



2026-2027 School Parental & Family Engagement Plan (PFEP)

School: Lake Trafford Elementary

Each participating Title I public school must develop jointly with families a written school-level Parent & Family Engagement Plan (PFEP) that describes how the school will build family capacity [ESEA Section 1116]. 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 programs in decisions about how funds are spent.
✓	The school will be governed by the statutory definition of parental involvement and will conduct programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA
✓	Jointly develop/revise with families the school parental involvement plan and distribute it to parents of participating children and make available the parental involvement plan to the local community. SAC minutes need to be submitted 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 plan and the joint development of the Title I Schoolwide 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 plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent Engagement Plan. The school will analyze the Title I Stakeholder survey data to develop this plan.
✓	Provide each family with timely notice of their right to request information about the professional qualifications of their child's 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 Section 1116]
✓	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

Katie Sandlin

Principal Signature

Katie Sandlin

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.**

Information regarding the Title I program will be shared with parents in a timely manner. When possible, information will be provided to families in their heritage language. Information regarding school and parent programs, meetings, and other activities will be sent to families in a language the families can understand. Parents that participate in our School Advisory Committee have the opportunity to be involved in decision making, developing, and discussing how Title I funds will be used. 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]

Literacy Strategies to Support Student Reading Skills	Instructional coaches, Migrant staff and ELL staff members will work side by side with families to provide opportunities to learn reading strategies and set a routine for reading at home promoting a love of reading
Math Strategies to Support Student Math Skills	Instructional coaches, Migrant staff and ELL staff members introduce parents to math strategies that will promote understanding of mathematical practices
Curriculum Night/Student Led Conferences	Evening event to allow students to introduce their personal academic goals and discuss academic growth with parents by sharing their data binders.
Meet the Teacher	School introduction activity to acquaint parents to school expectations, faculty and staff. Title I information is presented to parents.
Parent Involvement Academy	Coordination with FSCG staff to provide parents with necessary tools and resources to help their children succeed in the classroom and at home.
Parent Mornings	Instructional coaches, Migrant staff and ELL staff members work with families to provide opportunities for students and families to conduct simple, inquiry -based, replicable at home activities
Fine Arts Showcases	School wide event to promote literacy and involvement in school activities. Grade level performances will take place
Social Media	School will maintain social media sites (Twitter, Facebook) to improve communication with community
School Website	A school platform to communicate school information with parents and families

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.

Annual Title 1 Meeting/Title I School Plan. The school will host the annual Title 1 meeting in September. Notification to parents will be sent in three languages. A meeting notice will be placed on the school marquee. Placement of the program will be scheduled near another school-wide event. The school website will post the time of the meeting. Parent meeting sign-in sheets will be maintained in the office.

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 using a PowerPoint presentation. The presentation will be presented in English, Spanish, and Creole. The rights of parents will be covered in the Parent Involvement Policy Summary which will be provided in English, Spanish, and Creole. The summary will include information about our school's progress.

4. Flexible Parent Meetings

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

As a school community, meetings are held to maximize participation with flexibility based on family work schedules. The SAC meetings, home and family connections meetings (parent mornings) provide parents an opportunity to learn during school and non-school hours. Meetings are held on a rotational basis between morning and afternoon times to meet the needs of members.

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

Childcare assistance is available during parent training sessions to provide more opportunities for parents with non-school-age children to participate. Families are encouraged to attend other Title I events together.

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, High school & College). List at least one activity to support the transition.**

Activity Name	Activity Description and Content	Timeline
Annual Title I Meeting	Parents attend a meeting outlining the Title I use of funds and learn about how Title I funding supports our school.	First Month of School
Meet the Teacher	Parents attend an introduction to their child's teacher for the upcoming academic school year	Last teacher work day before school
Parent Mornings	Monthly mornings where parents are invited for breakfast and a relevant activity with their student to support academics	6 times per year
Student-led conferences	Students share their goals and progress documented in leadership notebooks. Paired with big engagement activities (Fall Festival and STREAM Night) to garner maximum participation	October and January
Newsletters and Weekly Reminders	Monthly newsletters including upcoming events, announcements, and family calendar. Weekly reminders of relevant information.	Monthly and as needed
Title I Parent Academies	Parents provided the tools and resources necessary to empower them to help their children succeed in the classroom and beyond	Twice per Year
Kindergarten Round Up	Families within the community who have a child nearing kindergarten age are invited to find out information about our school and kindergarten program	May

