



2020-2021 TITLE I PART A PARENT & FAMILY ENGAGEMENT PLAN & POLICIES

CLAY COUNTY DISTRICT SCHOOLS

School Name: MBE

School-Wide Parent and Family Engagement Mission Statement

Our mission is to work collaboratively with all stakeholders to engage parents and families and provide a public education experience that is motivating, challenging, and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity and respect. Through these values, we will maximize student potential and promote individual responsibility.

Assurances

Assurance 9, Certification: The LEA will ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. §1112(c)(6). The LEA will also ensure parents are notified appropriately according to the "Parents Right-To-Know" provision. §1112(e)(1)(A-B)

- At the start of each school year (in a timely manner), and LEA that receives Title I, Part A funds must inform/notify parents of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals qualifications.
- When a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified, but teaching out-of-field, the LEA must provide written notification to each parent in a timely manner. This notification should be timely and in letter form on LEA or school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

Assurance 11a, Parent Consultation: The LEA will ensure that in order to receive parent and family engagement funds under section 1116 the agency will conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Assurance 11b, School Parent and Family Engagement Policy: The LEA will ensure that all requirements outlined in section 1116(b)(1-4) are met.

- Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform

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format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.
- If the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, such agency may amend that policy, if necessary, to meet the requirements of this subsection.
- If the plan under section 1112 is not satisfactory to the parents of participating children, the LEA shall submit any parent comments with such plan when such LEA submits the plan to the state.

Assurance 11c, Policy Involvement: The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5).

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
- Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.
- 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.
- Provide parents of participating children — (A) timely information about programs under this part; (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and (C) 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, and respond to any such suggestions as soon as practicably possible.
- If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA.

Assurance 11d, Shared Responsibilities for High Student Academic Achievement: The LEA will ensure that all requirements outlined in section 1116(d)(1-2) are met.

- As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part 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 and the means by which the school and parents will build and develop a partnership to help children achieve the Florida's challenging academic standards. Such compact shall — (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum — (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; (C) reasonable access to staff, opportunities to volunteer and participate in their child's class; and observation of classroom activities; and (D) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Assurance 11e, Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and LEA assisted under this part will meet the requirements outlined in section 1116(e)(1-14).

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Assurance 11f, Accessibility: The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Administrative Signature of Assurances: _____

Involvement of Parents in the Decision-Making Process

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

How will your school involve parents/families in the decision-making process of your Title I program?	Parents are asked to sign in at each Title 1 event and an opportunity is provided for parents to register for the Parent Portal and FOCUS account. Additionally, surveys are given at the conclusion of each Title 1 event and results of these surveys are analyzed and used to make adjustments to Title 1 events in the future. Also, the agendas and minutes from each School Advisory Committee meeting are published on the school's website for all stakeholders.
How Title I funds will be used for parent/family engagement activities and policies at your school?	Funds will be used to provide families with opportunities to engage with school faculty focused on the school improvement goals. Funds will cover necessary materials, food, as well as student and parent take-away materials.
How will your school ensure adequate representation of parents of participating children in the decision-making process?	MBE administration, with the help of teachers and Title I team will actively recruit members for the School Advisory Committee to reflect the diverse make-up of the school's student population. This will be done through active recruiting at all parent engagement events and personal invitations extended to families.
Describe how your school will involve parents (in an organized, ongoing and timely way) in planning, reviewing and the improvement of programs and policies?	The MBE School Advisory Committee meets four times throughout the school year to plan for and review the effectiveness of Title 1 programs. Discussions involve ideas for future parent involvement events and the funding necessary to facilitate each event. SAC members are also encouraged to lead and

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If requested by parents, how will your school respond to opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible?	The SAC will meet regularly, once a quarter. If SAC members request additional meetings, the SAC Chair will work with members and admin to schedule further meetings at the time of the request. Any suggestions from SAC are included in the meeting notes and promptly forwarded to the appropriate person. All teachers open their classrooms at least once a quarter for parents to visit and ask questions in addition to holding at least one face-to-face meeting with individual parents. If individual parents request additional meetings, they may do so at any time with the teacher or administration. Teacher or administration will respond within 2 school days.
What method of evaluation do you utilize to review and design more effective parent/family engagement strategies and policies?	Each Title 1 event closes with a parent survey and a Title 1 Annual Spring Survey allows parents to provide valuable feedback. The Title 1 team analyzes the survey feedback and makes adjustments to programs based on the suggestions provided by parents.
How will the plan be made available to the community?	The MBE School Advisory Committee meets four times throughout the school year to plan for and review the effectiveness of Title I programs. Discussions involve ideas for future parent involvement events and the funding necessary to facilitate each event. The School Advisory Committee consists mostly of parents who were elected to serve on the committee, school administrators, a community business partner, and teachers, although SAC meetings are posted on school social media and through paper handouts to all parents inviting everyone to attend. At each parent and family engagement event, participants are provided a summary of the plan and a hard copy is always available in the front office lobby and an electronic version on the school website. In addition, at the beginning of the school year a parent volunteer orientation takes place which allows parents opportunities to learn about the PFEP and share individual strengths to select ways to support the PFEP throughout the year.

