The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA)

**Assurances**

The above named school agrees to the following assurances:

* Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
* Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
* Jointly develop/revise plan with parent and make available to the local community;
* Involve parents and families in planning, reviewing, and improving schoolwide program plan;
* Use the findings of parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school’s parent and family engagement plan;
* Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals;
* Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
* Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

**Mission Statement**

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| **1. Does the mission statement include:**  How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement plan will assist in providing high quality instruction for all learners? | The mission of Memorial Middle School (MMS) is that all students are purposed for greatness; we accept the challenge to teach all students so they may reach their maximum educational potential. It is in this spirit that we would like to align ourselves as full partners with the parents of our students. This will help make Memorial Middle the center of community activity and learning through curriculum nights, fine arts events, and active communication between the school and our families.  It is the purpose of both MMS faculty and the parents of our school to provide our students with an excellent education that maintains the highest academic standards. As an International Baccalaureate (IB) school, we strive to educate all students to live and work with all people, to think critically, to function in the world in which they live through the use of technology and appreciation of the arts, to possess positive character traits, and to value a democratic society in which they will become responsible and productive citizens in a global world.  The faculty and staff at Memorial Middle are committed to working together with parents and family ensure that we provide activities and workshops that support high quality instruction needed for all of our students to be successful. We will host multiple curriculum events that are aligned to grade level standards to model instructional strategies for home and school. |

**Involvement of Parents**

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| **2. Does the plan include:**  How the 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 [ESEA Section 1116]? | Memorial Middle will ensure the organized, ongoing and timely manner of involving parents through the following methods:   * Home-to-school and school-to-home communication in English and/or other languages * Student planners * Flyers * Newsletters * Connect Orange messages * School Website * Email * And other known best practices as needed   At Memorial Middle, parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used by:  **Attending**   * School Advisory Council (SAC) meetings * Multilingual Parent Leadership Council (MPLC) meetings * Annual Title I Meeting   **Participating In**   * Parent and family engagement capacity-building activities   **Reviewing**   * Academic data * Previous school year Parent and Family Engagement Plan |

**Coordination and Integration with Other Federal Programs**

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| **3. Does the plan include:**  How the school will coordinate and integrate parent and family engagement programs and activities?  How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]? | Memorial Middle will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child(ren) at home through the implementation of various best known practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program. |
| **Program** | **Coordination** |
| Individuals with Disabilities Education Act | Professional development opportunities are provided for faculty/staff and training opportunities are provided for parents of Title I ESE students by staff from the Office of Exceptional Education. |
| Title I | Collaboration to provide parent/school training sessions and services that promote capacity building and student  achievement |
| Title II - Parent and Community Engagement Team/Parent and Family Engagement Team/Curriculum and Instruction | Promotion of family literacy strategies for increased student achievement; development and strengthening the relationship between parents and their child’s school; Title I, Part A, Parent and Community Engagement Team, Parent and Family Engagement Team and Curriculum and Instruction provide joint training sessions for Parent Engagement Liaisons and parents. |
| Title III (Language Instruction for English Language Learners | A district ESOL Resource Teacher will work with our teachers and staff to address the needs of English Language Learners and their families for language instruction at our school |
| Title X - Homeless Education | McKinney Vento Program provides support to our homeless students. SAFE Coordinator will work with staff and faculty to identify students and families that are homeless and coordinate efforts to provide them with the services that they need. |

**Annual Parent Meeting**

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| **4. Does the plan include:**  A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s  Title I program?  A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?  A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting? | Memorial Middle will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:   * School progress via PowerPoint Presentation and handouts * School Choice via district handouts and policies * The rights of parents via brochure and other resources   Parents and families are informed of the nature of the Title I program by the following statement:  Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of $500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.  For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <http://www.fldoe.org/bsa/title1/title_compile.asp> and le our district’s Title I website <https://www.ocps.net/departments/title_i>.  Below are the specific steps that Memorial Middle will take to conduct the Title I Annual Meeting | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Agenda and presentation materials developed | School Administrators | August 31, 2020 | Copies of Agenda |
| Develop sign-in sheets | Title I Coordinator | August 31, 2020 | Sign-in sheets for classrooms |
| Annual meeting date posted on the marquee | School Administrators | September 2020 | Picture and date posted |
| Notices sent home to parents in English and/or other languages | Title I Coordinator | September 2020 | Copy of notice with date of dissemination |
| Connect Orange message sent | School Administrators | September 2020 | Copy of message |
| Conduct Title I Annual Meeting | School Administrators | September 2020 | Copies of Agenda and handouts |
| Maintain documents | Title I Coordinator | September 2020 | Copies of all documents |

