**Maximo Elementary School**

**Parent and Family Engagement Plan**

I, Tekoa Moses, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

**Assurances**

* 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 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* Involve parents, 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 under section 1114(b)(2) [Section 1118(c)(3)];
* 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 [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(I)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:**The Maximo Elementary school community creates a quality educational setting that promotes critical thinking skills for college and careers by providing a relevant and rigorous curriculum and building positive relationships. We believe that positive parent/family involvement is essential to student achievement and thus promotes and encourages such involvement in all school activities. |

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:**Maximo Elementary School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parental Involvement Plan (PIP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings. |

**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Individuals with Disabilities Education Act (IDEA) | Supplemental instruction provided by the school will be discussed with parents during the development of the scholars' IEP. |
| 2 | VPK | Maximo Elementary and the VPK office will work together to coordinate transition programs for scholars entering the regular public school program. |
| 3 | Transition to Kindergarten | In the Spring, the school will provide families important information to help their child(ren) transition from Pre-K to Kindergarten. Materials will be provided to be used over the summer at home to advance learning. |
| 4 | Nutrition Program | We provide a no-charge breakfast and lunch for all scholars. Due to our extended learning day, an afternoon snack is provided to all scholars. Also, dinner is served to scholars who attend our extended learning programs. |
| 5 | Open House | Maximo Elementary will provide an informational night for parents distributing various resources and materials to help their child(ren) become educationally successful. |
| 6 | Conference Nights | Maximo Elementary will host two school-wide conference nights for families to be informed of their child's progress on formal and informal assessments. |
| 7 | Family Literacy Night | Maximo Elementary will host a family literacy night in conjunction with the book fair. |
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| 8 | Family Math Night | Maximo Elementary will host a family math night in conjunction with an art exhibit. |
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| 9 | FSA Parent Information Night | Maximo Elementary will host an information session for parents to learn about their child's grade level state assessments. |
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**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda & power point that addresses the required schoolwide components | Title I Contact | September, 2019 | Copies of agenda and PowerPoint |
| 2 | Annual Title I Parent Meeting | Principal | September, 2019 | Agendas and sign-in sheets |
| 3 | Create sign-in sheets | Assistant Principal | September, 2019 | Sign-in sheets for meeting and individual classrooms |
| 4 | Advertise/publicize event | Principal and Assistant Principal | September, 2019 | School Messenger messages, school marquee, and posting on school website |
| 5 | Develop and disseminate invitations | Principal, Teachers, and Assistant Principal | September, 2019 | Flyer with date of dissemination and posting on school website |
| 6 | Develop agenda, handouts, and/or presentation materials that address the required components | Principal and Assistant Principal | September, 2019 | Copies of agendas, PowerPoint presentation, and handouts |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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| **Response:**Maximo Elementary School seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. We offer evening events throughout the year. In order to meet the needs of our families and provide for active parental involvement, Maximo Elementary offers flexible parental involvement meeting times that encourage our families to attend. Most of our scholars arrive by car. We will celebrate scholars’ successes each month at the start of school, or after school so that parents can learn about what our scholars are accomplishing in school from the scholars themselves. We schedule parent conferences at times that meet the needs of our working families. Home visits and phone conferences will also be made available for families with transportation challenges. We also provide child care during school based meetings in an effort to remove barriers, in order to increase participation. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Curriculum/Back-2-School Night Annual Title I Meeting | Principal, Assistant Principal, Teachers | Assist parents and scholars with school-wide and classroom expectations so that their child(ren) will be successful during and after school. | September 2019 | Sign-in sheets, handouts, agendas, and presentation materials |
| 2 | Conferences | Classroom Teachers | Teachers will hold individual conferences to discuss scholars’ assessment results, expectations, and goals for the school year. Setting goals will help to increase scholar growth in targeted academic areas so as to meet growth targets on the Florida Standards Assessment. | Fall & Spring 2019-2020 | Conference logs |
| 3 | Saving Our Scholars | Scholars and Mentors | Scholars will set and share goals in their learning with their mentor and parent/guardian. As a result, parents will be more aware of scholar progress and support their learning so as to increase overall scholar achievement. | Monthly 2019-2020 | Sign in Sheets, Student Data Folders, Artifacts of student work |
| 4 | FSA Family Night | Principal, Assistant Principal, and Teachers | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home over the summer including a summer reading project to promote highest student achievement and student growth over time. Parents will also have time to sit with their child to review their portfolio of work from the year, areas of improvement and areas for continuous work | February/March 2020 | Sign-in sheets, handouts, agendas, and presentation materials |
| 5 | Car Circle Contacts | Classroom Teachers | Increased relationship between teachers and parents will ensure ongoing support by parents of scholar achievement | August 2019-May 2020 | Log of Parent Contacts |
| 6 | Family Literacy, Math and Science Nights | Literacy, Math and Science Coaches | Increase student achievement | October 2019-February 2020 | Sign in Sheet/Power Point |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Ongoing PLC | Principal, Assistant Principals, Instructional Coaches | Improve the ability of staff to work effectively. | August 2019- May 2020 | Meeting agenda and other appropriate documentation as required |
| 2 | Standards-based Instruction | Principal, Assistant Principals, Instructional Coaches | Improve the ability to understand and teach grade level standards effectively | July 2019-May 2020 | Meeting agenda and other appropriate documentation as required |
| 3 | SAC | Principal, Assistant Principal | Provide background knowledge on student population, collaborate on school wide routines and processes | September 2019- May 2020 | Teacher/Parent/Administration observations and meeting |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:**Maximo Elementary School will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. Furthermore, Maximo Elementary School will inform parents regarding the Parent Resource Center provided at the Title I Center. School staff will extended learning opportunities for scholars on selected Saturdays to promote scholar achievement. |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:**Maximo Elementary School will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, labels/stickers, email and the school website. At the Open House / Annual Title I Meeting, information about Title I programs, curriculum, and academic assessments will be shared in a general meeting. Teachers will maintain sign-in sheets and provide a copy to the Title I Contact who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Parents were encouraged to attend our monthly celebrations to learn about scholar successes from their child(ren). Parents were encouraged to attend a conference in the Fall to see how their child(ren) are doing on district assessments and ways they can help at home. The same information will be provided to parents unable to attend via our school newsletter. Up-to-date information will also be kept at the "Parent Station" located in the front office for parent convenience. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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| **Response:**Maximo Elementary School will make the Parental and Family Engagement Plan (PFEP) available to parents on the school's website. A hard copy of the PFEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request. |

