The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA)

**Assurances**

The above named school agrees to the following assurances:

* Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
* Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
* Jointly develop/revise plan with parent and make available to the local community;
* Involve parents and families in planning, reviewing, and improving schoolwide program plan;
* Use the findings of parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school’s parent and family engagement plan;
* Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals;
* 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(s) who is out of field;
* Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

**Mission Statement**

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| **1. Does the mission statement include:**How the parent and family engagement plan is a shared responsibility?How the parent and family engagement plan will assist in providing high quality instruction for all learners? | **Millennia Gardens’ missions is to provide our parents with the appropriate tools to help them become involved in their child’s learning. We and our parents must, can, and will work together to help all of our students achieve academic success. We are committed to working jointly with parents and family to develop a plan for activities and workshops that support high quality instruction for all learners to be successful. We will host multiple curriculum nights aligned to grade level standards to model instructional strategies for home and school.** |

**Involvement of Parents**

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| **2. Does the plan include:**How the 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 [ESEA Section 1116]? | **Millennia Gardens Elementary School believes in involving parents in all aspects of its Title 1 programs. The School Advisory Committee (SAC) has the responsibility for developing, implementing, and evaluating the various school level plans, including School Improvement Plan (SIP) and Parent and Family Engagement. All parents are invited and given the opportunity to review the plan and offer input prior to approval. For the Parent and Family Engagement, all parents will be given surveys at the end of 2020-2021 school year, seeking their input on activities, trainings, and materials they feel would benefit their child and Millennia Gardens. Results of the parent surveys will be reviewed by the SAC to determine necessary changes. During the SAC meeting when the Parent and Family Engagement and SIP are developed, the committee will decide the parent and family engagement funds that will be used.** |

**Coordination and Integration with Other Federal Programs**

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| **3. Does the plan include:**How the school will coordinate and integrate parent and family engagement programs and activities?How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]? | Parents will work side by side with the Millennia Gardens staff to create the SIP and Parent and Family Engagement. So everyone’s input counts towards the end results. To increase parent and family engagement, Millennia Gardens will send home newsletters and post information on our website, twitter page, and Class Dojo page. Millennia Gardens will also have programs and activities that teach parents how to help their child/children at home. |
| **Program** | **Coordination** |
| **Pre-K Varying Exceptionalities ESE- IDEA** | Incorporate Prekindergarten registration information at all Title 1 events and in monthly newsletters. |
| Title 1 | Monies we received are used to support the LEP student population on campus with computer software and small group morning tutoring. |
| Title II  | These funds helps protect qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities. |
| Title III | The ELL funds are helping to bring Adult ESOL for parents who have their children at Millennia Gardens Elementary. |
| Title X | McKinney Vento Program provides support to our homeless students. The funds support our homeless population of students by providing field trips monies, toiletries, food, clothing and back packs for success. All materials in this section go to the students who are classified homeless. |

**Annual Parent Meeting**

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| **4. Does the plan include:**A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program? A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?  |  |
| **Activity/ Task** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
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**Flexible Parent Meetings**

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| **5. Does the plan include:**How will the school offer a flexible number of meetings, such as meeting in the morning or evening? How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]? | Millennia Gardens Elementary school believes in the power of parent and family engagement; therefore, we will schedule meetings at various times and ways to accommodate as many parents as possible. We will schedule meetings before school (7am-8am), after school (3pm-5pm); mornings (8am-9am), and evenings (5pm-7pm), we will also schedule meetings throughout the instructional day. If parents are unable to come to the school for meetings we use phone calls, virtual meeting platforms, conference calls, emails, and home visits as well. |