**Flexible Parent Meetings**

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| **5. Does the plan include:**  How will the school offer a flexible number of meetings, such as meeting in the morning or evening?  How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]? | Memorial Middle School will convene meetings at a time convenient for parents of participating children. All parents are invited and encouraged to attend meetings. We will provide information and an explanation of Title I and the rights of parents. In addition, Memorial Middle School will provide a flexible number of meetings for parental involvement.  Our meetings will be held in the mornings as well as the evenings. Parents are given the opportunity to meet with teachers, staff and administrators before school, during or after school to discuss student achievement, behavior, and or deficits.  This option reinforces the ability of staff to work effectively with parents to meet the needs of all students. Open House will be scheduled after normal work hours to accommodate working parents. Other parent events such as SAC, PTSA, FSA, College Readiness, Literacy, Math and Science Nights will also be held after normal working hours in order to accommodate parents' needs. Copies of materials from meetings will be available in the office for parents who were unable to attend meetings.  Parents who wish to attend monthly Parent Academy events and are in need of transportation will be provided bus service. Additionally, parents needing transportation to attend any event will be provided a bus pass. |

**Building Capacity**

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| **6. Does the plan include:**  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 material and training to assist parents/families to work with their child(ren)?  How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | Memorial Middle takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.  Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.  Below are the specific steps that Memorial Middle will take to build capacity for meaningful parent and family engagement. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Meet the Teacher | Instructional staff | Teachers will introduce classroom expectations, routines, and establish rapport. | August 2020 | Connect Orange,  Marquee, Facebook, School Website |
| Open House | All teachers and Leadership Team | Providing information, increasing awareness, and building parent relationships to increase student achievement | October 2020 | Conference/Parent communication logs |
| Parent Information and Resource Fair | Leadership Team, Community Involvement Team | Providing information, and increasing awareness of how health influences student achievement | Quarterly | Sign-in sheets, handouts, flyers |
| Curriculum Nights (Reading, Math, Writing, Science, Arts) | Instructional Staff | Parents will interact with their students while learning a targeted skill. | Quarterly | Flyers, sign-in sheets, Make and Take activities |
| Connect Orange Messages | Principal, Assistant Principal | Increased parental awareness of school events and participation | Ongoing | Copies of message on file |
| College Readiness Nights | College Readiness Coach | Build an understanding of curriculum in all core areas. Build an understanding of global awareness within the community | Quarterly | Website resources, survey feedback, copies of newsletter/emails |
| Regularly scheduled SAC/PTA/PLC meetings | Principal, Parent Representatives | Parents will actively participate in decision-making process for school | Ongoing | Meeting minutes |
| Parent Academies | Parent Liaison | Parents will be provided information and materials to help them with their children and build towards academic success | Ongoing | Sign-in sheets, handouts, flyers |
| Virtual Academies | Parent Liaison | Parents will be provided information and materials to help them with their children “Go Digital” and build upon academic success | Ongoing | Sign-in sheets, handouts, flyers |

**Staff Development**

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| **7. Does the plan include:**  A description of 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, in the value and utility of contributions of parents/families?  - in how to reach out to, communicate with, and work with parents/families as equal partners?  - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]? | Memorial Middle strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.  Below are the specific activities and tasks that Memorial Middle will implement to build capacity for meaningful parent and family engagement. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Annual Title I  Meeting | School administration, Title I coordinator | Information given about the assistance programs provided to the school to help support students academically. | September  2020 | Agenda,  PowerPoint, and  sign-in sheets |
| Presentation of Parent Involvement Plan and Compact | Parent Involvement Coordinator, Principal | Set clear goals of parental involvement with faculty. | September 2020 | Agenda Handouts/presentation Materials and Exit slips |
| Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families | School  administration,  Title I coordinator | Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships | October 2020 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development Module 2:  Building Ties  Between Home and  School | School  administration,  Title I coordinator | Improved ability of staff to work with parents and families | January 2021 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development Module 3:  Implementation and  Coordination of  Parent and Family Engagement  Programs | School  administration,  Title I coordinator | Increased parent and family participation in school activities which support student achievement | March 2021 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development Module 4:  Communicating  and Working with  Parents as Equal Partners | School  administration,  Title I coordinator | Improved relationship, communication and collaboration between  parents and school | May 2021 | Sign-in sheets, exit  slips |

