine-ways-to-improve-parent-teacher-communication	
Advertise event on the school's website for the Annual Parent Family meeting.	July 21, 2025-August 7, 2025 (Posted daily within the dates listed)	3 Secrets to the Best Elementary Open House Ever! https://createinspireteach.com/2021/07/19/3-secrets-to-the-best-elementary-open-house-ever/ School Parent Communication https://www.myeducomm.com/blog/category/school-parent-communication/ 9 Ways to Improve Parent-Teacher Communication https://www.waldenu.edu/online-bachelors-programs/bs-in-elementary-education/resource/nine-ways-to-improve-parent-teacher-communication	School Website, Parent Sign in sheets, Post Open House faculty meeting minutes & notes Assistant principal will be sure documentation in maintained.
Emails for the Annual Parent Family meeting	July 21, 2025-August 7, 2025 (Sent twice a week within the dates listed)	3 Secrets to the Best Elementary Open House Ever! https://createinspireteach.com/2021/07/19/3-secrets-to-the-best-elementary-open-house-ever/ School Parent Communication	Email request forms, Parent Sign in sheets, Post Open House faculty meeting minutes & notes Assistant principal will be sure documentation in maintained

		https://www.myeducomm.com/blog/category/school-parent-communication/ 9 Ways to Improve Parent-Teacher Communication https://www.waldenu.edu/online-bachelors-programs/bs-in-elementary-education/resource/nine-ways-to-improve-parent-teacher-communication	
Text messages for the Annual Parent Family meeting	July 21, 2025-August 8, 2025 (Sent twice a week within the dates listed)	3 Secrets to the Best Elementary Open House Ever! https://createinspireteach.com/2021/07/19/3-secrets-to-the-best-elementary-open-house-ever/ School Parent Communication https://www.myeducomm.com/blog/category/school-parent-communication/ 9 Ways to Improve Parent-Teacher Communication https://www.waldenu.edu/online-bachelors-programs/bs-in-elementary-education/resource/nine-ways-to-improve-parent-teacher-communication	Text request forms, Parent Sign in sheets, Post Open House faculty meeting, minutes & notes Assistant principal will be sure documentation in maintained.
Annual Public Title I Meeting	August 7, 2025 K-2 5:00-6:00 PM 3-5 6:30 -7:30 PM	3 Secrets to the Best Elementary Open House Ever! https://createinspireteach.com/2021/07/19/3-secrets-to-the-best-elementary-open-house-ever/ School Parent Communication	Flyer/Agenda/Sign-In Sheets Post Open House faculty meeting minutes & notes Assistant principal and Title I Liaison will be sure documentation in maintained.

		https://www.myeducomm.com/blog/category/school-parent-communication/ 9 Ways to Improve Parent-Teacher Communication https://www.waldenu.edu/online-bachelors-programs/bs-in-elementary-education/resource/nine-ways-to-improve-parent-teacher-communication	

Flexible Parent Meetings

Coconut Palm 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)].

Coconut Palm Elementary will schedule meetings to be held at various times during the day to better accommodate parents. Our school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with the reviewing and revising of the School's School Improvement Plan with Title I Addendum. Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of their child's test scores and an explanation of the interventions being used to assist in academic achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. The school will offer personal assistance to any parent who needs explanation of statewide assessment systems, standards, and other accountability measures. The school will host Literacy, Math, Science & Technology parent trainings.

Building Capacity

Coconut Palm 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
Science and Tech Family Night Parents will be given information about the Florida Standards and the standardized test given for Science (5th Grade only). Parents and students will use the Scientific Method while participating in experiments and activities that focus on Kinetic and Potential Energy, Life Science, and Engineering. Parents will also be provided with interactive training on how to navigate through parent portals and websites recommended by BCPS.	November 2025 (1 night event, 1.5 hours)	12 Fun and Low Prep Family STEM Activities https://carlyandadam.com/thecarlyandadam/family-stem-night	Flyer, Sign-In Sheets, Agenda, Evaluation, Post event -Team Leader meeting
Literacy Parent Night Parents will be	January 2026 (1 night event, 1.5 hours)	Simple Planning for the Perfect Family Literacy Night	Flyer, Sign-In Sheets, Agenda, Evaluation, Post event -Team Leader meeting

provided with information on the Florida Standards and grade specific cross-curricular instructional activities and strategies that can be implemented in the home to reinforce skills taught in school. A brief overview of the specific computer programs available to their child or children will be given. Parents will participate in lessons and activities facilitated by classroom teachers in order to become knowledgeable about the rigorous activities students participate in.		https://www.literacytreasures.com/post/literacynightplanning	
Math Parent Night Parents will be provided with information on the Florida Standards and specific instructional mathematical	March 2026 (1 night event, 1.5 hours)	Hosting a Family Math Night Resources https://www.familymathnight.com/resources/familymathnight.php	Flyer, Sign-In Sheets, Agenda, Evaluation, Post event -Team Leader meeting

strategies. Resources and academic game ideas will be shared with parents to increase math reinforcement and skill building at home. Families will participate in activities that simulate being in an actual classroom setting.			

