

2020-2021 School Parental & Family Involvement Policy (PFEP)

School: Manatee Middle 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 uploaded in the ADNTITLE1SCHOOLS share drive.

Assurances

Please check all the boxes

- ☒ 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
- ☒ 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
- ☒ 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 parental involvement policy
- ☒ 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]

Principal Signature

9/15/20

Date Signed



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Assurances

Please check all the boxes

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- ☒ 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
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Principal Signature


Date Signed

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?**

School Improvement Plan (SIP) goals will be reviewed in an open meeting to solicit parent input. The parent involvement policy will be reviewed with the School Advisory Council (SAC) and SAC will be consulted on appropriate use of funds including Title I funds for Parent Involvement. This occurred through e mail/virtual meeting in June, and will be done again at the first SAC meeting of the 20-21 school year. SAC will also be involved in review of Parent Involvement surveys. SAC Chair and Principal will collaboratively review and sign all Parent Involvement documentation.

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?**

MMS will provide a combination of district created programs for parents, in combination with school-created presentations from the Parent Involvement Assistant, working in conjunction with the Academic Coaches and Resource Teachers, as well as administration.

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]

Workshops provided will specifically address issues that parents can work on with their children at home, and provide tools and resources for parents to be able to assist their children at home. In addition, we will focus on workshops that SHOW parents how to access information from the school that will help their children at home. Every workshop will provide an opportunity to review student grades, test scores, and relevant school information.

3. Annual Parent Meeting

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

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Discuss Title I status of school during Annual Title 1 Meeting/ Curriculum Night	Principal	Fall Semester	Sign-In Sheets
2	Distribute a brochure in 3 languages detailing the Title I status and how Title I funds are spent.	Principal	Fall Semester	Sign-In Sheets
3	Provide letters in three languages informing parents of teacher qualifications/ out of field teach	Principal	Ongoing	Copy of letters with dates that they were sent/mailed home

Provide a description of the nature of the Title I Program that will be shared with parents and families (schoolwide or targeted assistance).

See above chart for descriptions.

Provide a description of how the meeting will cover the rights of parents at the annual meeting?

See above chart for descriptions.

4. Flexible Parent Meetings

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

An initial parent survey will be conducted to invite parents to provide input in the development of the Parent Involvement workshop calendar at our first SAC meeting. A copy of the 19-20 plan was shared with SAC members via e mail/virtual meeting in June, to offer feedback PRIOR to the draft being written. The survey in the fall will seek input with regards to the best time to hold the meetings, additional topics for the workshops, transportation, and childcare needs. Our goal (again) is for 80% of parents/guardians to attend one or more parent training in 2020-2021. Due to the nature of our schedule, it is easier to offer evening parent meetings at 5:30 P.M. We will survey the SAC parents to consider the possibility of morning or before school meetings as needed, however, this has not been something that was a preference in the past.

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

An initial parent survey will be conducted to invite parents to provide input in the development of the Parent Involvement workshop calendar. The survey will seek input with regards to the best time to hold the meetings, topics for the workshops, transportation, and childcare needs. Our goal is for 80% of parents/guardians to attend one or more parent training in 2020-2021.

5. Building Capacity

Please describe all activities that will address the following questions;

- How the school will implement activities that will build the capacity for meaningful parent/family involvement?
- How will the school implement activities that will build relationships with the community to improve student achievement?
- How the school will provide materials and trainings to assist parents/families to work with their child(ren)?
- How the school will provide other reasonable support for parent/family engagement activities?

