



2018-2019 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 Section 1116]. Please complete this form and upload 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 Section 1116]

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. 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

Describe how your school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) 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.

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 I Meeting/ Welcome Back Night.	Principal	Fall Semester- Sept. 6	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 detailed descriptions

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

See above chart for detailed 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. 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 2017-2018. 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.

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 2018-2019.

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?

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher/Open House	Principal, Assistant Principal: C + I, Assistant Principal: A + D	Parents will meet their students teachers and walk their student's schedule with their student, and learn about other supplemental programs that Title I provides	August 13, 2018 1:30-3:30 PM	Sign-In Sheets
2	Curriculum Night/Annual Title I Meeting	Principal, Asst. Principal: C + I, Assistant Principal: A + D	Parents will learn how to help their students and learn about the supplemental programs that Title I provides.	September 6, 2018 6:00-7:30 PM	Sign-In Sheets
3	Technology Know How and Parent Portal (MMS Created)	Principal, Academic Coaches, Assistant Principal: C + I	Using Programs such as FOCUS, Angel, Gradebook and other District online Programs	October 4, 2018 6:00 PM	Sign-In Sheets
4	School Improvement Plan (SIP) Review	Principal	Review of Student Achievement	November 1, 2018	Sign-In Sheets
	Hurricane Harvest Student and Parent Celebration	Administrative Team and Teachers	Celebrate and highlight academic clubs, bring families together for dinner and to showcase student accomplishments	November 16, 2018 5:30-7:30 PM	Sign-In Sheets
5	How to Help My Child on the Florida Standard Assessments (MMS created)	Principal, Assistant Principal: C + I, Academic Coaches	Parents will learn strategies to help their student to be successful on the Reading/Math/Science FSA	February 7, 2019 6:00 PM	Sign-In Sheets
6	Social Emotional Needs (MMS Created)	Principal, Assistant Principal: A + D, Guidance Counselors	Parents will learn about ways to meet their child's social emotional needs.	March 7, 2019 6:00 PM	Sign-In Sheets

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

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Positive Climate and Customer Service	Principal, Parent Involvement Assistant	Training for non-instructional staff playing an integral role in welcoming families to the school by providing a risk-free environment to increase parent involvement in school.	Fall 2018 and Spring 2019	Staff Surveys, Communication logs
2	Effective Parent Involvement	Parent Involvement Assistant	Teacher training to increase effective home-school communication which has a marked effect on student achievement	Ongoing	Staff Surveys, 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. 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.

Parent Resource Library: Provides resources including printed materials and computer access.

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's and district's 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. A quarterly newsletter is also sent home that highlights key Parent Involvement information such as upcoming workshops and meetings involving the Parent Involvement plan and policy.

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 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 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. 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.)

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the	A parent survey will be conducted in September to invite parents to provide input in the development of the PI workshop calendar. The survey will seek	Principal	Improve the effectiveness of that training to increase student achievement	Fall 2018

	effectiveness of that training [Section 1118(e)(6)]; and	input with regards to the best time to hold the meetings, topics for the workshops, transportation, and childcare needs.			
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	• Provide parents access to parent guides, tips and ideas for parents, a library on effective parent involvement activities and ways to assist students, as well as a computer station dedicated to parent use.	Principal	Parents will be able to help their children at home to increase student achievement	All year
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	• 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.	Principal	Parents will be able to help their children at home to increase student achievement	All year
4	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Provide meetings and trainings for parents to enhance knowledge and build capacity.	Principal	Parent will receive information and tips to help their children succeed	All year
5	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Administer, collect, analyze, and use the result of workshop evaluations to improve parent training and activities.	Principal	Increase of parent involvement opportunities	All year

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.
Child care	Provide child care or space/activity for children while parents engage in presentation

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

Upload a copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY18 Parent Involvement Policy (PIP)** prior to approval. Please upload document in your school PIP Policy folder (#1) in the ADNTITLE1SCHOOLS drive. [Link](#)

13. Upload Parent-School Compact

Upload an electronic version of the FY18 Parent-School Compact. Please upload document in your school Compact folder (#3) 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 **FY18 Parent – School Compact** prior to approval. Please upload document in your school Compact folder (#3) in the ADNTITLE1SCHOOLS drive. [Link](#)