

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 on by parents periodically to meet the changing needs of parents and the school.

**School’s vision for engaging families:**

***What is Required:***

**Assurances: We will:**

[x]  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.

[x]  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.

[x]  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.

[x]  Involve parents in the planning, review, and improvement of the Title I program.

[x]  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.

[x]  Offer assistance to parents in understanding the education system and the state standards, and how to support their children’s achievement.

[x]  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.

[x]  Coordinate with other federal and state programs, including preschool programs.

[x]  Provide information in a format and language parents can understand, and offer information in other languages as feasible.

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:**

1. **Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents**.

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| **Describe the method in which parents were involved** | MPLES believes in involving parents in all aspects of its Title 1 programs. A parent survey was conducted and collated with survey data from the previous year to provide guidance to the MPLES School Advisory Council (SAC) and the leadership team in completion of the School Improvement Plan (SIP). We then use that data to help make decisions for the upcoming year. The parent survey gives parents time to reflect on activities we have had, as well as give input for future activities that would benefit their families and their students. |
| **Date of meeting to gather parent input for Comprehensive Needs Assessment** | The Parent Survey was completed in the third quarter of 2019/ 2020 school year. Title I Annual Meeting 03/10/20. |
| **Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan** | The Parent Survey was completed in the third quarter of 2019/ 2020 school year. Title I Annual Meeting 03/10/20. SAC discussed the results and utilized this information to improve the SIP thru the remaining year. The leadership team has maintained an open discussion thru-out the year.  |

***\*Evidence of the input gathered and how it was/will be used should uploaded to Title I Crate.***

1. **Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate**.

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| **How were parents invited to develop or revise the compact?** | Parents were invited using a variety of methods. A paper invitation was sent home in the Newsday folder, information was posted on our bulletin board, school marque and on Facebook school page. |
| **Date of parent meeting to develop or revise the compact** | March 10th, 2020. |
| **What communication methods will be used between teachers & parents as well as school & parents?** | Phone calls, Class Dojo, Online monitoring, My-student, text, Remind App, social media, newsletters, connect calls, flyers, weekly and quarterly newsletters, bulletin boards, marque and Newsday folders that go home with the students.  |
| **Elementary schools are required to hold at least one face to face conference with parents. Explain your process?** | During Open House, along with signing in, parents are instructed to provide contact information and sign up for a face to face Parent Teacher conference. |

***\*A parent signed copy of the compact should be uploaded to Title I Crate as evidence of implementation.***

***\*Evidence of the input should be uploaded to Title I Crate.***

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

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| **What information is provided at the meeting?** **How are parents notified of the meeting?** | The school provides a Power point presentation and feedback form that incorporates information about how the 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, school grade information, parent survey results and information on the school’s curriculum. A brochure is also provided and available to the families at the beginning of the school year, or upon enrollment. We also have information available online, and at Open House/Title I meeting which is held in September as well as ESOL resources.Flyers are sent home, and email to partners in the community, add to phone calls home, as well as on the school website and on Facebook school page. |
| **Tentative date and time(s)****of the Annual Title I Meeting and steps taken to plan the meeting** |  September 2020 at 6:00 p.m. |
| **How do parents who are not able to attend receive information from the meeting?** | If parents/families are unable to attend the school presentation, all the information is placed on our website, social media, newsletter and in our front office. It is also available to be sent home with students when requested. Parents and families are encouraged to meet with the Title I contact for any questions or discussion. |
| **How are parents informed of their rights?** | At the Title One meeting and the information provide on our website, with a brochure informing parents of their rights. The school also required to have a copy of the “parents right to know” letter in a parent and family engagement notebook kept in the front office. |

1. **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 III-ESOL** | The school will attempt to provide translations at ESOL parent meetings and will coordinate this through the ESOL department, we will attempt to provide families information in their native language regarding the newsletter, flyers and they can translate information on FB and our website, also the school has the support of the bilingual Parent Involvement coordinator translating and helping parents who do not speak English.  |
| **Title IX-Homeless** | We work with community partners such as Metropolitan Ministries, churches and the State Department as well as update a resource guide with local resources to obtain and provide information on housing options. |
| **Preschool Programs** | The Head Start Teacher and Family Service worker, with the support of the Pasco County school District, will offer pre-kindergarten students a social and academic curriculum throughout the year. Included in their services will be Parent / student activities, parent trainings, family support through home visits, certified social workers, nurse, psychologist, and family service workers.  |
| **IDEA/ ESE** |  |
| **Migrant** |  |
| **SAC** | Mittye P. Locke encourages parents, teachers, and community members to become involved in planning, review, and improvement of our programs. Parent, teacher, and community participation in our School Advisory Council (SAC) is essential to our continued improvement and success. All stakeholders are invited to be in the SAC committee and to attend all meetings. All families are welcome and encourage to become active members in SAC and asked to provide meaningful input into the development of all plans related to school improvement. |
| **PTO/PTA** | This organization will assist in bridging the gap between our families and the school. |

