Collier County Public Schools
Federal, State and Competitive Grants

2025-2026 School Parental & Family Engagement Policy (PFEP)

School: Sabal Palm Elementary

Each participating Title I public school must develop jointly with families a written school-level Parent & Family Engagement Policy/ Plan (PFEP) that describes how the school will build family capacity [ESEA Section1116]. Please complete this form and upload it in the Title I Drive Teams folder.

Assurances

Please check all the boxes

- √ The school will involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent.
- √ The school will be governed by the statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA
- √ Jointly develop/revise with families the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community. **SAC minutes need to be uploaded documenting the discussion and detailed feedback provided by parents on this plan**
- √ Involve parents and families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part. Including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan. **SAC minutes need to be uploaded documenting the discussion and detailed feedback provided by parents on this plan**
- √ Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent Engagement policy. **The school will analyze the Title I Stakeholder survey data to develop this plan.**
- √ Provide each family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals
- √ Provide each family with timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is out of field
- √ Provide to each family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [ESEA Section1116]
- √ Publish the complete PFEP on the School website and share it on social media. The school must upload proof of distribution with Title I required documentation.

Principal Name Jessica Davis

Principal Signature Jessica Davis

1. **Involvement of Parents**

Describe how your school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review, and improvement of **Title I programs, including involvement in decision-making of how funds for Title I will be used**

The School Advisory Council, comprised primarily of parents, will be a driving force in decision-making regarding parental involvement at Sabal Palm Elementary School. The Council meets monthly. Our parents will be accessible to participate in the planning, review, and subsequent improvement of Title I programs. All parents will be asked to complete the Title I School Stakeholder Input Survey to provide input and suggestions on planning for use of Title I funds. This will give parents the opportunity to review data to drive the decision-making process. In addition, our school will invite parents to a variety of day and evening events on campus, providing refreshments and academic resources as an incentive to attend. Childcare will be provided as needed.

2. **Coordination and Integration with Other Federal Programs**

Describe how your school will **coordinate and integrate** parent and family engagement programs and activities **with Other Federal Programs** such as **Migrant, Head Start, ELL, etc.** Describe how your school will coordinate with other programs to integrate parent and family activities that teach parents how to help their children at home. [ESEA Section 1116]

Title 1 Parts A, C, D, UniSIG, Title II, Part A and Title IV are managed out of the same department. They share administrative staff so that oversight, coordination, budgeting, staffing, and monitoring are efficiently coordinated. SPE will provide quarterly activities on several topics to meet the needs within each household. This will be conducted in person and/or virtually. Each schoolwide event will be offered with parent workshops to help their children at home. Each of these workshops will be conducted by experts in their field who will provide parents with resources and strategies that can be implemented at home. These will be conducted in person and/or virtually.

3. **Annual Parent Meeting**

Describe the **specific steps your school will take to conduct an annual Title I meeting** designed to inform parents and families of participating children about the school's Title I program

In conjunction with our Curriculum Night Event, we will be hosting our families for the Annual Title I Parent Meeting. Flyers are sent home to parents in multiple languages informing them of the Annual Title I Meeting. Additionally, a phone dialer is done in English and Spanish, and information is posted on the marquee. These events will be conducted in person and/or virtually. The items shared within the Annual Parent Meeting include a description of Title 1, the Student Compact, and the way the Title 1 funds are used.

Provide a description of the nature of the Title I Program that will be shared with parents and families (schoolwide or targeted assistance). Provide a description of how the meeting will cover the rights of parents at the annual meeting. **Schools should use the Annual Title I PPT template provided by FSCG during this meeting.**

The Title I budget spending, Parents right to know, communication strategies, School Improvement Plan summary, parent involvement activities, and parent resources will be shared during the Annual Title I meeting.

4. **Flexible Parent Meetings**

Describe how the school will offer a **flexible number of meetings**, such as meetings in the morning or evening.

Parents will be surveyed regarding their preferred time for meetings and their specific needs. With the virtual option, we also can provide various showings to aid in convenience and increase participation.

How will your school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement?

