

Title I, Part A 2020-2021 Parent and Family Engagement Plan for Mirror Lakes Elementary School

I, David Sanon, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.

Assurances

Parent Consultations

The school shall 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 virtually or face to face and implemented with meaningful consultation with parents of participating children.

Certifications

The school will inform/notify parents (in a timely manner) 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.

The school will notify parents 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 by providing a written notification to each parent in a timely manner. This notification should be timely and in letter form on 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.

School Parent and Family Engagement Policy

The school will 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 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.

Policy Involvement

The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited virtually 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.

The school will offer a flexible number of virtual meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement.

The school will 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.

The school will provide parents of participating children with:

- a timely information about programs under this part;
- 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
- if requested by parents, opportunities for regular meetings face to face or virtual 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, the parents may submit any parent comments on the plan when the school makes the plan available to the LEA.

Shared Responsibilities for High Student Academic Achievement

The school will 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;

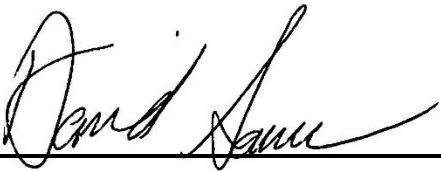
(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum

- **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;
- frequent reports to parents on their children's progress;

- reasonable access to staff, opportunities to volunteer and participate in their child's class face to face or virtually, and observation of classroom activities;
- 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.

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.



Signature of Principal or Designee

08/11/2020

Date Signed

Parent and Family Engagement Plan

In support of strengthening student academic achievement, **Mirror Lakes Elementary School**, receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Mirror Lakes Elementary agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
 - Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child's learning;
 - (B) families are encouraged to be actively involved in their child's education at school;
 - (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

JOINTLY DEVELOPED/INVOLVEMENT OF PARENTS

Mirror Lakes Elementary School will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Mirror Lakes Elementary will involve all parents in an organized and timely manner with regards to the planning, review and improvement of the Title I programs. All parents will be invited through the school newsletter, School Messenger, school website, and Twitter posts to attend the SAC/Title I meetings face to face or virtual. Parent Surveys will be completed annually to encourage open communication with parents to address their needs and requests for parent involvement activities effectively. The school website and the two school marquees will be updated frequently for reminder dates of school events. Parents will be encouraged to join SAC during our virtual annual Title 1 meeting, through School Messenger, school website, and Twitter. Parent input will be elicited at our SAC meetings and monthly Parent and Family events (event surveys). Parents will be encouraged to attend meetings either face to face or virtual and participate in the meetings even if they are not on the SAC committee. This will ensure that all parents have the opportunity to participate in the decision-making process.

Meeting minutes will be maintained for all parent meetings. Parent support workshops will also be held throughout the year on an ongoing basis either face to face or virtual. Parent surveys, agendas, sign-in sheets and minutes will be kept to document SAC meetings in our TITLE 1 Toolkit.

ANNUAL TITLE I MEETING

Mirror Lakes Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement plan, the schoolwide plan (SIP).

In August, parents will be invited to participate in a virtual Annual Title 1 meeting to learn about the Title 1 expectations of the school and how Title 1 supports their child's educational program. During the meeting, parents will have the opportunity to review components of the Title 1 budget, supplemental curriculum and resources, school grade information, and the rights of parents.

Awareness: Flyers, School Messenger, Post on School Website, Post on Twitter

Timeline: August

Person Responsible: Administration, School Staff Parent Involvement Specialist (Translators)

Evidence of Effectiveness: Agenda, sign-in sheets, Title 1 PowerPoint (school specific)

COMMUNICATIONS

Mirror Lakes Elementary School will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening either face to face or virtual, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

Mirror Lakes Elementary will provide child care, flexible dates and times for meetings and workshops when possible. Parent involvement activities will be held either face to face or virtual monthly and information for upcoming parent involvement activities will be disseminated at that time. A flyer and/or School Messenger will be sent out in English, Spanish, and Creole prior to parent and family activities to allow parents and families to attend. We will conduct a survey with parents to determine the dates, times and subject matter for parental programs. Spanish and English translators will be available during all parent and family engagement opportunities including parent workshop trainings, Annual Title 1 meeting, PTO meetings, SAC meetings, and conferences. An electronic system for translators is also available and will be used as needed when meetings are held face to face. This will be ongoing throughout the year during all meetings.

