CCPS
Collier County Public Schools
Federal, State and Competitive Grants

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

School: Shadowlawn Elementary School

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.

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 Amber Eliason

Principal Signature

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**

SLE will involve our 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 at our School Advisory Council (SAC) meetings, Parent Teacher Organization (PTO) meetings, and Parent Trainings, in which school administration provides information on Title 1 programs, how our Title 1 Parent Involvement funds are being allocated and used, requesting parent input, recruiting volunteers to assist with our Title 1 PFEP initiatives, and share the planning, implementing, and evaluating of our Title 1 PFEP. We also create a welcoming school climate and supportive learning environments, establishing effective school-to-home and home-to-school communication, strengthening families' knowledge and skills to support and extend their children's learning at home, and connecting students and families to community resources as needed. All parents were asked to complete the Title I School Stakeholder Input Survey to provide input and suggestions on planning for use of Title I funds. This provided parents with the opportunity to review data to drive the decision-making process.

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]

We will conduct a minimum of 4 family nights throughout the year (Curriculum Night, Math/Science, ELA, & Student-Led Conferences), as well as other parent involvement and information mornings or nights as we see fit. These events will include ELL strategies and how to help their children at home. Our Speech & Language Pathologist collaborates with our Headstart and PreK Inclusion teachers to provide developmental information sessions to parents.

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

The specific steps our school takes in conducting our annual meeting to inform our parents and families about our school's Title 1 program are:

1. Scheduling the event for parents to have time to meet the teacher{s) and ask questions.
2. Parents have time to see presentation by administration that provides information on how we will use our Title 1 program funds are aligned to the needs of our school, how funds are used to pay for extra staff, Parent Involvement, and recruiting parent volunteers.
3. SAC membership information is provided as well as opportunities to participate on SAC.

We send out flyers, use our dialer system, school newsletter, and advertise on our marquee to remind parents of our Annual Parent Meeting.

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. During this meeting, the rights of the parents will be shared. A document outlining the rights of parents will be sent home to parents the first week of school.

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

We will offer a variety of events in the morning and evening to ensure flexibility for parents to attend. We experienced success pairing SAC meetings with parent information sessions led by teachers and will continue to provide this to families.

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

Childcare will be provided for families who need it.

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
Title I Parent Meeting and Curriculum Night	Parents will receive information about Title 1 and their child's grade level curriculum and classroom expectations.	September 2025
Parent Institute: STEM	Various math and science activities will be shared with parents that they can use at home with students, as well as a review of the math/science standards for their child's grade level will be shared. Materials will be sent home with all parents for them to use at home. During the event there will also be a variety of games/activities for them to play to learn how to do them at home with their child that support grade level math and science standards.	October 2025
Student Led Conferences	Families will attend student-led conferences. Students will share individual goals they have set for themselves as well as their progress towards those goals. Students will also share samples of their work in core subject areas and read grade level text to their parents.	January 2026
Parent Institute: LITERACY	Various ELA activities will be shared with parents that they can use at home with students, as well as a review of the ELA standards for their child's grade level will be shared. During the event there will also be a variety of games/activities for them to play to learn how to do them at home with their child to support ELA grade level standards.	March 2026
Middle School Transition	Fifth Grade students visit their zoned middle school to help them with the transition to a new school. Students are provided with a tour of the school as well as descriptions from various presenters on what they can expect and how to navigate in middle school.	May 2026
Kindergarten Roundup & PreK Stars on Tour	Upcoming kindergartners are invited to tour the school as well as a presentation on what a typical school day involves.	May 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

Our professional development activities will be based around Parent Involvement Strategies. These professional development activities will provide a logical, sequential, and balanced process for our school to proactively design the culture that reflects our vision in supporting and promoting parent and family engagement. These activities will also support our student-led learning, where teachers share classroom control, promote, and empower student collaboration, encourage good behavior with Positive Behavioral Intervention Supports (PBIS), and to engage our parents and families with shared goals between home and school to develop life-ready leaders. Training will also be provided on best practices in communicating with and involving multi-lingual families. Training will occur during inservice week of the FY26 school year, August 4, 2025.

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)**

Title I program information, including the PFEP summary and Parent Compact, is sent home via student backpacks in their PACT folders the first week of school. The PFEP summary will indicate that the full plan is available in the front office or on our website. All documents are translated in the 3 most common languages spoken in the homes of Shadowlawn families. These documents are also available for review on the school website. The School Improvement plan is available on the school website and presented to SAC during the month of September. Parents will also be communicated to in a variety of ways: Monthly electronic newsletters, parent callers, parent texts, emails, and posts to social media.

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?

We will share with parents, the grade level curriculums at our Title 1 Parent Night & Curriculum Night. Parents will meet with their child's grade level teacher and related arts teachers to listen to a presentation concerning their child's curriculum, grade level assessments, the forms of assessment used to measure their child's progress, and the achievement levels their child is expected to obtain.

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)?

Our monthly SAC and PTO meeting are a place where this opportunity is provided to all families. Meetings are held in the morning before school and childcare is provided.

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

Any feedback from parents and families will be considered by SLE Leadership as well as the SAC & PTO. Feedback can be delivered in person, in written form, or during a SAC meeting. Feedback will be used to make adjustments to the plans to improve outcomes for students and families.

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).***

Our school parent/family engagement activities are accessible to all parents/families including our parents with limited English proficiency, disabilities, and migratory children. Notification of events with important information are shared in our 3 most common at home languages, as well as via

electronic newsletter with multiple language options. Family events also include on site interpreters to support family engagement and increase accessibility to families.

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.**

We will have consistent forms of parent communication. Our monthly newsletters can be translated into any language as we use the S'more newsletter platform. We also send out electronic communication in English, Spanish, and Creole.

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
Inconvenient day of the week	Share survey information from parents with district. Parents indicated that Tuesday was an inconvenient day for evening events, however that is our assigned event day by CCPS. Handouts with key points from morning parent information sessions are available for any parent who is not able to attend in person. Handouts from family STEM night and Literacy night to replicate activities are available for families unable to attend.
Childcare	Families shared via the survey that lack of childcare was a barrier. All of our events included childcare, which tells us that improvements in communication are needed.

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.

11. Upload FY26 Parent-School Compact

Upload an electronic version of the FY26 Parent-School Compact. Please upload document in your school folder in the Title I Drive - Teams.

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 built parent and family capacity to improve student achievement? If not completed, provide rationale.
Annual Title I Meeting & Curriculum Night	1	253	Parents learned about their child's curriculum and teacher expectations in their child's grade level.
STEM Night	8	469	Parents rotated to 8 different STEM stations to learn activities/strategies to help their child at home.
Literacy Night	8	293	Parents rotated to 8 different reading stations to learn strategies to help their child at home.
Student Led Conferences	1	230	Parents listened to their child present details and evidence of student goals, academic growth, and achievement.
Parent Information Sessions Paired with SAC Meetings	4	41	Parents attended teacher-led parent information sessions focus on supporting students with communication, reading, and math at home.
PreK Stars on Tour & Kindergarten Roundup	1	8	Parents and incoming Kindergarten student learned about what to expect in the coming school year, toured the school, and observed our programming.
5th Grade Transition	2	Unknown	Parents and students of rising 5th graders were invited to a middle school orientation evening event to learn about middle school expectations. All 5th graders went on a field trip to the middle school the following school day to learn about expectations.

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 built parent and family capacity to improve student achievement? If not completed, provide rationale
Staff received training on student-led conferences and how to communicate and engage with parents by involving students in the event.	1	45	The training prepared staff for a successful student-led conference event where parents were able to learn from their children all about student academics, goal setting, data to monitor progress towards goal, achievement, and awards. An additional benefit of this is parents are able to use the language of "goal setting" and "data" with their children on a regular basis through at home conversations regarding students' progress with and attitude towards school.

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)
Timing of Events / Inconvenient Day of the Week	Addition of morning parent information sessions to provide parents and opportunity to learn from teachers. We will continue to have family evening events on our district assigned day. This helps families with students in middle and high school who may have conflicting events. Parent involvement funds that help to address this are funds to pay teacher presenters outside of school hours.	Full
Childcare	We will continue to communicate to families that childcare is included in all of our events. Parent involvement funds that help to aid in communication to parents include plans to purchase student planners, take home folders, and paper/ink for hard copy flyers.	Full