**Building Capacity**

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| **6. Does the plan include:**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 material and training to assist parents/families to work with their child(ren)?How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | Millennia Gardens Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well our ADDitions coordinators.Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.Below are the specific steps that Millennia Gardens Elementary will take to build capacity for meaningful parent and family engagement. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Math Family Night | Math Coach | Parents will be provided with grade level appropriate math content, activities, and ideas to work with their child at home to improve their math skills | Fall 2020 |  |
| Reading Family Night | Reading Coach | Parents will be provided with grade level appropriate reading content, activities, and ideas to work with their child at home to improve their reading skills | Fall 2020 |  |
| Assessment Nights | Classroom Teachers | Parent and teachers will discuss student progress on assessment and in school | Fall, Winter, Spring 2020-2021 |  |
| Writing Family | Writing Coach | Parents will be provided with grade level appropriate writing content, activities, and ideas to work with their child at home to improve their writing skills. | Winter 2020-2021 |  |
| Science Family  | Science Coach | Parents will be provided with grade level appropriate science content, activities, and ideas to work with their child at home to improve their science skills | Spring 2021 |  |
| Parent Academy | District Parental Involvement Contacts | To support parents by providing resources and information for parents to assist their child academically. | Fall, Winter, Spring 2020-2021 |  |
| Open House  | Principals and Classroom Teachers | Parents will be provided information on the new state assessment and standards. They will also learn about the use of digital devices at school. | Fall 2020 |  |
| Newsletters  | Classroom Teachers | Monthly Newsletters will be sent home with important information of upcoming dates, tests, and academic strategies to assist their child at home. | Fall, Winter, Spring 2020-2021 |  |

**Staff Development**

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| **7. Does the plan include:**A description of 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, in the value and utility of contributions of parents/families? - in how to reach out to, communicate with, and work with parents/families as equal partners? - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]? | Millennia Gardens Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement. Below are the specific activities and tasks that Millennia Gardens Elementary will implement to build capacity for meaningful parent and family engagement. |
| **Activity/ Task** | Person Responsible  | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
| Parent and Family Engagement Professional Development Module 1- Building Strong Partnerships with Parents and Families | Parent Engagement Liaison  | Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships. Sharing strategies to help build parental involvement within the classrooms during the first semester. October 2020 |  | Sign-in sheets,Exit slips |
| Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School | Parent Engagement Liaison | Improved the ability of the staff to work with parents and families. Effective communication | January 2021 | Sign-in Sheets,Exit slips |
| Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs | Parent Engagement Liaison | Increased Parent and Family participation in school activities which support student achievement | March 2021 | Agenda, Sign-in Sheets, Exit Slips |
| Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners | Parent Engagement Liaison | Improve relationships, communication and collaboration between parents and school. Sharing strategies to help build parental involvement within the classrooms. | May 2021 |  Sign-in sheets, Exit slips |
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**Other Activities**

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| **8. Does the plan include:**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) [ESEA Section 1116]? | Millennia Gardens Elementary offers Conference Nights periodically during the school year for parents to discuss their child’s academic progress. Parents are given a form for them to sign up and the teacher will call the parent to confirm that date and time. When they meet the teacher also provides the parent with resources and strategies so they can assist their child at home.Millennia Gardens Elementary will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families: * The ESE and Guidance office have a resource center that includes information about but not limited to the following
* Homeless Education
* Retention
* Counseling Services
* Exceptional Education Services
* Behavioral Support Services
* And other resources outside of the school
* The Media Center offers computer access to allow students and parent’s access to district applications and other materials during extended hours weekly.
* District Parent Academy and Virtual Academy events offered throughout the year.

Below are the specific activities and tasks that Millennia Gardens Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren). |
| **Activity/ Task** |  | **Timeline** | **Evidence of Effectiveness** |
| Media Center | Media Center Specialist | Ongoing | Sign-in Sheets and Flyers |
| Resource Center | Guidance Counselor, Parent Engagement Liaison, ESE Contact | Ongoing | Flyers, Call-log, Sign-in Sheets |
| Food Pantry | Guidance Counselor, Parent Engagement Liaison | Ongoing | Food Inventory and Sign-in sheets |
| Parent Academy | Parent Engagement Liaison | 2020-2021 Academic School Year | Flyers, Sign-in Sheets, Registration, Pictures |
| Virtual Parent Academy | Parent Engagement Liaison, Media Center Specialist |  | Flyers, Sign-in Sheets |

