



# 2018-2019 Title I Parent and Family Engagement Plan

## Mulberry Middle School



### General introduction of school's vision for parent and family engagement.

Mulberry Middle School will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. Our doors are always open and we welcome all parents and families to be a part of their child's/children's learning. We believe every Mulberry Middle School student will transition to high school ready to succeed as a proficient learner.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

Principal:

Date:

9/26/18

### Involvement of Parents

If the school wide program plan under <b>Section 1116 (b) (1)</b> 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 <b>Section 1116(b) (4)</b> . Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.	
<b>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</b>	All parents/families are invited to participate in developing and revising this plan. The plan is reviewed/revise three times a year during SAC meetings using parent input.
<b>How do you use the information from reviewing the plan to design strategies for more effective engagement?</b>	This plan is reviewed three times throughout the school year to check progress and make changes to what has been planned. Reviewing student data provides valuable information to help determine where we need additional support to help our families understand the curriculum, state assessments and provide strategies, materials, and resources to help support learning at home.
<b>How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?</b>	Parents are asked when developing/revising this plan what types of trainings and/or workshops they would like the school to provide to assist in helping their child's academic achievement. Input from parents is used to plan parent and staff trainings.
<b>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</b>	Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their "Parent and Family Engagement Policy". Schools are required to provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring.
<b>How will this plan assist in providing high quality instruction for all learners?</b>	This plan helps ensure that we provide parents/families with information, materials and resources to support their child's learning at home by offering parent workshops on the Florida Standards, Literacy, and test taking tips to support the high quality instruction provided during the school day.
<b>How will the school share comments received from parents/families?</b>	All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan.
<b>How will this plan be made available to the community?</b>	This plan is available to all parents, business partners, and School Advisory Council. The plan is also available on our school website and in the Title I parent informational notebook that is located in our front office.

## Annual Parent Meeting

The school will 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), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with: notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.	
<b><u>Date and time you will hold your meeting?</u></b>	Our Annual Parent Meeting will be held on Tuesday, September 11th. The meeting will be held at 6:00 pm in our school cafeteria. All parents are invited and encouraged to attend the meeting where the Principal and Title I facilitator will share pertinent information.
<b><u>Notification and Invitation:</u></b> ○ How will you inform and invite parents/families in a timely way about the Annual Meeting.	All parents will be notified of the Annual parent meeting via an invitation in the backpack, notification in the monthly newsletter, and by social media. The information for this meeting will also be posted on our school website and marquee in front of the school
<b><u>Information:</u></b> <b><u>Please describe how your meeting will cover information about:</u></b> <ul style="list-style-type: none"> <li>the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.</li> </ul>	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.  Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum.  Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
<b><u>Barriers:</u></b> ○ What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation	Transportation is not offered to all parents, however, if we know of a family in need of transportation in order to attend we work to find a solution. Translation of materials given out will be translated in English and Spanish as well as we will provide a translator at the meeting. Parents are welcome to bring their child(ren) to the meeting so childcare is not needed
<b><u>Evaluations:</u></b> ○ How will you get feedback from parents about the meeting?	Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum, or testing that they would like to learn more
<b><u>Parents who do not attend?</u></b> ○ How will you get the information home to parents who do not attend the meeting?	For parents who are not able to attend this meeting, the information will be available on our school website.

# Flexible Parent Meetings

The school provides trainings, meetings, and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	Parents are provided a calendar of events at the start of school. All dates and times of events are posted on our school website and sent home via our monthly newsletter.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	Our schools address barriers that hinder parent/family engagement on a needs basis or if requested and when feasible accommodates those requests

# Communication

The school will provide parents of participating children; 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 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 **Section 1116(c)(4)(C)**

<i>How do you 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 who is out of field?</i>	Schools are required to 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 who is out of field. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.
<i>How do you 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?</i>	Information is provided at the annual parent meeting as well as listed in the monthly newsletter as to the rights of parents to contact the school at any time regarding the qualifications of teachers and paraprofessionals
<i>Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</i>	Annual Parent meeting, Website, Monthly newsletters, Parent conferences, Progress monitoring, FSA mini camps, Test prep, PIN
<i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i>	State/district reports and Parent conferences
<i>How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?</i>	Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.

## Building Capacity of Parents

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(e) (1-3)]. School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2)].

### Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.
- The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply: Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum /Florida Standards	Provide information to parents on standards by grade level and how they can help their child at home.  Grades 6-8 take the FSA state assessment or EOC	Information on where to located Florida Standards by Grade level.	September 11, 2018				X
State Tests & Achievement Levels	Provide test taking strategies to parents and also information on the assessments their child will be expected to take.	Parents will be given sample test questions and test taking tips to help their child. Websites that provide testing practice and addition information on the standards will be shared with parents	February 2018				X
Transition (Kdg, MS, HS)	Transition night in the Spring will provide information to parents to help their child make a smooth transition with change in school.	Parents of 5th grade students will be given information to help them prepare their child for Middle School.	Spring 2018 – date set by District				X
Literacy 1116 (e)	Provide parents with strategies to help them read with their child at home	Handouts emphasizing strategies for reading	FSA reading camp (spring 2018)				X
Technology, Parent Portal	Provide parents information on how to navigate the Parent Portal to check their child's grades	Hands on instruction.	September 11, 2018; Data nights; All parent meetings				X
How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?		SAC, Parent surveys, District parent survey, Evaluations at previous workshops, Parent meetings to review compact and PFEF					
How do you evaluate effectiveness?		data collection, survey results, comments on surveys, student achievement data					
Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.		Newsletters with tips, Tips on your website, Curriculum guides, Homework guide for parents, Strategies for parents to use at home, Books/reading materials					
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?		Mentoring Program, ETS, Paxon, CFES, Builders Club, Kiwanis, and Camber of Commence participate in school support and					

Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school **Section 1116(e) (3)**

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...

- how to reach out to, communicate with, and work with parents/families as equal partners,
- the value and utility of contributions of parents/families
- how to implement and coordinate parent/family programs
- how to build ties between parents/families and the school

<u>Topic -Title</u>	<u>Purpose?</u>	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
	How does this help staff build school/parent relationships?			
Effective Parent Conferencing	Build positive relationships with Parents	Professional Development thru PLC	Teachers	October 2017

Coordination and Integration:

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 1116(e) (4)].

Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:

○ Migrant	Migrant liaison meets with students and visits homes as needed.
○ SAC School Advisory	SAC members plan and communicate with families of our students making decisions affecting our school.
○ PTSA	PTSA builds a positive connection between the school and home
○ Community Agencies	Helps build relationships outside the school doors
○ Booster Clubs	Band and Chorus parent clubs show support for the school programs
○ Business Partners	These partners help create a positive atmosphere at school by donating items at various times of the year

# Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. Sec 1116(e)(5) and 1116(f)

<p><b>What opportunities do parents have to participate in their child (rens) education?</b></p> <p><i>Volunteer?</i> Section 1116 (d) (c)</p>	<p>The front desk secretary coordinates volunteers. One of the school's assistant principals heads a mentor program up. Parents are encouraged to participate.</p>
<p><b>What forms of communication do you provide parents, in an understandable and uniform format related to;</b></p> <ul style="list-style-type: none"> <li>• school and parent programs</li> <li>• meetings</li> <li>• school reports</li> <li>• and other activities</li> </ul>	<p>The plan and the compact, school messenger, flyers, notifications/invitations, calendars, website, school marquee, school newsletters, parent workshops, SAC meetings, Progress reports, Report cards, interim reports, state assessment/curriculum information</p>
<p><b>What barriers hinder participation by parents in parental involvement activities?</b></p> <p><i>What steps will you take this school year to overcome these 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)</i></p>	<p>Language is the largest barrier for our school. Information is translated as much as possible to meet this need.</p>
<p><b>How does your school provide information to parents in their native language?</b></p> <p><i>What languages do you provide?</i> Section 1116 (e) (5)</p> <p><i>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</i></p>	<p>Presentations are given in both English and Spanish as much as possible. Our dean is bi-lingual and is available during special activities. One of our front desk secretaries is also bi-lingual to translate for Spanish speaking parents.</p>
<p><b>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</b></p> <ul style="list-style-type: none"> <li>• Title I Parent/Family Resource Centers</li> <li>• Books Bridge Buses</li> <li>• Other</li> </ul>	<p>Information is available on our website and in the front office in the Parent/Family Informational Notebook (PIN). It is also sent home in our school newsletter listing the Books bridge schedule, PIRC flyers are available in the front office.</p>