



Parent and Family Engagement Plan 2019-2020

Mulberry Middle

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

Mulberry Middle School will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. Our doors are always open and we welcome all parents and families to be a part of their child's/children's learning. We believe every Mulberry Middle School student will transition to high school ready to succeed as a proficient learner.

What is Required:

Assurances: We will:

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature: _____

Date: _____

8/21/19



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EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.

| | Date of meeting to gather parent input. | How were parents invited to give input? | Describe the method in which parents were involved. | What evidence do you have to document parent/family participation? |
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| School Improvement Plan (SIP) | September 9, 2019 | Monthly newsletter/ SAC meeting | Attendees at SAC review and provide feedback. | SAC minutes |
| Parent and Family Engagement Plan (PFEP) | April 8, 2019 | Monthly newsletter/ SAC meeting | Edit Previous PFEP | Marked plans/SAC minutes |
| School-Home Compact | April 8, 2019 | Monthly newsletter/ SAC meeting | Edit Previous Compact | Marked Compacts/SAC minutes |
| Title I Budget | September 9, 2019 | Monthly newsletter/ SAC meeting | Attendees at SAC review and provide feedback. | SAC minutes |
| Parent & Family Engagement Allocation | September 9, 2019 | Monthly newsletter/ SAC meeting | Attendees at SAC review and provide feedback. | SAC minutes |

**Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

** Evidence of the input gathered and how it was/will be used should be available on Title I Crate.*

2. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

| Tentative date & time(s) of meeting | |
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| How are parents notified of the meeting? | All parents will be notified of the Annual parent meeting via an invitation in the backpack, notification in the monthly newsletter, and by social media. The information for this meeting will also be posted on our school website and marquee in front of the school |
| What information is provided at the meeting? | The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum. |
| How are parents informed of their rights? | Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file. |
| What barriers will you address to encourage parents/families to attend? | Transportation is not offered to all parents, however, if we know of a family in need of transportation in order to attend we work to find a solution. Translation of materials given out will be translated in English and Spanish as well as we will provide a translator at the meeting. Parents are welcome to bring their child(ren) to the meeting so childcare is not needed |
| How will you get feedback from parents about the meeting? | Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum, or testing that they would like to learn more |
| How do parents who are not able to attend receive information from the meeting? | For parents who are not able to attend this meeting, the information will be available on our school website. |



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3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

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| Title IV-Homeless | HEARTH program |
| Migrant | Mulberry Middle School has a migrant liaison and migrant portable to provide economic support. |
| Preschool Programs | N/A |
| Title III-ESOL | Mulberry Middle School provides ESOL tutoring |
| SAC | SAC meets a minimum of four times during the school year. Attendees review and provide input for the PFEF, Compact, Title I budget, and SIP. |
| PTO/PTA | PTSA provides money for 8th grade trip, Odyssey of the Mind, and A-Team |
| Community Agencies/Business Partners | Mulberry Middle School works with the program director for the city of Mulberry, FL |

4. Utilize strategies to ensure meaningful communication and accessibility.

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| Describe the methods that will be used to ensure meaningful, ongoing communication between home and school. | Annual Parent meeting, Website, Monthly newsletters, Parent conferences, Progress monitoring, FSA mini camps, Test prep, PIN |
| Describe how you 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 who is out of field. | Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. |
| Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments. | State/district reports, Data nights and Parent conferences |
| Describe how your school provides information to parents in their native language. What languages do you provide? | Mulberry Middle School provides parent documents in English and Spanish |
| How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events? | Mulberry Middle School complies to all ADA requirements |
| Describe the opportunities parents have to participate in their child's education. | Parents can participate in Parent meetings, PTSA, SAC and volunteer as well as support their students through parent/teacher conferences. |

5. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

| <u>Topic/Title</u> | <u>How does this help staff build school/parent relationships?</u> | <u>Format for Implementation: workshop, book study, presenter, etc.</u> | <u>Who is the audience?</u> | <u>Tentative Date/Time</u> |
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| Effective Parent Conferencing | Build positive relationships with Parents | Professional Development thru PLC | All teachers | October PLC |
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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

| Building Capacity of Parents and Families | | | | | | | |
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| Topic | Title | How will this impact Student Achievement? | Tentative Date/Time Are they flexible? | Transportation | Refreshments | Childcare | Translation |
| Curriculum Areas | Data Night | Parents and student can view their progress and discover the available resources. | Oct 3, 2019, Mar 17, 2020 AM and PM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| State Assessments & Achievement Levels | FSA test prep | Students and parents will be given necessary information to set goals toward success | Feb 18, 2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Technology, Parent Portal | Open House | Instruction on viewing Parent Portal is given to monitor student achievement | Sept 10, 2019 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Transition (Kdg, MS, HS) | MS transition, HS transition | Students are prepared to enter the next level of education | Dec 19, 2019, May 12, 2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| College & Career | CFES | Students are prepared for college - USF Engineering Expo | Feb 21, 2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Graduation Requirements & Scholarships | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conferences | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| How will workshops/events be evaluated? | Surveys |
| How will the needs of parents be assessed to plan future events? | Surveys are reviewed by SAC and input is included in the next PFEP |
| What are the barriers for parents to attend workshops/events and how do you overcome these? | Transportation is the main barrier and will be addressed as needed on a one to one basis. |
| How are flexible dates and times for meetings, events and/or workshops offered? (Give examples) | The information presented at Data nights will also be shared during the AM of the following day. |
| How do parents who are not able to attend building capacity events receive information from the meetings? | Information will be available in the front office as well as viewed on our website. Social media will be used to direct parents to the site information. |

**These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*