Content and Type of Activity	Timeline
Meet the Teacher/Open House- Parents and families will meet their child's teachers and walk their student's schedule with their student, as well as learn about other supplemental programs that Title 1 provides. Sign in sheets will be used to track/record participation.	Thursday, September 24, 2020 5:30-7:00 PM
Curriculum Night and Annual Title 1 Meeting: Parents and families will learn how to help their students in their classes and learn about the supplemental programs that Title 1 provides. Sign in sheets will be used to track/record participation.	Thursday, September 24, 2020 5:30-7:00 PM
Workshop #1-Technology Know How and Parent Portal: Assist parents and families in sign up of Parent Portal and linking students, and help with understanding using programs such as FOCUS, Canvas, and other district online programs and resources. Sign in sheets will be used to track/record participation.	Thursday, October 8, 2020 6:00 PM
School Improvement Plan (SIP) Review- review School improvement goals for the 20-21 school year with School Advisory Committee, and review past and present student achievement. SAC sign in sheet will be utilized.	Thursday, November 5, 2020 5:30 PM (SAC Meeting)
Workshop #2- How to Help my Child on the Florida Standards Assessments and other school- based assessments: parents and families will learn strategies, review online tools and what they can do at home to help their child be successful on the district, school and states based assessments. Sign in sheets will be used to track/record participation.	Thursday, February 11, 2020 6:00 PM
Workshop #3- Social and Emotional Needs of students- parents will learn about ways to meet their child's social and emotional needs, resources available. Sign in sheets will be used to track/record participation.	Thursday, March 4, 2020 6:00 PM
Hurricane Harvest Student and Parent Celebration- Celebrate and highlight academic clubs, Reading Counts program and bring families together for dinner and showcase student accomplishments. Sign in sheets will be used to track/record participation.	Thursday, April 12, 2020 5:30-7:30 PM

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

Training #1: Positive Climate and Customer Service: For non-instructional staff playing an integral role in welcoming families to the school. Training to help create a welcoming atmosphere and encourage all parents to be involved within activities at the school (Fall 2020, and then individually as new staff come on board).

Evidence of effectiveness: Staff surveys and communication logs

Training #2: Effective Parent Involvement: For instructional staff, teacher training to increase the effectiveness of home and school communication, which has a marked effect on student achievement. This will be done at the start of the school year during pre-service week, but will be ongoing throughout the year at Faculty meetings.

Evidence of effectiveness: teacher feedback via surveys, and teacher communication logs

7. Other Activities

Describe How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren)?

Child care provided during parent trainings whenever possible, as well as dinner/food. This removes the barrier to parent involvement. When not possible, create child- friendly environment so all families, even those with young children, feel welcome to bring their families. For example, table set up with children's activities, Maker Space room available for younger children with activities.

Parent Involvement Assistant provides a one-on-one point of contact here at school and spends time reaching out to parents to relay information about school events, academic progress and provides a constant support for communication from home to school and school to home. Translation request log used between Parent Involvement Assistant and teachers/staff to ensure all families are contacted and have the same level of communication.

Parent Resource Library: Provides resources including printed materials for those without computer access. Utilize MMS Facebook, Twitter and website to update all stakeholders on MMS activities

8. Communication

Describe how will your school provide timely information about the Title I programs?

MMS will send home information and access to the school and district parental involvement policies and plans, including how parent involvement funds will be used. All documentation is available in English, Spanish and Haitian Creole. In addition, parents will have access to this information via a parent involvement brochure they receive through the school website and through communication during parent meetings and School Advisory Council Meetings.

Parent input was sought in the development of this policy regarding parent communication and school curriculum, the school Parent Involvement plan and the use of parent involvement funds. Dialers, social media and e-mail blasts, as well as the school website, will inform about upcoming parent workshops.

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

District curriculum coordinators in each of the subject areas have worked with teams of teachers to develop an instructional calendar for all teachers to follow for the core instruction. Building level teams designed a school-wide Florida Standard Assessment writing curriculum based on test item specifications targeting specific school-wide student performance data to guide instruction. Teachers create mini lessons and student data to address specific student needs (school-wide, grade-level, or classroom), in addition to following the overall district content-area curriculum guides. The principal and leadership team monitor the implementation of curriculum guides and rubrics through classroom walk-throughs and attendance at PLC's where data analysis occurs bi-weekly and plans for instruction are outlined. The school will communicate with parents via parent translation phone calls and essential information sent home in three different languages with students, in addition to auto-dialers and e-mails translated into three different languages.