**Communication**

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| **9. Does the plan include:**How the school will provide timely information about the Title I programs? How the school will 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? How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)/How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? | At the annual Title 1 Parent Meeting and subsequent SAC meetings in the fall Millennia Gardens Elementary will present parents with information regarding Title 1 programs, curriculum, and academic assessments. Parents will be given the opportunity to ask questions and provide suggestions to improve our current programs and plans. Parents are then encouraged to visit their child’s classroom where the teacher will provide more specific information regarding their child’s education including the compact, assessments, and communication policies. Staff members will also send home newsletters outlining activities and curriculum being used in the grade level. Connect Ed messages and flyers are sent out to inform parents of any upcoming events, news, and information. Teachers will maintain conference logs of communication with parents and sign in sheets, which will be copied and sent to the Assistant Principal who will also maintain documentation and dissemination of information. Communication is daily using student agendas, notes, phone calls, or emails. Special events are posted in the front of the school on the marquee. Flyers written in multiple languages are also sent home. The parents may find information about the student’s achievements online via Progress Book.Parents will be included in the formulation of suggestions and decision making through the following:* One-on-one meetings with teachers, administrators, and/or support personnel
* Parent Surveys
* Participation in SAC to review the School Improvement Plan (PFEP) and School Compact

If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates. |
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**Accessibility**

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| **10. Does the plan include:**A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?A description of how the school will share information related to school an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?  | Every effort is made to accommodate the many languages spoken by the families of Millennia Gardens Elementary. We send flyers home in different language; provide dictionaries in multiple languages, direct staff that speak different languages to assist with parent communications. Accommodations are made to assist families with disabilities to attend and participate in school events and conferences. Communication at Millennia Gardens goes home in English and Spanish. Families who want something translated in any other languages can contact Millennia Gardens and it will be provided for them. On campus we have Portuguese and Creole interpreters as well. |

**Discretionary Activities**

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| **11. Does the plan include:**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.) | Millennnia Gardens Elementary will utilize Title 1, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.Below are additional activities and tasks that Millennia Gardens Elementary will implement that are funded by Title I, Part A. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| District Parent Academy | Parent Engagement Liaison, Assistant Principal | Providing parents with updated information on standards and strategies to use to help their children |  |  |
| 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 | Administration and leadership team | Increase potential knowledge of student progress in order for the school and parents to work together to assist their children in their academic growth |  |  |

**Barriers**

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| **12. Does the plan include:**A description of the barriers that hindered participation by parents during the previous school year? A description of 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 [ESEA Section 1116]? | Millennia Gardens Elementary, after reviewing the previous years’ Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement:* Attendance
* Economically disadvantaged
* Transportation
* Communication
* Language

Below are the specific steps that Millennia Gardens Elementary will take to address barriers that existed in the previous year. |
| **Barriers (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| Foreseen Barriers |  |
| Attendance due to lack of child care (economically disadvantaged) | Coordinate meetings with family nights throughout the year; Reach out to parents in car line; consider flextime for teachers and childcare |
| Transportation | Provide transportation to Parent Academy |
| Communication | Provide parents with written brief description of PTO and SAC duties; Make connection through Class Dojo with parents |
| Language  | Flyers and communication to address non-English Speaking parents |

**School-Parent Compact**

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| **13. Does the plan include:**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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement? | **Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.** |

**Adoption**

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

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This policy/plan was adopted by the school on and will be in effect for the period of .

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The School will distribute this policy to all parents of participating Title I, Part A children on or before .

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| **Signature of Authorized Personnel** |  |
| **Date** |  |

Provide evidence that this policy/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

* Parent survey of previous year’s events and activities
* Any SAC and PTA artifacts where Title I/PFE topics were on the agenda
* Parent Feedback Summary of PFEP Evaluation
* Parent and Family Engagement Activities Tracking Form