

Title I, Part A 2018-2019 Parental and Family Engagement Plan

MIRROR LAKES ELEMENTARY SCHOOL

I, Jody Poulakis, 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 8101, 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 1116];
- 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 1116];
- 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 schoolwide program plan under section 1116
- 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 1116];
- If the plan for Title I, Part A, developed, 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 1116];
- 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 1116];
- 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 [Section 1116]
- 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 1116].

Signature of Principal or Designee

Date Signed

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Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Mirror Lakes Elementary values the help and involvement of parents. It is our goal to reach out, be in contact with, and work to create a sense of partnership with our parents. We will involve parents in the development and review of the school improvement plan, parental involvement documents, and the expenditure of Title I parent involvement monies, as well as provide a variety of parent workshops.

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 [Sections 1116)].

Response: 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/Title I meetings. 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 quality tools like parking lots, affinity 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 meetings. During a 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 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.

	Program	Coordination
1	Headstart	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 with each child's parent. Head Start parents receive flyers and newsletters, in English, Spanish, and Creole.
2	Migrant Pre-K	Mirror Lakes Elementary School coordinates school funding to ensure that our funds are used efficiently, without duplicating activities/services.

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		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 with each child's parent. Our Migrant parents receive flyers and newsletters, in English, Spanish, and Creole.
3	ESOL/ELL (Title III)	Mirror Lakes ESOL Committee conducts informational trainings throughout the year.

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 1116].

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 (schoolwide 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 1116)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	<p>A Title I Annual Meeting/Open House will be held at Mirror Lakes Elementary School. Parents will be offered a flexible block of time during a two hour period to meet their child's teacher. At this time, the parent will review the Compact and Parental and Family Engagement Plan in the classroom. Mirror Lakes' Compact will be reviewed and discussed with parents throughout the year. After reviewing these documents, parents will have the opportunity to ask questions/make comments before signing. Any changes will be noted and taken back to our School Advisory Committee. Our School Advisory Committee will approve revisions to the Compact and Compact will be published on our school website.</p> <p>In addition, a Title I PowerPoint presentation will be shown and discussed during open house visitation sessions. The video will inform parents about Title 1 services and their right to</p>	Administration, parents, school staff, classroom teachers, teacher leaders, resource teachers, parent involvement specialist (Translators), parent involvement committee	August	Proof of advertisement of the meeting. Agenda and minutes from the Title I meeting with the specific discussion on compact and expenditure of funds. Hard copy of PowerPoint explaining what it means to be a Title I school. Sign-In Sheets from Title I Meeting. Compacts returned and signed.

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	be involved. Questions and discussions will be encouraged.			
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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 1116)].

Response: Mirror Lakes Elementary will provide child care, flexible dates and times for meetings and workshops when possible. We will conduct a survey of all 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, PTO meetings, SAC meetings, and conferences. An electronic system for translators is also available and will be used as needed. This will be ongoing throughout the year during all meetings.

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

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 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	A Title I Annual Meeting / Open House	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.	August	Postcards, agenda, handouts, sign-in sheets, meeting minutes, parentlink, Title 1 PowerPoint, parent

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			Provide parents with ways they can partner with the school to increase academic success and parent involvement.		involvement application, toolkit
2	SAC/PTO meetings	Administration, parents, School Staff, Classroom, Teachers, Parent Involvement Specialist/ (Translators), Business Rep	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 increase academic success and parent involvement. Discuss School-wide data and expectations with parents	monthly	Flyers, newsletters, agendas, handouts, sign-in sheets, minutes, workshop evaluations, parent involvement applications, toolkit
3	Active Parenting Classes	Parent involvement Specialist	Increase levels of involvement so parents can become active in the decisions made at the school. Reducing the language barrier between parents and school staff allows parents to better assist their child and help to increase communication between home and school.	Ongoing	Flyers, agendas, handouts and or meetings, sign-in sheets, workshop evaluations.
4	English Acquisition Classes	Parent involvement Specialist	Increase levels of involvement so parents can become active in the decisions made at Mirror Lakes Elementary school. Workshop will reduce language barriers between home and school.	Ongoing	Flyers, agendas, handouts and or meetings, sign-in sheets, workshop evaluations.
5	ESOL Parent Night	Parent involvement Specialist, ESOL team	Provide school related information to parents in Spanish and Creole. Demonstrate the appropriate steps parents can take when checking grades, emailing teachers and visiting school/ teacher websites. A question and answer component will be included during this workshop.	Fall	Workshop evaluation forms, training notes, agenda, sign-in sheets, flyers, handouts, parentlink.

