## MIAMI LAKES EDUCATIONAL CENTER Title I, Part A Parental Involvement Plan

I, Mr. James V. Parker, 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

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* 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 parental involvement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** Miami Lakes Educational Center believes that positive parent/family involvement is crucial to the success of students. MLEC encourages all parents/families to become involved in the educational experience of their students. |

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Miami Lakes Educational Center provides many avenues to involve parents in the planning, review, and improvement of the Title I program. Parents are among the voting members of the EESAC which oversees the development, implementation and evaluation of the school level plans, including, the SIP and the PIP. When the EESAC develops the SIP, parents will provide input on how parental involvement funds should be spent. Parents also provide input on the Title I Program through the PTSA; the parent contact person will attend a PTSA each semester to request input from parents. These comments will also be taken to the EESAC for review. Through a survey, all parents were given an opportunity to provide input on the training, materials and activities they needed to help their children. These surveys will be reviewed to make changes as needed. |

**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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| **count** | **Program** | **Coordination** |
| 1 | Smaller Learning Communities | Title I will work with the SLC to develop and implement strategies to include parents, business representatives, community-based organizations, and other community members in the activities of the smaller learning communities. |
| 2 | Individuals with Disabilities Education Act (IDEA) | Supplemental educational support information will be discussed with parents during the development of the IEP |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, handouts, and/or presentation materials that address the required components | Assistant Principal, Parent Liaison | August | Copies of agenda, Power-Point presentation and handouts |
| 2 | Develop and disseminate invitations | Parent Liaison | August | Flyer with time, date, place of meeting; posting on website |
| 3 | Advertise/publicize event | Parent Liaison | August | Post on website, School PA announcements, ConnectED |
| 4 | Develop sign-in sheet | Parent Liaison | August | Sign in sheets for individual classrooms |
| 5 | Maintain documentation | Parent Liaison | August | Title I documentation file housed in the parent resource center; shared with M-DCPS Title I office |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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| **Response:** The faculty and staff of MLEC work diligently to ensure that all parents have an opportunity to meet towards involving parents in the educational process and have therefore arranged for parent meetings on a flexible schedule. Our annual meeting for parents will be held in the evening in conjunction with Open House. In addition Title I program information will be presented to parents at the class (freshman, sophomore, junior, senior) meetings.Additionally, our parent resource center will be opened throughout the school day to provide parents with the opportunities for use of computers to access, through the parent portal, information about their children's progress. The parent center will be open every day from 7:20 a.m. until 2:20 p.m. In addition, the MLEC library is open from 6:30 a.m. until 10:00 p.m. Monday through Friday. Parents are welcome and will receive assistance if needed. |

**Building Capacity**

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 1118(e)]. 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 1118(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Common Core State Standards; Hard copy dissemination; link to State site on MLEC website for standards | Assistant Principal for Curriculum; MLEC webmaster | Parents will be provided with grade specifics handouts outlining and identifying the CCSS and strategies they can use at home. Information will also be posted on MLEC's website and a link will be created to the DOE's website | August | Notices to parents; ConnectEd telephone call announcement |
| 2 | Assessments discussed during individual conferences | Counselors, Teachers | Counselors and teachers will conduct individual conferences to discuss each child's expectations, goals, and assessment results for the school year. | August through January | Conference Logs |
| 3 | Parent Information Session | Academy Leaders | Parents will be given an opportunity to gain insight into what the specific strands in an academy involves before students commit completely to the program of study. | April | Sign-in sheets; presentation materials |
| 4 | Senior Parent Night | Counselors | Parents will gain information not only on college requirements but also on how to complete the FASFA application. | October | Sign-in sheets; presentation materials |
| 5 | Individual conferences regarding technology and access to the parent portal | Parent Liaison | The parent liaison will provide individual assistance to parents in how to log in and access the parent portal | August through June | Parent Resource Center log, handout, agendas, and presentation materials |

**Staff Training**

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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Staff meeting stressing the importance of parental involvement, staff will be provided with suggestions for working effectively. | Parent Liaison | Improve the ability of staff to work effectively with parents | October | Sign-in sheet, agenda, presentation materials |
| 2 | Monthly Parent Involvement Tips for Teachers through e-mail | Parent Liaison | Improve the ability of staff to work effectively with parents | October - May | E-mail printouts |
| 3 | In-service on building collaboration between home and school | Parent Liaison | Improve the ability of staff to work effectively with parents | October and February | Sign-In sheets, agenda, presentation materials |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:** Parents will be afforded other opportunities to interact with faculty and staff. Parents will be able to visit the school resource center to access the parent portal, to view information on local, state or national websites that will enhance their students' educational experiences. Additionally, parents will use the computers in the center to seek employment or educational opportunities for themselves. MLEC has an open door policy and encourages parents to schedule visits to the campus. Academies will schedule meetings for parents to participate in academy related activities during the school day and during the evening. Several meetings will be scheduled throughout the year for parents to participate in educational social activities with their children. In addition, the school newspaper will feature Title 1 related information for parents in each edition.  |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(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[Section 1118(c)(4)(C)]; and
* If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** During the Annual Title I Parent Meeting in September, MLEC will hold a session where parents will be given information about the school-wide Title I program, the general curriculum and the specific academy curriculum, and the academic assessments. Parents will also learn how to schedule parent/teacher or counselor conferences, how to access the parent portal and how to navigate the MLEC website where parents will be able to access the parent/student handbook. After the conclusion of the Title I meeting, parents will have an opportunity at the evening meeting to visit their children's classrooms. During the classroom visits, teachers will provide additional information on the courses they teach, class requirements, the methods specific to their courses and ways parents may be involved in the educational process. All of this information also will be made available to parents in the resource center. A hard copy of the directory of faculty and staff with email addresses will also be made available in the resource center. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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| **Response:** Links to the District and the MLEC PIPs will be placed on the MLEC website under High School/Parent Resources. Complete copies of the PIP will be available to parents in the Student Services area and the Parent Resource Center. Meetings will be conducted in English and Spanish and Haitian Creole (if necessary). Every effort will be made to provide written communications to parents in all three languages. If needed, translators will be provided for parents who come to the school to meet with faculty/staff. All conferences will be made available to parents in the primary language if the parent feels more comfortable in the primary language.American Sign language interpreters are also available to parents who have a need for one. |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.

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| [Uploaded Document](file:///C%3A%5CUsers%5CMartha%5CAppData%5CLocal%5CTemp%5CfileUploads%5C137391_2012-2013_uploadEvidenceParentInput.docx) |

**Upload Parent-School Compact**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///C%3A%5CUsers%5CMartha%5CAppData%5CLocal%5CTemp%5CfileUploads%5C137391_2012-2013_uploadCompact.docx) |

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

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| [Uploaded Document](file:///C%3A%5CUsers%5CMartha%5CAppData%5CLocal%5CTemp%5CfileUploads%5C137391_2012-2013_uploadCompactEvidence.docx) |