

MIRAMAR ELEMENTARY SCHOOL
School-Level Parent and Family Engagement Plan (PFEP)
2020-2021

Mission Statement

Miramar Elementary School is dedicated in providing a safe and secure learning environment that empowers and equips each learner to excel academically through a rigorous curriculum.

Engagement of Parents and Families

Miramar Elementary School will engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs 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's program is exempt from statutory or regulatory provisions, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

At the Annual Title I open House, Miramar Elementary will actively recruit parents to serve as members of the School Advisory Council (SAC) School Advisory Forum (SAF) and Parent Teacher Association (PTA). Parents will be selected to represent the demographics of the school. At SAC meetings parents will be provided information regarding Title I allocation (inclusive of professional development and parental involvement allotments) Parents will be allowed to provide input in the development and decision-making processes of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by students, parents, and staff. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program and used to plan future events.

Coordination and Integration

Miramar Elementary 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 (HIPPY); the Parents as Teachers Program; Voluntary Pre-Kindergarten; public preschool; Title I, Part C; Title I, Part D; Title III; Title IV; and Title VI [Section 1116(e)(4)].

| Count | Program | Coordination |
|-------|---|---|
| 1 | <i>Head Start</i> | <i>Head Start Pre-Kindergarten teachers will conduct at least two parent conferences; Hold joint parent meetings to discuss specific learning needs of students and academic progress. Teachers provide quarterly trainings for Head Start Parents.</i> |
| 2 | <i>Title I Part C</i> | The RtI process is used to provide consistent monitoring and to guide curriculum/instructional adjustments as needed. |
| 3 | <i>Individuals with Disabilities Act (IDEA)</i> | Supplemental instruction support provided by the school will be discussed with parents during the development of the students' IEP. |

Annual Parent Meeting

Miramar Elementary School will take the following actions to convene an annual meeting, 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 engaged. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

| Specific Activity | Frequency and Duration | Evidence-Based Research | Evaluation of Implementation and Effectiveness |
|--|--|---|--|
| <i>Public Meeting Flyer</i> | <i>Sent on Canvas and Parent Link</i> | Anderson, K. J., & Minke, K. M. (2007). Parent involvement in education: Toward an understanding of parents' decision making. <i>The Journal of Educational Research</i> , 100(5), 311–323. doi: 10.3200/JOER.100.5.311-323 [Taylor & Francis Online], [Web of Science ®], [Google Scholar] | <i>Parent Sign In Sheets;</i> |
| <i>Announcement Marquee & Parent Links</i> | <i>At least 2 weeks prior to the event</i> | Berger, E. H. (2000). <i>Parents as partners in education: Families and schools</i> | <i>Parent Link reports</i> |

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|---|--|---|------------------------------------|
| | | <i>working together</i> (5th ed.). Upper Saddle River, NJ: Merrill. [Google Scholar] | |
| <i>Develop an agenda and sign in sheets</i> | <i>At least 2 weeks prior to the event</i> | Berger, E. H. (2000). <i>Parents as partners in education: Families and schools working together</i> (5th ed.). Upper Saddle River, NJ: Merrill. [Google Scholar] | <i>Agenda & Sign In Sheets</i> |
| <i>Annual Public Title I Meeting</i> | <i>Beginning of School: Within first quarter</i> | Berthelson, D., & Walker, S. (2008). Parents' involvement in their children's education. <i>Family Matters</i> , 79, 34–41. [Google Scholar] | <i>Agenda & Sign In Sheets</i> |

Flexible Parent Meetings

Miramar Elementary School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].

Miramar Elementary will schedule meetings to be held at a mutual time convenient for both teacher and student. Parents will be encouraged to review and revise the Title I plan if necessary. Teachers will hold two or more conferences individually with parents in person and/or via telephone of children in their classroom. During these conferences, parents will be given information of how their child is progressing within the classroom and what materials are used for instruction, grading and procedure policy, and if interventions are being used to help that child reach achievement goals, an explanation will be provided. Parents will also be provided with resources that can be used to reinforce instruction at home. Our school holds parent literacy nights for all grade levels.