Teachers schedule face to face or virtual parent/teacher meetings at flexible times during the day, throughout the year.

SCHOOL-PARENT COMPACT

Mirror Lakes Elementary will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

At Mirror Lakes Elementary, the compact will be disseminated at a virtual (Zoom) SAC meeting for review in April, staff from the school and parents will have the opportunity to make all the necessary changes by May and everything will be approved by the September meeting. Additionally, an online survey will be disseminated in April to all stake-holders to allow for them to give their input in the development of the school-parent compact.

The school will provide in each student planner or through mail a printed copy of the compact and parents will receive their copies in the opening of school packet. Additionally, a signed copy of the School-Parent Compact will be stored in the office by the principal's secretary.

RESERVATION OF FUNDS

Mirror Lakes Elementary School will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Mirror Lakes Elementary will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title I programs. All parents will be invited through the school newsletter, invitations, School Messenger invites, and personal phone calls to attend the SAC, Parent and Family Activities, and Title I meetings held face to face or virtual. The procedures for selecting this group will include the input of parents, staff members and the SAC committee. Input from parents will be collected through surveys and open discussions. These communications will be flexible in format such as online, in person or on paper; allowing for all parents to give input. Formats will be in different languages and simple terms that parents can easily understand. Information gathered from this data will be used to create a plan. The plan will be created and reviewed during SAC/Title I quarterly face to face or virtual meetings. During our first scheduled SAC meeting, the committee will hold an open discussion and will decide, with input from parents, how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be documented in the SAC Meeting Minutes. In order to provide additional support for parental involvement transportation (Title 1 Van) or flexible meeting times will be available. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, sign-in sheets and workshop comments will be maintained in the Title I Toolkit.

COORDINATION OF SERVICES

Mirror Lakes Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

Head Start: Mirror Lakes Elementary School coordinates school funding to ensure that our funds are used efficiently, without duplicating activities/services. All Head Start parents are invited to all parent training opportunities that the school offers. All Head Start teachers conduct 2 individual personal conferences and 2 home visits each year either face to face or virtual with each child's parent. Head Start parents receive flyers and newsletters, in English, Spanish, and Creole.

Migrant Pre-K: Mirror Lakes Elementary School coordinates school funding to ensure that our funds are used efficiently, without duplicating activities/services. All migrant parents are invited to all parent training opportunities that the school offers. Our Migrant Teachers conduct 2 individual personal conferences and 2 home visits each year either face to face or virtual with each child's parent. Our Migrant parents receive flyers and newsletters, in English, Spanish, and Creole.

ESOL/ELL (Title III): Mirror Lakes ESOL Committee conducts informational trainings throughout the year.

Evaluation of the 2019-2020 Parental Involvement Activities

2019-2020 Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116)]. Include participation data on the Title I annual meeting.

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	A Title I Annual Meeting	1	41	Provided information to parents about the Title I program expectations of the school and how they can support their child at home. Increased parental awareness of events happening at school.
2	Open House	1	626	Provided parents with ways they can partner with the school to increase academic success and parent involvement. Parents had an opportunity to meet their child's teacher prior to the start of the school year.
3	SAC/PTO meetings	6	28	Provided information to parents about Title I and school requirements. Increased awareness of events happening at school and how SAC can partner with the school to increase academic success and parent involvement. Discussed School-wide data and expectations with parents. Involved parents to make decisions about parents' use of Title 1 Parent Involvement funds.
4	English Acquisition classes/Family Resource Center	16	134	Increased parental proficiency in English to increase parent involvement in the school.
5	ESOL Parent Night	1	16	Provided school related information to parents in English, Spanish, and Creole. Demonstrated the appropriate steps parents can take when checking and reviewing grades, emailing teachers and communicating through websites and dojo. A question and answer component was included during this workshop.
6	School-Wide FSA Night	1	30	Provided parents with an opportunity to engage in standards-based Science, Math, and ELA activities. Expectations for FSA assessments were shared with parents during the meeting.
7	Student-Led Conference	1	282	Provided opportunities for students to conduct conferences with parents to celebrate academic achievement, review individual data and discuss progress toward academic learning goals.
8	Boo-Hoo Breakfast	1	44	Provided Kindergarten parents with handouts and information explaining the processes and procedures for participating in the school community as a parent.
9	Volunteer/Chaperone Orientation	22	85	Provided district screening and training on expectations for volunteers and chaperones.
		Total:	Total:	