Based on the response from parents and those attending, we will use Title 1 funds to provide childcare, snacks, and transportation, if necessary. If families cannot attend, we will try to provide functions virtually to ensure that support and information are shared. The virtual options allow parents the flexibility to participate from home, eliminating the barriers of transportation and childcare.

5. **Building Capacity**
Please describe all activities that will address the following questions.
   - How will the school implement activities to build the capacity for meaningful parent/family involvement?
   - How will the school implement activities to build community relationships to improve student achievement?
   - How will the school provide materials and training to assist parents/families to work with their child(ren)?
   - How will the school provide other reasonable support for parent/family engagement activities?
   - **How the school will coordinate and provide activities that support student transition (Kindergarten, Middle school, Highschool & College).** ***List at least one activity to support the transition.***

Activity Name	Activity Description and Content	Timeline
Family Involvement Programs	Provide family involvement programs related to grade level expectations and curriculum, including attendance policies, homework and test prep information.	Ongoing during 2025-2026 School Year
STREAM Night	ELA, Math/Science School-wide event with parent workshops to help provide support at home.	Spring 2026
Musical Production	Musical Production featuring students across grade levels	Ongoing during 2025-2026 School Year
Annual Title 1 Meeting	Meeting to inform parents and families about our Title 1 Program	August 2025
Kinder Round Up	Support Students and families with their transition from PK to Kindergarten	April 2026
Middle School Transition	Support students and families with their transition from elementary school to Middle School	April 2026

6. **Staff Training**
Describe the professional development activities the school will provide to educate the **teachers, specialized instructional support personnel, principals, other school leaders and other staff** with the assistance of parents/families on:
   - How to reach out, communicate, and work with parents/families as equal partners
   - The value and utility of contributions of parents/families
   - How to implement and coordinate parent/families programs and build ties between parents and schools

Professional Development training will be provided for the staff to assist in developing their understanding of Cultural Sensitivity and Engaging Students of Poverty as well as increasing Parent Involvement and Engagement within our School. This will be provided to all staff during Inservice Week to develop an understanding of strategies parents can use at home to help students improve academically.

7. **Communication**
Describe how your school will provide timely information about the **Title I programs (PFEP Plan, SIP, and any programs funded with Title I)**

A full description of the Title I program will be presented at the Annual Parent Meeting, along-side Curriculum Night. We also share our Parent Involvement Plan (PFEP), School/Home Compact, and School Improvement Plan with families via backpack the first week of school. All these documents are translated into 3 languages. These documents are also available for review on our school website.

How will your school **share with parents** the curriculum at the school, the forms of assessment used to measure student progress, and the achievement levels students are expected to obtain?

Information regarding the curriculum, grade level expectations and the assessments used to measure student performance will be provided by individual grade level teachers at Curriculum Night.

How, if requested by parents, will your school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

Parent conferences, MTSS, LEP/ELL and IEP meetings will be scheduled by the parent or the school to discuss student progress. Parents also have opportunities each month to provide input and participate in decisions relating to their children's education during School Advisory Committee (SAC) Meetings and PTO Meetings.

How will your parents/families submit comments if the Schoolwide/SIP and Parent and Family engagement plans are not satisfactory to them?

Quarterly surveys are provided to the parents for input and feedback on the school-wide plans and parent training topics they desire to be offered by the school. Parents also can provide input during SAC meetings. Parent comments are included in the SAC minutes and considered when adjusting our school-wide plan.

8. Accessibility

Describe how your school offers parent/family engagement activities **for all** parents/families. ***(Including parents with limited English proficiency, disabilities, and migratory children).***

Information regarding parent meetings/programs and student conferences will be provided by flyer, notes in student binders or planner, parent calls (individual and/or school-wide), Classroom Dojo, the use of the school marquee and school website. Parents with disabilities will have access to parental involvement activities and/or services through support staff, interpreters, materials sent home, or any other way requested by the parent.

Describe how your school will share information related to school and parent/family programs, meetings, school reports, and other activities in an **understandable, uniform format and in languages that the parents/families can understand.**

Interim and Report Cards are accessed through the Parent Portal in one of three languages. Print materials and phone calls will be translated, and transportation services will be provided as needed.