Staff Training

Coconut Palm 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
Conducting Effective Parent-Teacher Communication	August-December 2025 (1 training, 1 hour)	12 Tips for Effective communication with parents: for Educators http://www.edutribe.com.au/educator-resources/12-tips-for-effective-communication-with-parents-for-educators/	Sign- In Sheets, Agenda, Sample newsletters and parent letters
Behavior Plan Implementation	August 2025 & May 2026 (2 trainings, 1 hour each training)	Characteristics of Effective Behavior Managers- Teacher Vision https://www.teachervision.com/teaching-strategies/characteristics-of-effective-behavior-managers	Agenda, Sign-In sheets, Feedback Forms

Data Analysis	January – March 2026 (1 training, 1 hour) * Additional trainings as needed	6 Steps to Equitable Data Analysis https://www.edutopia.org/article/6-steps-equitable-data-analysis	Agenda, Sign-In sheets, Feedback forms
Equity Training	August 2025 & November 2026 (2 trainings, 1 hour each training)	9 Ways to Promote Equity in our Schools By Matthew X. Joseph https://www.edutopia.org/article/9-ways-promote-equity-our-schools	Agenda, Sign-In sheets, Feedback forms

Other Activities

Coconut Palm 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)].

Coconut Palm Elementary will offer the following activities to encourage and support parents' participation in the education of their children.

Community partners and the Title I Mobile Parent Unit will be scheduled to arrive on campus, when available, at all scheduled parent nights. Parent flyers, brochures, and the Parent Involvement Policy will be available for parents in the front office.

Communication

Coconut Palm 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)].*

Coconut Palm Elementary will provide information about Title I programs in a timely manner using various methods of communication (newsletters, website, meetings, parent links, etc.) Information about Title I programs, academic programs (Academic camp, ESOL Language Enrichment Camp, etc.), B.E.S.T. Standards, Grade Level Expectations, school's curriculum, and forms of academic assessment will be shared with parents during Open House/ Annual Title I Information meeting, parent conferences, and any other time a parent requests such information. Title I teachers and administration will explain Title I programs and opportunities at the Annual Title I Public Meeting. Parents will be given the opportunity to ask questions to deepen the understanding of all items discussed at the Annual Title I Public meeting.

Our monthly SAC meetings provide the opportunity for parents to provide input and formulate suggestions related to decisions affecting the academic program. Parents are actively recruited for SAC, beginning with the Title I Annual Public Meeting and continuously throughout the year.

Parents have opportunities to provide input through the year-end evaluation survey. Comments and suggestions will be taken into consideration and included in the annual "Review of the Parent and Family Engagement Plan."

Accessibility

Coconut Palm 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)].

To ensure accessibility, particularly for our ELL population, Coconut Palm Elementary will provide the Parent and Family Engagement Plan in English, Spanish, Haitian Creole, and Portuguese. All correspondences regarding parent meetings will be distributed in multiple languages to increase parent participation. If translation in other languages is needed at parent meetings, accommodations will be provided upon request.

School-Parent Compact

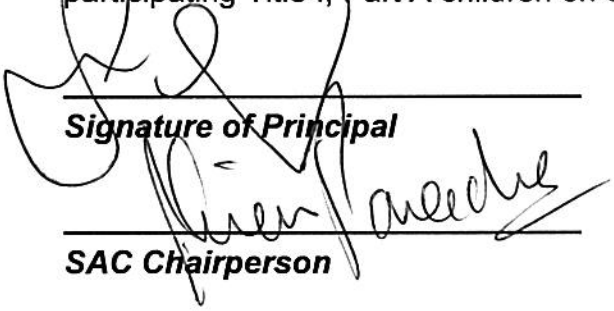
As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement *[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 *03/20/25* and will be in effect during the 2024-2025 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2025.



Signature of Principal — ***Date*** 3/20/25

SAC Chairperson — ***Date*** 3/20/25