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 collaborate with parents/families as equal partners
- The value and utility of contributions of parents/families
- How to implement and coordinate parent and family programs and build strong ties between parents and schools

Teachers and students will continue to receive ongoing training in the implementation of Leaders at LTE– specifically focusing on goal setting and tracking. As we set and track our goals, parents will be informed of school wide goals through ongoing means of communication (phone call blasts, newsletters) and how to support their students in meeting those goals. Student individual goals and the progress made will be communicated with families via curriculum night and student led conferences. In the a training on Parent Engagement will be held on how to continue engaging parents throughout the year.

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)**

At our annual Title I meeting, Title I information is presented to parents. We also send home copies of the PFEP, Compact, and a SIP summary via backpack the first week of school. All documents are translated into three languages and are all 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?

Key information that is important to know for each grade level will be sent home digitally as well as in the weekly communication folders. Student-led conferences held twice per year will share student goals and lead measures. Quarterly updates on celebration participation will be sent home so parents are aware of students' progress toward their goals.

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)?

Meetings will be scheduled with parents and other stakeholders to discuss the student's performance and allow for parent suggestions and input.

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

The school will submit parents'/families' comments if the school wide plan is not satisfactory on the SAC minutes.

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).**

Parents are invited to various events with a variety of focus at different times of the day and week. Translation is provided in both spoken and written languages.

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.**

Reasonable efforts shall be made to communicate with parents in their primary language whenever possible. Information related to the school and parent programs, meetings and other activities is sent to parents via paper, phone messages, and email and, to the extent practicable, in a language the parents can understand. Newsletters and updates make use of online platforms that translate messages into a selected language. Graphics to support understanding are included as often as possible.

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
Language	Provide all communication in English, Spanish, and Creole

Parent Work Schedules	Create flexible meeting/trainings/events schedules to provide opportunities for parents to attend events that fit their schedules or participate by phone.
Lack of interest/awareness	Couple academic topics with high-interest events (Fall festival, STREAM night, breakfast)

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 **FY27 Parent & Family Engagement Plan (PFEP)** prior to approval. Be specific about 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 FY27 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 **FY27 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 FY26 School Parent and Family Engagement Plan (PFEP) and complete the sections below.

1. Building Capacity Summary

Provide a summary of activities provided during the 2025-2026 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. Please make sure that the numbers match the Parent Event Tracking Sheet uploaded in your Title1Crate for FY26.**

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 it was not completed, provide a rationale.
FY26 Annual Title I Meeting	1	562	Parents attend a meeting outlining the Title I use of funds and learn about how Title I funding supports our school.
Meet the Teacher	1	562	Parents attend an introduction to their child's teacher for the upcoming academic school year
Student Led Conference, Curriculum Night, Fall Festival	1	140	Parents attend to go through student goals and progress documented in leadership notebook and led by students paired with Fall Festival to increase attendance
STREAM Night/Student Led Conference Night	1	93	Parents attend to go through student goals and progress documented in leadership notebook and led by students paired with STREAM Night to increase attendance
Donut forget to Read	1	78	parents are invited for breakfast and a relevant activity with their student to support their academics
Grade Level Meetings	6	107	Parents are invited to attend a meeting aligned to the specific end of year expectations for their student's grade level
Kindergarten Roundup	1	2	Families within the community who have a child nearing kindergarten age are invited to find out

			information about our school's kindergarten program, readiness, and registration.
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2. Staff Training Summary

Provide a summary of the **professional development** activities provided by the school during the **2025-2026** 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 it was not completed, provide a rationale.
Title I Annual Training	1	79	Provided information about how to support family engagement and knowledge of student expectations and outcomes for all families.

3. Review your FY26 School Parent and Family Engagement Plan (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)
Language	Provide all communication in English, Spanish, and Creole	Full
Parent Work Schedules	Create flexible meeting/training/event schedules to provide opportunities for parents to attend events that fit their schedules.	Full