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)?

Regular meetings (parent requested or otherwise scheduled) and discussions will allow for parent/family input on the education of their children.

How will your school submit parents/families comments if the schoolwide plan is not satisfactory to them?

Regular meeting comments and discussions will allow for parents/families to provide input for potential changes.

9. Accessibility

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

To ensure that all parents have the opportunity to participate in parent involvement activities, MMS provides translation at every parent meeting/training. All information going home is available in three languages. Parents with disabilities are welcome to attend all activities and/or services and accommodations are made to allow them access. Event flyers include this information so that parents who need translations or accommodations know ahead of time.

Describe how your school will shared 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?**

MMS provides translation in Spanish and Creole at all meetings (large group and small group), and activities, via headset, with tutor assistance. Parents are able to receive translation through the headset while the presentation is occurring, so that they receive the same information and at the same time as English-speaking parents.

10. Discretionary Activities

Describe if the school provides Any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Activity #1: Parent brochure given out at Curriculum night with SAC meeting dates and Parent Workshops for the school year, and offer opportunity for parents to give suggestions and feedback (also done at SAC in the Spring of 2020). This is to assist in improving the effectiveness of training to increase student achievement.

Activity #2: MMS parents will receive access to the school's and district's parental involvement policies and plans, including how parent involvement funds will be used. In addition, parents will have access to this information via a parent involvement brochure that they receive, through the school web site and through communication during parent meetings and SAC meetings. This is to assist parents and families in helping their children at home to increase student achievement.

Activity #3: Provide meetings and trainings for parents to enhance knowledge and build capacity. Parents and families will receive information and tips throughout the year and through these trainings to help their child succeed.

11. 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	Have invitations sent in English, Spanish and Creole. Use the dialer to call parents in 3 languages. Have translators at all workshops for Spanish and Creole.
Childcare	Provide child care or space/activity for children while parents engage in presentation (when possible).
Dinner/ Food	Provide dinner/food/snacks for parents, so they can come to Parent Workshops with their family at 6:00 p.m. and not worry about getting home from work, getting dinner, etc. prior to coming.

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

Upload a copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY21 Parent Involvement Policy (PFEP)** prior to approval. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](#)

13. Upload FY21 Parent-School Compact

Upload an electronic version of the FY21 Parent-School Compact. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](#)

14. 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 **FY21 Parent –School Compact** prior to approval. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](#)

Evaluation of the previous year's Parent and Family Engagement Plan

Review your **FY20** School Parent and Family Engagement Policy (PFEP) and complete the sections below.

1. Building Capacity Summary

Provide a summary of activities provided during the **2019-2020** 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.
Meet the Teacher/ Open House	1	210	Parents of new students and 6 th grade students began relationships building with staff to create communication that will make teaching and understanding more effective for student success.
Curriculum Night/ Annual Title 1 Meeting	1	171	Very similar to the Meet the Teacher/Open House, but more details provided on Title 1 funded positions, parents can now ask specific curriculum and content questions (since school has been in session 3 weeks), and check in with their student's teachers. In addition, stations to sign in for the Parent Portal were available in case anyone needed assistance.
Technology Know How and Parent Portal	1	167	One on one Parent Portal assistance available in a lab setting, and Resource Teacher and Administration went over all of the resources available through the district website and Parent Portal. Helps to show parents how to check student test scores, grades, etc. and how they can support their student using these resources and other academic online programs at home. We combined this with a SAC meeting this school year in order to encourage parents to sign up to serve on the School Advisory Council, and we had several people express interest and begin serving.
School Improvement Plan (SIP) review	1	N/A	Reviewed School Improvement Plan with SAC Committee to discuss student achievement and goals moving forward (to set up for future updates regarding this).
Hurricane Harvest Student and Parent Celebration	1	528	Book Fair, Florida Sunshine State Reader information, Rookery Bay and other instructional/academic activities, along with dinner and games provided for all families.