***If any part of this policy or plan is not satisfactory to the parents, please note within the plan and submit to the district-level Title I representative.**

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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Homeless - Guidance Counselor	Local churches serving as community business partners actively seek ways to help students and offer weekly take-home backpacks filled with food and weekly food pantry pick-up opportunities.
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Annual Parent Meeting

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). Describe the steps the LEA will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

Date and time of Title I Annual Parent Meeting	TBD
Describe the Title I Annual Parent Meeting (Including how parents were notified in a timely manner and what materials were utilized.)	MBE Title 1 fliers, robo-calls, website, and Facebook notifications are utilized to communicate the Open House and Title 1 Annual Parent Meeting weeks in advance. A Powerpoint presentation is provided and Right to Know newsletters sent home in Tuesday folders.
Describe how your meeting will communication information regarding: - The Title I Program (Benefits and how it affects your school) - Parents Right to Know - Qualifications of Teachers or Paraprofessionals - Notification of Teacher(s) who are out for more than 4 consecutive weeks - Ways Families Can Offer Suggestions/Feedback - How Parents Can Access Academic Achievement Results	Title 1 Powerpoint created by district office and edited specifically for MBE. Parents are sent home the Right to Know newsletter in the students' first Tuesday folder of the year in August. Letters will be sent home to parents with any student who is in a classroom where the teacher is out-of-field or on leave for more than four consecutive weeks. Families can offer suggestions or feedback through our Title 1 parent survey or Title 1 events feedback forms.
How will you determine the effectiveness of the Title I Annual Parent Meeting?	Attendance sign-in sheets and parent feedback surveys

Flexible Parent Meetings

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.	Parent Orientation is offered during the day, prior to the first day of school and an Open House is offered in the evening about a month into the school year. This decision was made based on parent feedback from the previous years in
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	order to accommodate parents with daytime or evening working hours. Additionally, we schedule our Title 1 Parent and Family Engagement events take place at a variety of times; before school, evenings (Tuesdays and Thursdays work best for our families), weekends, and this year we will even attempt a virtual event. We will hold our four School Advisory Committee meetings in the evenings, based on parent feedback from the previous year's SAC meetings. We will also begin allowing parents to join virtually to allow maximum parental and community participation. During SAC meetings and Kindergarten Orientation, childcare is provided by school staff. Home visits are made by the Hospital Homebound teacher or social worker as needed. ESOL students are provided with the Imagine Learning literacy program as well as classroom curriculum in Spanish, if applicable.
Describe what child care, home visits, transportation and/or varied language services are provided by your school.	During SAC meetings and Kindergarten Orientation, childcare is provided by school staff. Home visits are made by the Hospital Homebound teacher or social worker as needed. ESOL students are provided with the Imagine Learning literacy program as well as classroom curriculum in Spanish, if applicable.
Barriers: Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.	Working parents find it difficult to come to either the morning events or evening events if they cannot get to the school during the event times. Also, parents with multiple children that are not of school age find it difficult to participate during school events.
Barriers: What steps will the school take to overcome these barriers?	Since providing childcare during evening SAC meetings, more parents have joined our committee. During school events, we use staff, faculty, and older student groups, such as Student Council, to help with crowd management and engaging younger siblings that need to attend with parents. We gear every event to the whole family, and provide kid-friendly activities for children if the event is focused on adult training that may not be kid-friendly. The school's Facebook page is used to display pictures of special events so parents have opportunities to see their child engaged in learning.
Evaluations: How will you obtain feedback regarding parent and family engagement activities?	GoogleForms, or paper-based surveys are created for each Title 1 Parent and Family Engagement event.
Accessibility: Describe how the school to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing	Google Translate and the Microsoft Word translate tool allow parents with limited English proficiency to read about Title 1 Parent and Family Engagement activities. These tools are used as needed. Information with all stakeholders is shared through fliers in the student Tuesday folders, Facebook, Google Calendar, school website, and word of mouth.

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information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Building Capacity of Parents & Staff

Describe how the school will ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, each school and LEA assisted under this part will meet the requirements outlined in section 1116(e)(1-14).

*This section should align with your school's Comprehensive Needs Assessment.