Building Capacity

Miramar Elementary School will implement activities that will build the capacity for 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 local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].

| Specific Activity | Frequency and Duration | Evidence-Based Research | Evaluation of Implementation and Effectiveness |
|---|-------------------------------|--|---|
| <i>Family Literacy Night</i> | <i>3rd Quarter</i> | <i>The Annie E Casey Foundation (2016) Engaging Parents , Developing Leaders: A Self Assessment and Planning Tool for Non-Profits and Schools Retrieved from http://www.ecf.org/m/resourcedoc/AECF-EngagingParentsDevelopingLeaders-2016.pdf</i> | Parent Sign In Sheets Agenda Parent Workshop Evaluation Minutes/Notes |
| Pre Kindergarten Literacy Head Start Literacy Event | 1 st Quarter | ASCD http://www.ascd.org/whole-child.aspx US Dept of Education: Parent and Community Engagement http://www.ed.gov/family-and-community-engagement | Parent Sign In Sheets |
| Barnes & Noble Family Night | 4 th Quarter | ASCD http://www.ascd.org/whole-child.aspx US Dept of Education: Parent and Community Engagement http://www.ed.gov/family-and-community-engagement | Parent Sign In Sheet Parent feedback |

Staff Training

Miramar Elementary School will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

| Specific Activity | Frequency and Duration | Evidence-Based Research | Evaluation of Implementation and Effectiveness |
|--|------------------------|---|---|
| PD- Utilizing Student Agendas to promote Effective Communication | First Quarter | Strengthening Families Center for the Study of Social Policy (2015). Retrieved from http://www.pa-strengtheningfamilies.org/wpcontent/uploads/sites/2/5/2017/12Strong-Families-Brochure_ADA.pdf | Sign In Sheet Agenda Minutes/Notes Workshop Evaluation |
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Other Activities

Miramar Elementary School will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].

Miramar Elementary School will:

Establish a Title I Parent Resources Board in the front office to inform parents of services available to them.

Maintain school website to keep all stakeholders updated with the latest information.

Encourage teachers and/or teams to have websites that inform parents of specific rules, procedures, assignments and daily information.

Communication

Miramar Elementary School will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about programs under this part [Section 1116(c)(4)(A)];
- 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 the challenging State academic standard; and [Section 1116(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, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and
- If the school-wide 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 local education agency [Section 1116(c)(5)].

Miramar Elementary School will provide information about Title I programs in a timely manner. This information will be provided using different methods of communication, (parent link, newsletters, meetings, school website) etc.

During Miramar's Open House teachers discuss information about Title I programs, Grade Level Expectations, Rules and Procedures and different forms of academic assessments will be shared with all parents. Through individual conferences at any time throughout the school year parents will receive additional requested information. All classroom teachers will discuss and explain in detail about the school's curriculum, Florida State Standards, and ways to measure student academic and social progress.

During the Title I Public Meeting, the Title I Liaison and administrators will provide more information about Title I programs and other opportunities for parental involvement. At this time all parents will be provided with the opportunity to have their questions answered to make sure they understand all aspects of Title I. Parents who qualify will be notified of school choice options, free and reduced lunch, and Supplemental Educational Services (SES) tutoring. FSA, Broward Standards Assessment, and additional assessment data will be shared amongst individual parent-teacher conferences. School information and data will be provided through the school website and newsletter for reference.

Accessibility

Insert School Name will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, 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 [Section 1116(f)].

Parents will be notified that the plan is available through the school's website and it will be available in the front office of our school. Translators will be available at parent meetings workshops, and conferences when needed. We will provide copies in Spanish, Haitian-Creole, Portuguese, and English of printed materials such as school: and Title I Newsletter, Title I Brochure, Family Literacy Night, School/District Handbook, and Progress Reports.

Update outside marquee and Parent Involvement Bulletin Board (located next to the front

office) with information of upcoming Title I Events and Literacy Nights. When necessary, staff members will conduct in-school conferences or telephone conferences between teachers or other educators who work directly with participating children to maximize parent involvement. Update school website with current information, which parents can access. This information will outline upcoming events and areas that parents can get involved in school-based activities.

School-Parent Compact

As a component of the school-level parent involvement 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 [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on September 30, 2020 and will be in effect during the 2020-2021 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2020.

Signature of Principal

Date

SAC Chairperson

Date