**Other Activities**

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| **8. Does the plan include:**  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) [ESEA Section 1116]? | Memorial Middle will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:   * The ESE and Guidance office have a resource center that includes information about but not limited to the following   + Homeless Education   + Retention,   + Counseling Services   + Exceptional Education Services   + Behavioral Support Services   + And other resources outside of the school * The Media Center offers computer access to allow students and parent’s access to district applications and other materials during extended hours weekly. * District Parent Academy and Virtual Academy events offered throughout the year.   Below are the specific activities and tasks that Memorial Middle will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren) | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Resource Center | Guidance Counselor, ESE Contact, Parent Engagement Liaison | Ongoing | Sign-in Sheets |
| Extended Media Center | Media Specialist, Parent Engagement Liaison | Ongoing | Sign-in Sheets |
| Soldier Den  (Second Harvest Food Pantry) | Guidance Counselor, Parent Engagement Liaison | Ongoing | Sign-in Sheets |
| BCA Farmer’s Market – Information and Resource Fair | Parent Engagement Liaison | Quarterly | Sign-in Sheets |
| Parent Academy | Parent Engagement Liaison | TBD | Pictures, Parent Registration, Flyers |

**Communication**

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| **9. Does the plan include:**  How the school will provide timely information about the Title I programs?  How the school will 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?  How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)/  How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? | Memorial Middle will maintain timely communication about Title I programs through the following:   * Hosting the Title I Annual Meeting * Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs   Teachers and other staff members will support parents’ understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:   * School Compact * Progress Book * Planners * Parent Conferences * Connect Orange Messages * And other school communication methods   Parents will be included in the formulation of suggestions and decision making through the following:   * One-on-one meetings with teachers, administrators, and/or support personnel * Parent Surveys * Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact   If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates. |

**Accessibility**

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| **10. Does the plan include:**  A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?  A description of how the school will share information related to school an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand? | Memorial Middle will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. The following methods will be used:   * Family Nights will be presented in multiple languages to services our ELL families. * Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.   We will share information through various best known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:   * Home-to-school and school-to-home communication in English and/or other languages * Student planners * Flyers * Newsletters * Connect Ed messages * School Website * Email * And other known best practices as needed |

**Discretionary Activities**

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| **11. Does the plan include:**  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.) | N/A | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
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**Barriers**

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| **12. Does the plan include:**  A description of the barriers that hindered participation by parents during the previous school year?  A description of 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 [ESEA Section 1116]? | Memorial Middle, after reviewing the previous years’ Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement:   * Transportation * Language * Education * Economically disadvantaged   Below are the specific steps that Memorial Middle will take to address barriers that existed in the previous year. | |
| **Barriers (Including the Specific Subgroup)** | | **Steps the School will Take to Overcome** |
| Language barrier (ELL) | | Provide Haitian-Creole, Spanish and sign language translation as needed. |
| Education barrier (FRL, SWD, ELL) | | Open House – preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand (i.e. Instead of just using the words fluency, fact family, etc.) we will accompany these terms with a definition and model strategies accordingly. |
| Economically disadvantaged (FRL)  Provide | | Provide food during some evening events, free lunch for all students, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts and food. School to host a wish tree for books to provide a book for every child. |
| Physical Access (SWD) | | School is wheelchair accessible with incline ramps at the school entrance as well as elevators are available for parents (and students) to visit 2nd and 3rd floor classes. |

**School-Parent Compact**

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| **13. Does the plan include:**  As a component of the school-level parental involvement policy/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? | **Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.** |

**Adoption**

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

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This policy/plan was adopted by the school on and will be in effect for the period of .

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The School will distribute this policy to all parents of participating Title I, Part A children on or before .

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| **Signature of Authorized Personnel** |  |
| **Date** |  |

Provide evidence that this policy/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

* Parent survey of previous year’s events and activities
* Any SAC and PTA artifacts where Title I/PFE topics were on the agenda
* Parent Feedback Summary of PFEP Evaluation
* Parent and Family Engagement Activities Tracking Form