		27	1286	

2019-2020 Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116)].

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	School newsletter with research-based articles on parent involvement	10	School-wide	Includes research-based tips for increasing parent involvement school-wide and examples of ways to strengthen the school-home partnership.
2	Just for Parents Website	1	84	Training for teachers on how to access Just for Parents website. Website includes articles and ideas for how to help their child at home.
3	Parent Involvement Trainings	1	84	Provide teachers with the opportunity to learn how to connect with parents and families using school resources (e.g. Open House, SAC, PTO, English Acquisition Classes, Parent Night, Student-Led Conferences)
4	School/Staff Volunteer training	1	84	Provide teacher with information on how to promote volunteerism and how to utilize volunteers in the school setting.
		Total: 13	Total: 84 Teachers/ School-wide distribution	

2019-2020 Barriers Summary

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116].

#	Barrier (Including the specific subgroup)- Be specific	Steps you put in place to overcome barriers - Be specific
1	Limited time after work to attend parent workshops while trying to make dinner, complete homework (for multiple students in many families), as well as extracurricular conflicts. (Across all subgroups)	Offer homework passes for all children in a family if parent attends a parent involvement activity at school or virtually. Provide dinner prior to various functions (when possible), Correlate events with staff members which require students to present or perform before parent involvement activity starts.
2	Transportation/Gas Money (Economically Disadvantaged but also across all subgroups)	Offer parent workshops either face to face or virtual in conjunction with student performance and/or PTO meeting to reduce the number of times parents travel to school. In 2020-2021, we will continue to use the District Title I van when available.
3	Language Barriers (ELL)	Use of translators at every parent involvement activity, talk systems available, handouts translated as well.

Evidence-Based Interventions/Strategies

Evidence-based interventions are practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. The kind of evidence described in ESSA has generally been produced through formal studies and research. Under ESSA, there are four tiers, or levels, of evidence:

- Tier 1 –Strong Evidence:** supported by one or more well-designed and well-implemented randomized control experimental studies.
- Tier 2 –Moderate Evidence:** supported by one or more well-designed and well-implemented quasi-experimental studies.
- Tier 3 –Promising Evidence:** supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
- Tier 4 –Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a SEA, LEA, or outside research organization to determine their effectiveness.

NEW 2020-2021 Parental Involvement Activities

2020-2021 Building Capacity Activities

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116]]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1116]]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116]].

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;

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier (see previous page)	Cost Associated with Activity
1	Virtual Open House	Administration/ Teachers/Parent involvement	Provide parents with ways they can partner with the school to increase academic success and parent involvement.	08/20	Tier 4 –Demonstrates a Rationale	\$10 Estimated cost of paper flyers
2	Parent-Teacher Conference (Student-Led Conferenced)	Administration parents, School Staff, Classroom teachers, Parent Involvement Specialist/ (Translators), Resource teachers	Teachers will provide parents an opportunity to meet with their child to discuss school and classroom expectations and share yearly data either face to face or virtual. Parents will be able to discuss concerns regarding their child's learning. Students will share work samples during conferences.	01/21	Tier 4 –Demonstrates a Rationale	\$10 Estimated cost of paper flyers
3	Virtual Annual Title 1 Meeting	Administration/ teachers, parents, school staff, Parent Involvement Specialist (Translators)	Provide information to parents about the Title I program expectations of the school and how they can support their child at home. Increase awareness of events happening at school.	08/20	Tier 4 –Demonstrates a Rationale	\$10 Estimated cost of paper flyers
4	Virtual SAC/PTO meetings	Administration, parents, School Staff, Classroom, Teachers, Parent Involvement	Provide information to parents about Title I and school requirements. Increase awareness of events happening at school and how SAC can partner with the school to	Monthly	Tier 4 –Demonstrates a Rationale	\$10 Estimated cost of paper flyers