9. Barriers

Describe the barriers that hindered participation by parents **during the previous school year**. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children)?

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
Limited English or Overall Literacy	Provide translations in written and oral form
Limited Transportation	SPE will offer meetings conducted in person and/or virtual meetings. Provide transportation to families to participate in school activities.
Limited Childcare	Provide childcare for families in need of assistance during meetings.
Limited Time	Provide a recorded virtual option for families unable to attend.

10. Upload Evidence of Input from Parents on the development of the PFEP

Upload a copy of SAC minutes that include a statement that parents were given the opportunity to discuss and provide input on the **FY26 Parent & Family Engagement Policy (PFEP)** prior to

approval. Be specific with the feedback provided by parents. Please upload the document in your school folder in the Title I Drive - Teams.

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11. Upload FY26 Parent-School Compact

Upload an electronic version of the FY25 Parent-School Compact. Please upload document in your school folder in the Title I Drive - Teams.

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12. Upload Evidence of Parent Involvement in Development of Parent-School Compact

Provide copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY26 Parent –School Compact** prior to approval. Be specific with the feedback provided by parents. Please upload document in your school folder in the Title I Drive - Teams.

Evaluation of the Previous Year's Parent and Family Engagement Plan

Review your FY25 School Parent and Family Engagement Policy (PFEP) and complete the sections below.

1. **Building Capacity Summary**
   Provide a summary of activities provided during the 2024-2025 school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting, Parent Institute workshops and any other parent workshops. **If activity was not completed, provide an explanation in the space below.**

Content and Type of Activity	Number of Activities	Number of Participants	How did this activity build parent and family capacity to improve student achievement? If not completed, provide rationale.
FY25 Annual Title I Meeting	1	321	The parents and families were well informed of what it means to our school and students to be a Title 1 School. They learned how the Title 1 Funds were being utilized and how they are attached to the goals identified in our School Improvement Plan.
Family Involvement Programs	18	Between 15-35 participants	The Parent Involvement trainings were directly related to building capacity in our parents to understand the curriculum and the tools that are used for instruction. We also supported them with applying for Free & Reduced Lunch and understanding how to read our Report Cards and State Testing Results. We also provided quarterly Parent Involvement Activities for parents and students to have an opportunity to Learn Together.
STREAM Night	1	250	Grade Level activities were created by teams to provide families and opportunity to come to school with their children to have fun and learn about the progress their children are making.
Musical Productions	6	100	This provided an opportunity at each grade level for parents to see their children sharing their Fine Arts skills and talents.
Kinder Round Up	1	19	This event provided up and coming Kindergarteners and their parents a chance to learn what to expect to be prepared for kindergarten.
Middle School Transition	1	25	Parents had the opportunity to go with their 5th graders to the middle school and learn what to expect to be prepared to transition to Middle School.

2. **Staff Training Summary**
   Provide a summary of the **professional development** activities provided by the school during the 2024-2025 school year to educate staff on the importance of Parent and family engagement. The value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

Content and Type of Activity	Number of Activities	Number of Participants	How did this activity build parent and family capacity to improve student achievement? If not completed, provide rationale
Staff Professional Development: Cultural Sensitivity and Engaging and Involving Parents in our School	1	100	This PD helped staff to gain a better understanding of the role parents play in the academic progress that students make.

3. **Review your FY25 School Parent and Family Engagement Policy (PFEP) Barriers Section.**
   To what extent did your site implement the steps described in your PFEP? How will Title I Parent and Family Engagement (PFE) funds be used to address the barriers that persist?

Barrier (Including the Specific Subgroup)	Steps the School took to Overcome	**Implementation** (Full, Partial, Not Yet)
Limited English or Overall Literacy	Provided translations in written and oral form	Full
Limited Transportation	SPE offered meetings in-person and virtually meetings. We also provided transportation to families to participate the CCPS STEAM Expo.	Partial
Limited Childcare	Provided childcare for families in need of assistance during meetings.	Partial
Limited Time	Provided a recorded virtual option for families unable to attend. We will make improvements to our practices to improve the difficulty with connectivity and providing support to families.	Not Yet