1. **Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.**

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| **Allocation** | $ |
| **Explain how these funds will be used this school year** | To provide programs, training and workshops to families. Parent Involvement Assistant and materials to support Parent engagement.  |
| **How are parents involved in deciding this?** | Parents are invited to participate in our School Advisory Council meetings, we also preform detailed Parent Surveys to obtain suggestions and opinions. |
| **How did you document parent input?** | Parent survey results and SAC meeting notes.  |

1. **Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.**
* **Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.**
* **Think of Family Engagement as a strategy to reach the goal of student achievement**
* **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.**

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| **Building Capacity of Parents** | **How will this impact Student Achievement?** |  | **Check all that apply.** |  |  |
| **Title of Event** | **Tentative****Date/Time**Are they flexible? | **Transportation** | **Meal Refreshments** | **Childcare** | **Translation** | **How will this support learning at home?** | **SUP Goal (s) this Strategy supports** |
| Open House / Title 1 | Informational night to share with parents what to expect in the school What being a Title 1 school means. | First month of school.  | N |  N | N | Y | Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.  | Provide a time for parents to meet the teacher, learn about the curriculum, meet other parents, opportunities to support and review expectations. |
| New student / Family inductions | Parents are able to interact with school staff and learn about the policies and procedures.  | Thru out the year | N | N | Y | Y | Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.  | -Introduce students to school services which will support their educational and personal goals (ex. library, information technology and academic).-Familiarize students with the school environment and physical facilities.-Create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for learning.-Provide a welcoming atmosphere for students and families to meet faculty, staff, and continuing students, as well as other new students.-Provide the families of new students comprehensive information about the academic and student service resources and programs. |
| Mornings of Mom /All Pro Dads/ Grandparents’ breakfast | Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.  | Monthly in the mornings before school.  | N | N | Y | Y | Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.  | The purpose of these events is to help parents, guardians and grandparents, feel more connected, involved and focused on their child. We provide advice, strategies, and tools on how to raise children and provide an opportunity for parents to share ideas and concerns with parents going through similar issues. |
| Parent Course: / Overcoming poverty | Low income means additional stresses, low or no food/ clothing/ school supplies. This works with families to help them understand barriers.  | After school and information to take home. | N |  Y | N | Y | If this course can help families remove some of the barriers such as financial burden, they can focus more on education.  | Support and strengthen existing parenting abilities and promote the development of new competencies so that parents have the knowledge and skills needed to carry out child-rearing responsibilities and provide their children with experiences and opportunities that promote child learning and development. |
| 3rd Grade Parent Night | Our teacher’s meet with families to discuss the requirements of 3rd grade including but not limited to FSA standards. | Meeting date if for after school. But information will go home with students/ families as needed.  | N | N | Y | Y | If families know what is expected they can work together to achieve this goal.  | Provides important information to parents, about FSA assessments and students’ curriculum. |
| AVID Night | Family informational night Keep students on the track for success in school. Teaches them accountability and responsibility.  | First quarter. The event is after school, but information will be posted online and go home with students as well.  | N | N | Y | Y | If families know what is expected they can work together to achieve this goal.  | Parents are involved in the overall school program which helps encourage and support their children to succeed. In this manner, the learning doesn't stop at school at the end of the school day but continues at home. |
| Reading Night | Parents will be able to interact with staff and be taught IRLA levels. They will be instructed on how to assist their children so they can choose the correct level book | 2nd quarter  | N | N | Y | Y | Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.  | -Increase the knowledge level of parents and family members about things they can do at home to help nurture readers.-Involve more parents and family members in the education of their children and help them feel welcome as learning partners.-Host a fun, free, multi-generational activity where families and teaching staff can show students that they value reading and learning. |
| Winter Celebration of the Arts | Families gather to help with the understanding of the Art program offered at MPLES including Choir, Orff, Art. | December | N |  N | Y | Y | Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.  | The purpose is to highlight our students' creative ambition and drive and to give them a chance to showcase their hard work and inspiration. |
| STEM Night | Families will be educated with hands on problems and interact, build and understand State standards set for STEM. In additional they will learn how to support their children.  | 3rd quarter, after school, but information is sent home with every child as well.  | N | N | Y | Y | Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.  | Connect parents to their children's education by learning about the practical applications of STEM. |
| SAC/PTO meetings | Parents will actively participate in decision-making process for school with administration. | Every month | N | N | N | Y | Improved relationship, communication and collaboration between parents and school. | Promote parent/ community participation to assist in the preparation and evaluation of the results of the school improvement plan and to assist the administration with the annual school budget. |
| **Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.** | During the Title I annual meeting, a power point is shared with parents/families introducing Administration and Title I contact. Administration explains the form of academic assessment used to measure student progress and proficiency levels students are expected to meet, what are the benefits of a Title I school, how to be involved and engaged with your child’s school. Parents have the opportunity to ask questions about the Title I program, academic standards, and student assessments. Title I maintains all documentation of the Title I Annual Meeting. During Open House at the beginning of the school year, classroom teachers share information about the curriculum and academic assessments. During this time, teachers explain the grade level curriculum and the Florida State Standards, and conferencing scheduling. Teachers use sign-in sheets and a copy of this documentation is kept with Title I. |
| **How will workshops/events be evaluated?****How will the needs of parents be assessed to plan future events?** | Workshops are evaluated with feedback forms or input requested at the end of the year Parent Survey. Data such as dates and times that best suits the majority of the families are used in the planning of the next years events. Also, feedback and suggestions given are utilized to better meet our family needs. |
| **Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.** | Mittye P. Locke provides the Parent and Family Engagement brochure in English and Spanish. A hard copy of the full plan will be available upon request and is kept in the front office, also we will provide, when practical, information to parents in the native language. We have a bilingual Parent Involvement Coordinator and 2 ESOL employees who are available to translate and assist our families. Documentation is also translated ahead of time if time allows.  |
| **What are the barriers for parents to attend workshops/events and how do you overcome these?** | The school will work hard to minimize any barriers by parents and community members. According to our surveys, it is often difficult for families to attend meetings/events due to work hours. In an effort to maximize participation, we have incorporated flexible hours for meetings and events where it is practical. We also provide plenty of notice so school age children and families to focus. Refreshments are also provided. |
| **How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)** | The school has a strong belief in the importance of parental involvement and therefore offers a variety of meetings at convenient times for parents to attend throughout the school year. We provide morning and evening events. Such as Mornings of Mom and All Pro Dads, are before school. We also provide more information at Parent Nights in the evenings. Information is also available online and we are working on completing information podcast for our families to access. |
| **How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?** | Mittye P. Locke provides support for students and families with disabilities. The parking area at the entrance of the mail building has handicapped parking spaces and ramps for wheelchair access. The main building has classrooms that allow for handicap access. Families are encouraged to request interpreters if needed. |