		Specialist/ (Translators), Business Rep	increase academic success and parent involvement. Discuss School-wide data and expectations with parents			
5	Virtual Family Resource Center	Administration, teachers, parent involvement specialist, parents, students	<p>Parent involvement and parenting supports will be moved to virtual platform to support parents.</p> <p>Increase levels of involvement so parents can become active in the decisions made at school. Workshop will reduce language barriers between home and school.</p> <p>Open family resource center to provide community resources, parent power hours, and family book check out.</p>	Monthly	Tier 4 –Demonstrates a Rationale	<p>\$10 Estimated cost of paper flyers</p> <p>\$250 Estimated cost of parent resource material</p>
6	Virtual ESOL Parent Night	ESOL Team, District ESOL Representative, Parent Involvement Specialist, Administration	<p>Provide school related information to parents in English, Spanish, and Creole. Demonstrate the appropriate steps parents can take when checking and reviewing grades, emailing teachers and communicating through websites and Live School.</p> <p>A question and answer component will be included during this workshop.</p>	Fall	Tier 4 –Demonstrates a Rationale	<p>\$10 Estimated cost of paper flyers</p> <p>\$20 Estimated cost of parent resource material</p>
7	Virtual School-Wide FSA Night	Administration, teachers, parents, Translators, Parent Involvement Specialist, Science, Math and ELA coaches, Peer Collaborative Teacher	<p>Science, Math, ELA activities and standards will be shared with parents to familiarize them with Math, ELA, and Science Standards. FSA standards, format, and expectations will be reviewed with parents.</p> <p>Parents will be given the opportunity to read literature materials with each other.</p>	Fall	Tier 4 –Demonstrates a Rationale	<p>\$10 Estimated cost of paper flyers</p>
8	Virtual Math Night	Administration, teachers, and staff	<p>Provide specific subject area information to parents on expectations and how parents can help their children.</p>	Fall	Tier 4 –Demonstrates a Rationale	<p>\$10 Estimated cost of paper flyers</p> <p>\$100 Estimated cost of educational material</p>

						(e.g. flashcards, math games, copies)
9	Face to Face or Virtual Reading Night	Administration, teachers, and staff	Provide specific subject area information to parents on expectations and how parents can help their children.	Spring	Tier 4 –Demonstrates a Rationale	\$10 Estimated cost of paper flyers \$100 Estimated cost of educational material (e.g. books for students to take home)
10	Face to Face or Virtual Science Night/Science FAIR Expo	Administration, teachers, and staff	Provide specific subject area information to parents on expectations and how parents can help their children.	April	Tier 4 –Demonstrates a Rationale	\$10 Estimated cost of paper flyers \$100 Estimated cost of educational material (e.g. flashcards, science kits, copies)
11	Student Academic Achievement Award	Administration, teachers, and staff	Provide parents with opportunity to see the progression of student academic performance with awards.	05/21-06/21	Tier 4 –Demonstrates a Rationale	\$10 Estimated cost of paper flyers

2020-2021 Staff Training Activities

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)].

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier
1	School Messenger	Administration/Parent Involvement Specialist	Teachers will learn how to connect and communicate with parents and families using School Messenger.	Fall	School Messenger Logs Tier 4 –Demonstrates a Rationale
2	Parent Involvement Newsletter	Administration/Parent Involvement Specialist	Parents and families will receive Parent Involvement Newsletter with research-based articles on strengthening the home-school connection	Fall	Newsletters in Toolkit Tier 4 –Demonstrates a Rationale

3	Parent Communication Logs	Administration/Parent Involvement Specialist	Parents, teachers, and administration will have an opportunity to meet and discuss students' academic performance.	Fall	Copies of meeting minutes Tier 4 –Demonstrates a Rationale
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