Parent & Family Engagement Activity (Included anything your school will be using 6150 funds for.) (Include activities, trainings, staff, materials, programs)	Researched-Based Rationale (You may hyperlink the research.)	Timeline of Event (Tentative Date/Time)	Evaluation Method
Transition Activities (Kdg., Headstart, Pre-K, 6th - Middle School) 1. New Kindergarten screening 2. Kindergarten Family Night (equipping new families with information about our school and establishing a positive home/school relationship) 3. Headstart Tour 4. 6th grade tour at Junior High 5. 6th Grade Family Night - (how to prepare for junior high)	<u>Transitions to Kindergarten</u> <u>Transitions and Alignment FROM PRESCHOOL TO KINDERGARTEN</u> <u>Transition to Middle School</u>	Summer 2020; Fall 2020; Spring 2021	Parent and teacher feedback survey
Parent Volunteer Training: train parents in SIPP/LLI/Vocab/Sight words/flashcards/fluency, etc	7 Reasons Why You Should Volunteer at Your Child's School	Fall 2020; Winter 2021	Parent attendance and parent/teacher feedback survey

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	<u>Volunteers In Schools</u>		
Technology, Parent Portal Registration Opportunities	<u>Enhancing Parent-Teacher Communication Using Technology</u>	Fall 2020-Spring 2021	Percentage of parent portal registrations
(3) Parent Workshops: Breakfast with Champions (Parent/student/teacher communication strategies) Preparing for the Test (discussing test dates and home preparation for testing) Beat the Summer Slide (At home activities and ideas to prevent the summer slide in academics.)	<u>Parent Engagement Practices Improve Outcomes for Preschool Children</u>	Fall 2020; Winter 2021; Spring 2021	Parent attendance and parent/teacher feedback survey
S.T.E.A.M. Night	<u>6 Benefits to STEAM Education</u> <u>Learning by Doing Helps Students Perform Better Science</u>	Winter 2020	Parent attendance and parent/teacher feedback survey
Family Reading Night (BINGO for Books)	<u>Study finds benefits of child's home library</u> <u>Books at home strongly linked to academic achievement</u>	Spring 2021	Parent attendance and parent/teacher feedback survey
Eureka Math Night	<u>Partnering with Parents</u>	Fall 2020	Parent attendance and parent/teacher feedback survey
5th Grade Science Lock In	<u>Learning by Doing Helps Students Perform Better Science</u>	Spring 2021	Student attendance and student and parent feedback survey
Student planners and Tuesday folders to help facilitate parent/teacher communication.	<u>The Benefits of Student Planners</u>	Fall 2020-Summer 2021	Parent/teacher feedback survey

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Building Capacity of Teachers

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)].

Title	Purpose?	Training Format (Workshop, book study...) Presenter?	Intended Audience	Timeline
Title I Annual Training	How to reach out, communicate with parents and families. The value of contributions of parents/families. How to coordinate parent/family programs	Faculty workshop led by Title I Lead	All Teachers, K-6	Fall 2020

Communication

Assurance 9	How do you distribute the "Right-to-Know" policies?	"Right-to-Know" policies are printed in the summer and distributed to all families in the first Tuesday folder of the year. There are also hard copies available in the school obby for parents to take as desired, as well as an electronic copy online via the school's website to access at all times.
Assurance 9	How do you notify each family, in a timely manner when their child has been assigned or taught for four or more consecutive weeks by a teacher out of field?	The principal writes a letter of explanation and sends it home with each student in the class.
Assurance 11c	Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.	Orientation, Open House, grades in FOCUS, Tuesday folders, student planners, school Facebook page and social media, and parent-teacher conferences inform parents of the school curriculum, student progress, and expectations for learning.
Assurance 11d/f	Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.	A copy of the FSA ELA and Math scores are typically sent home in the first Tuesday folder of the school year; however,

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		with state assessments canceled this year, there will be no scores to send home.
Assurance 11d	How do you ensure that your school holds parent-teacher conferences, at least annually, of which the compact is discussed as it relates to student achievement?	Each teacher is required to hold a face-to-face parent-teacher conference with every student in the class. During the conference, a conference form is completed and signed by both the teacher and the parent. A Parent Compact form is also reviewed and signed by the teacher, student, and parent for every child in the class. Teachers must document 3 due diligence attempts for parents who were unable to attend the conference in person.
Assurance 11d/f	Describe how parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.	A copy of the policy and an explanation will be provided to parents in Tuesday folders at the beginning of each quarter to ensure all families, including those enrolling after the beginning of the school year, are informed of the policy. The policy is also outlined in friendly language in the compact as written and approved by the SAC.
Assurance 11d	Describe how the plan/policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.	Any updates to the plan/policy shall be available for the public in hard copy in the school lobby as well as electronically on the school's website. Any policy changes will be announced via hard copy parent letters sent home in Tuesday folders and available documents updated in real-time.

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