How to Help my Child on the Florida Standards Assessment	1	10	This Parent Workshop specifically addresses each state test, and how parents can assist their students in preparing for these tests, as well as resources available for enrichment at home/outside of school. Also addressed parent questions regarding the schedule and format of each test, and what each test/assessment determines. Unfortunately the turn out was very low for this event, so we need to look at how we can increase the turn out in the future. Parent who did attend were able to get one on one assistance and answers to specific questions.
Helping my child with their social and emotional needs	1	10	This workshop was a little different than how it was done on the past. Our new counselor, Ms. Liz Brewer, put together some basics for helping identify when your child may be experiencing an emotional crisis, ways to monitor their technology usage, apps to be aware of due to dangerous communication, etc.

2. Staff Training Summary

Provide a summary of the professional development activities provided by the school during the **2019-2020** school year to educate staff on 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
Presentation regarding Parent Involvement during Teacher Planning (Pre Service week)	1	All non instructional and instructional staff	<ul style="list-style-type: none"> - Detailed role of Parent Involvement Assistant (was on maternity leave to start the year, so went over modifications) - Explained upcoming workshops, dates, etc. - Went over communication log and translation assistance with parent phone calls and/or parent meetings

3. Review your FY20 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)
Language	Have invitations sent in English, Spanish and Creole. Use the dialer to call parents in 3 languages. Have translators at all workshops for Spanish and Creole.	Full, but did use small group translation instead of headsets for smaller attendance workshops
Child Care	Provide child care or space/activity for children while parents engage in presentation (when possible).	Partial, as we were unable to provide childcare in a separate location, BUT did provide an activity for children to work on.