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6	School-Wide Math/Science Night	Administration, teachers, parents, Translators, Parent Involvement Specialist, Science and Math coaches, Peer Collaborative Teachers	Hands-on Science and Math activities will be shared with parents to familiarize them with Math and Science standards. FSA standards and format will be reviewed with parents.	Spring	Flyers, agendas, handouts and or meetings, sign-in sheets, workshop evaluations.
7	All Pro Dad Event	Administration parents, School Staff, Classroom, Teachers, Parent Involvement Specialist/ (Translators)	Provide parenting strategies and techniques that parents can utilize and implement when working with their children at home. Workshop will increase partnerships with parents.	Winter	Flyers, agendas, handouts and or meeting notes, sign-in sheets, workshop evaluations.
8	Afternoon Tea with Mom	Administration parents, School Staff, Classroom, Teachers, Parent Involvement Specialist/ (Translators)	Provide parenting strategies and techniques that parents can utilize and implement when working with their children at home. This workshop will increase partnerships with parents.	Spring	Flyers, agendas, handouts and or meeting notes, sign-in sheets, workshop evaluations.
9	Parent Teacher Conferences/Student-Led Conferences	Administration parents, School Staff, Classroom, Teachers, Parent Involvement Specialist/ (Translators)	Teachers will provide parents an opportunity to meet and discuss school and classroom expectations. Parents will be able to discuss concerns and questions they might have in regards to their child's learning. Students will share work samples during conferences.	Fall Spring	Workshop evaluations, training notes, agenda, sign-in sheets, flyers, handouts
10	Kindergarten Round-up	Media Specialist, Parent Involvement Specialist, Translators	Provide reading strategies and techniques to parents. Parents will be able to utilize and implement these techniques when reading with their child at home.	Fall Spring	Workshop evaluation forms, training notes, agenda, sign-in sheets, flyers, handouts, parentlink
11	Families Building Better Reader Workshop	Parent Involvement Specialist, translator, First Grade Team	Provide reading strategies and techniques to parents. Parents will be able to utilize and implement these techniques when reading with their child at home.	Fall Spring	Workshop evaluation forms, training notes, agenda, sign-in sheets, flyers, handouts, parentlink
12	Social Service Fair	Administration parents, School Staff, Classroom,	Provide community resources and handouts with important information	Spring	Flyers, agendas, handouts and or meeting notes,

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		Teachers, Parent Involvement Specialist/ (Translators)	that parents can utilize throughout the school year.		sign-in sheets, workshop evaluations.
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SAC meetings need to have an educational component related to parent and family engagement and student achievement in order to be included as a parent involvement event

All parent and family engagement events need to have an educational component related to parent and family engagement and student achievement

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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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	School newsletter with research based articles on parent involvement	Parent Involvement Specialist	Research based tips for increasing parent involvement	Monthly	Parent and Faculty surveys
2	Training for teachers on Student Led Conferences	Administration, Peer Collaborative Teachers	Providing teachers with the resources and tools to instruct students on leading conferences	Fall	In-service records, handouts
3	Parent Involvement Training	Parent Involvement Specialist	Providing teachers with the resources and tools to help involve parents in the school setting.	Fall	Inservice records, handouts

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 1116)].

Response:

Documentation of parent hours spent at school will be filed in toolkit. The Parent Resource Center will be open to and provide resources to students and families in grades K-5.

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Documentation of parent hours spent at school will be filed in the toolkit. The Parent Resource Center will be available and provide resources to students and families in grades K-5.	Parent Involvement Specialist, Administration	August to May (ongoing)	Parent sign-in sheets, toolkit

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Communication

Describe how the school will provide parents of participating children the following [Section 1116]:

- Timely information about the Title I programs [Section 1116];
- 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;
- 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
- If the schoolwide program plan 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 1116].

Response:

Mirror Lakes Elementary will communicate with parents through School Messenger, newsletters, phone calls, home visits, letters, Annual Title 1 meeting, curriculum nights and SAC meetings. If parents are not satisfied with the school's Title 1 program, concerns will be submitted to the District Title 1 office.