***\*These events should be included on the Data Collection Sheet for School Events.***

1. **Utilize strategies to ensure meaningful Communication**

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| **Describe the methods that will be used to ensure meaningful, ongoing communication between home and school** | The teachers and staff will encourage and support parents and community members to attend events at school by connect calls, class/ school text, Facebook, Twitter, Website, weekly and quarterly newsletters, Remind app, Tuesday Newsday folders, school Marque, and the school information bulletin boards in the halls. |

**8. 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.**

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| **Topic/Title** | **How does this help staff build school/parent relationships?**  | **Format for Implementation: workshop, book study, presenter, etc.** | **Who is the audience?** | **Tentative Date/Time** |
| Volunteer training | Teaches staff protocol for ensuring the safety of the students. Gives our parents peace of mind knowing procedures are being followed. | Power point and meeting | All staff | August 2020 |
| Poverty Training | Teaches how to best work and support our families who are suffering from poverty. | Staff meetings | All staff | August 2020 |
| Parent Involvement training | Teaches the importance of having families engaged in school and with their children at home. | Power point | All staff | August 2020 |

**9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.**

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| **Location of Resource Center/Area** | **Person responsible for monitoring and updating Resource Center/Area** | **List a sampling of materials made available in the Resource Center/Area** |
| Parent Involvement RoomMain office | Parent Involvement Assistant and Secretary | Title I brochures, SAC information, bullying information, Community Resources, Ways to be involved in your child’s school. Family friendly Parent Involvement Plan. |

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Drafts of PFEP’s are due to Title I Crate by April 28th, 2020.***

***\*Copies should be placed on the school website as well as in the Title I Family and Community Binder in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.***

***\*A “Family Friendly” version of this plan should be distributed to families and uploaded to Title I Crate.***

*[[1]](#footnote-1)*

1. *(4/8/20)* [↑](#footnote-ref-1)