Collier County
Public Schools

Manatee Middle School

Student Name/Student ID # : _____

Period 4 Teacher: _____

Home/ School Compact 2020-2021	Compromiso Escuela- Hogar 2020-2021	Konsantman ant lekòl la ak lakay 2020-2021
<p>Parents and family are children's first and most important teachers. Without their support, the school's efforts are incomplete. Therefore, as parent(s) and caring adult(s), we commit ourselves to do the following:</p> <p>AS A PARENT, I AGREE TO...</p> <ul style="list-style-type: none"> • See that my child attends school regularly and on time. • Provide a way for the school to reach me for emergencies during the day. • Spend thirty minutes a day together, reading, writing, sharing, and problem solving. Support efforts to maintain discipline by reinforcing the school-wide expectations of being respectful, responsible, and resourceful. • Establish a homework routine. • Sign student agenda nightly after completion of homework. • Stay aware of what my child is learning. • Support the school's efforts by staying in contact with my child's teachers. • Attend a minimum of three (3) meetings at school. These may include Open Houses, Award Presentations, and Parent Information SAC Meetings. <p>AS A STUDENT, I AGREE TO ...</p> <ul style="list-style-type: none"> • Come to school regularly and on time. • Work hard to do my best in class. • Ask for help when I need it. • Complete and return homework assignments. <p>AS YOUR CHILD'S TEACHER, I AGREE TO ...</p> <ul style="list-style-type: none"> • Encourage students to do their best. • Provide regular homework assignments. • Suggest ways to help students learn. • Communicate regularly with parents. <p>As teachers and caring adults, we will assist the children to succeed at Manatee Middle School.</p>	<p>Los padres y la familia son los primeros y más importantes maestros de los niños. Sin su apoyo, los esfuerzos de la escuela son inútiles. Por lo tanto como padre(s) adultos, nos comprometemos a hacer lo siguiente:</p> <p>COMO PADRE, YO PROMETO ...</p> <ul style="list-style-type: none"> • Que mi niño(a) asista a la escuela regularmente y a tiempo. • Proveer una manera para que la escuela se comunique conmigo en caso de una emergencia durante el día. • Pasar treinta minutos al día juntos, leyendo, escribiendo, compartiendo y resolviendo problemas. Apoyar esfuerzos manteniendo la disciplina reforzando las expectativas escolares siendo respetuoso, responsable e ingenioso. • Establecer una rutina para la realización de las tareas. • Firmar la agenda del estudiante cada noche después de completar la tarea. • Estar al tanto de lo que el niño(a) aprende. • Apoyar los esfuerzos de la escuela manteniéndome en contacto con los maestros de mi hijo(a). • Asistir al menos a tres (3) juntas en la escuela. Estas pueden incluir apertura, conferencia de padres, Noche de Biblioteca, PTO, SAC, conferencias dirigidas por estudiantes, eventos para recaudar fondos ó presentaciones de méritos. <p>COMO ESTUDIANTE, YO PROMETO...</p> <ul style="list-style-type: none"> • Venir a la escuela regularmente y a tiempo. • Trabajar intensamente para hacer lo mejor en clase. • Pedir ayuda cuando lo necesite. • Completar y entregar las tareas asignadas. <p>COMO MAESTRO(A) DE SU NIÑO(A), YO PROMETO...</p> <ul style="list-style-type: none"> • Motivar al niño(a) para que él/ella haga lo mejor que pueda. • Proveer tareas regularmente. • Sugerir maneras para que los estudiantes aprendan. • Comunicarme regularmente con los padres. <p>Como maestros y adultos que nos preocupamos, asistiremos a nuestros niños a triunfar en Manatee Middle School.</p>	<p>Paran ak fanmi se premye pi enpòtan pwofesè pou timoun yo. San sipò-yo, efò lekòl la pa vle di anyen. Paske nou se paran ak granmoun responsab, n'ap fè sa ki dwe fèt:</p> <p>KOM YON PARAN, MWEN DAKO POU ...</p> <ul style="list-style-type: none"> • Veye aske pitit mwen rive lekòl' alè. • Fè yon jan pou lekòl la kapab jwenn mwen lajounen si ta va genyen ijans. • Chak jou pase trant minit ansanm pou lekti, ekriti, pale de pwoblèm epi tou jwenn solisyon. SiPòte Jefò pou kenbe disiplin. • Ede nan devwa pou lakay. • Veye sou sa pitit mwen ap aprann. • Kenbe kontak ak pwofesè-yo pou mwen ka sipòte jefò lekòl-la ap fè. • Vini nan omwen twa (3) reinyon nan lekòl-la. Li kapab pou lè ya va fè vizite lekòl-la, konferans, paran, PTO, (ki se asosiyasyon paran ak pwofesè), vant a pwofi, ak prezantasyon pri souaré nan bibliotèk la, literati ak fanmiy an. Konferans elèv yo bibliyotèk apprezante. <p>KOM YON ELEV, MWEN DAKO POU...</p> <ul style="list-style-type: none"> • Vini lekòl chak jou epi alè. • Travay di pou mwen gen bon nòt nan klas. • Mande pou yo ede mwen lè' mbezwen. • Fè tout devwa pou lakay ke banmwenn epi pote-yo tounen. <p>KOM PWOFESÈ PITIT-OU, MWEN DAKO POU ...</p> <ul style="list-style-type: none"> • Ankouraje elèv toujou fè sa ki bon-an. • Toujou bay devwa pou yo fè lakay. • Bay kèk lide ki va ede elèv-yo aprann. • Toujou kenbe kontak ak paran-yo. • <p>Kòm pwofesè ak granmoun responsab, na va fè tout posib-nou pou ka gen siksè nan Sant Edikasyon Manatee Middle School.</p>

Parent Signature _____

Student Signature _____

Teacher Signature _____