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 1116)].

Response:

Every effort will be made to ensure full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children are available; our school shall provide

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information and school reports in a format and when possible, in a language that parents can understand including Spanish and English (Creole when requested). All report cards, progress notes, newsletters, parent link calls, and other written and spoken communication will be translated and documented by translated documents and parentlink. Mirror Lakes Elementary also uses an electronic translation system as a means of communication during parent training, meetings, and conferences.

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:

☒ Not Applicable

- ☐ Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];
 - ☐ Providing necessary literacy training for parents from Title I, Part A funds, if the school LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
 - ☐ Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];
 - ☐ Training parents to enhance the involvement of other parents [Section 1118(e)(9)] ;
 - ☐ 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 [Section 1118(e)(10)];
 - ☐ Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];
 - ☐ Establishing an LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and
 - ☐ Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].
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Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan to the Title 1 Crate for the 2018-2019 school year

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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 1116].

Upload an electronic version of the Parent-School Compact to the Title 1 Crate for the 2018-2019 school year

Adoption

This Plan was adopted by the school on meeting at the first SAC meeting of the school year and will be in effect for the period of one academic year. The school will distribute this Plan to all parents of participating Title I, Part A children on or before 9/30/18.

Jody Poulakis
(Signature of Authorized Representative)

August 26, 2018
(Date)

Provide evidence that the Plan/plan has been developed with the input from parents.
(Electronic copy of minutes/agenda of plan development input from parents)

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 1116)].

Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2018-2019 school year

In this section you are reviewing the 2017-2018 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Open House/Title I meeting	1	660	Provide information to parents about school expectations and how they can help their child be successful in school. Title I video shown, compact reviewed and feedback collected.
2	Title I Annual Meeting during curriculum nights for each	1	660	Provide information to parents about school expectations and how they can help their child be successful in school. Title I video shown, compact reviewed and feedback collected.
3	K-5 th Parent Teacher Conferences	1	14	Some teachers conducted Student Led Conferences instead.
4	All Pro Dad	1	248	Provide information and handouts to parents on parenting strategies and techniques they can use with their child at home.
5	Afternoon Tea with Mom	1	262	Provide information and handouts to parents on parenting strategies and techniques they can use with their child at home.
6	SAC Meetings	6	67	Increase the level of involvement of parents to become active in the decisions made at the school.
7	Science Fair Night/Math Night	1	237	Provide strategies and techniques parents can utilize and implement when working their child at home.
8	Kindergarten Round Up	0	0	Replaced with Summer Screenings per administration
9	Book Fair Parent Story time	0	0	Canceled due to hurricane Irma
10	English Acquisition Classes	0	0	Replaced with Parenting classes per administration
11	Building Better Reader Workshop	0	0	Canceled due to hurricane Irma

Active Parenting Now Classes	12	147	Provide parents with skills that will help them develop cooperation, responsibility and self-esteem in their children and also, learn positive, non-violent discipline techniques so they can avoid power struggles.	
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In this section you are reviewing the 2017-2018 staff training activities. You will need to put in the number of times you offered the events and how many participated

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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	<p>Parent/Teacher Conference Training for teachers/Curriculum Core Standards training and Data Analysis Training.</p> <p>This training enabled teachers to provide parents with information on their child's current level and develop a plan to reach the child's goals. This training included grade and subject specific information on how to explain the grade level standards to parents as well as how to help parents understand the content, assessments and proficiency levels in order for parents to better support their child's learning. Teachers, Administration and our Resource Teachers review data reports on their students at monthly meetings to assess students' progress. Teachers will share data relating to school, class and student goals/ progress with parents at various times throughout the year including grade level curriculum nights, mid-year conferences, parent workshops, and SAC meetings</p>	0	0	The knowledge gained by teachers from these data/conference trainings will help improve student achievement by enabling teachers to define student expectations and progress clearly to students and parents. Parents are able to better assist their child as they understand the school, district, and state goals.

Barriers

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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
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. Provide dinner prior to various functions, 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 in conjunction with student performance and/or PTO meeting to reduce the number of times parents travel to school. In 2018-2019, we will continue to use the District Title I vans when available.
3	Language Barriers (ELL)	Use of translators at every parent involvement activity, talk systems available, handouts translated as well.

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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