**Discretionary Activities**

School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

**Upload Evidence of Input from Parents (into the Audit Box KIA Folder)**

* Upload evidence of parent input in the development of the plan

**Upload Parent-School Compact** **(into the Audit Box KIA Folder)**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

**Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Open House | 1 | 150 | Parents and scholars had the opportunity to get to know the teachers and learn ways to support students at home. Parents were able to see work students completed in school and plan for improvement where needed. |
| 2 | Literacy Night | 1 | 200 | Scholars and parents participated in literacy rotation stations. Parents learned how to utilize the activities at home with their scholars to support them in the area of reading. Parents were able to sit with the MTSS Coach and have a data chat about grade level FSA data. Through the discussions parents were able to learn more ways to support their scholars with literacy from home. |
| 3 | Conference Night | 2 | 218 | Parent-Teacher conferences held 2 times a year provide opportunities to discuss student assessment results and set expectations and goals for the school year. |
| 4 | Annual Title I Parent Meeting | 1 | 200 | Parents understand what it is to be a Title I school, where to find important information and how to get involved |
| 5 | Car Circle contacts | 1 | 130 | Monthly contacts establish relationships between teachers and parents to ensure ongoing support of scholar achievement |

**Review Rubric:**
Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous 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 [Section 1118 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Ongoing PLC's with Instructional Coaches | 36 | 40 | Teachers worked together to analyze data to plan for differentiated instruction, target scholars, lesson plan and problem solve behavior issues in the classroom. |
| 2 | Restorative Practice | 3 | 40 | Staff gained a better understanding of restoring relationships between staff, scholars, and families.  |
| 3 | Cross Content PLCs | 36 | 40 | Work within cross content teams to identify scholars’ strengths and areas of support and reach out to parents to work with them to support their children throughout the year. |
| 4 | Trauma Informed Care | 2 | 40 | Gained insight on how to recognize and interact with students who are experiencing trauma. |
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| 5 | Equity | Ongoing | 40 | Gain insight and a better understanding of how to provide equity to scholars academically and socially, and behaviorally. |
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**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Lack of parent involvement at Title I family events | Offer alternate meeting times in the morning periodically throughout the year |
| 2 | Unable to contact parents/multiple calls from several teachers  | Structured cross content teams with time built in to work with parents through parent calls, emails and conferences |
| 3 | Parents unable to get information on what is happening in their child’s classes (economically disadvantage) | Teachers send home communication with information on class content, testing, field trips and other relevant information. Use the school messenger system to contact parents via the phone. |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |