

**C. Robert Markham Elementary**  
**School-Level Parent and Family Engagement Plan (PFEP)**  
**2019-2020**

**Mission Statement**

C. Robert Markham Elementary **mission statement** is that it ensures maximum student progress by developing the whole child in pursuit of academic and social excellence within a safe and secure learning community.

**Engagement of Parents and Families**

**C. Robert Markham Elementary will involve parents in an organized, ongoing, and timely manner, 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's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].**

Parents will be invited and encouraged to become active members of the School Advisory Council (SAC). At the SAC meetings parents will be provided information regarding the school's Title I allocation (inclusive of professional development and parent involvement allotments). Parents will be encouraged to provide input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program.

**Coordination and Integration**

**C. Robert Markham Elementary 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)].**

Count	Program	Coordination
1	Understanding the RtI Process	Highlight current information to parents on changes in Special Education involving the Response to Intervention (RtI) process.
2	Overview of Web-Based Resources	Current available resources Clever and Virtual Counselor and newly adopted reading and math on-line resources will be presented at a series of monthly parent trainings.
3	Anti-Bullying Workshop	Present district-approved resources at a monthly parent training.
4	Florida State Standards	Deepen parents' knowledge of State Standards and 21 <sup>st</sup> Century Learning.
5	Black Male Task Force	Overview of zone/school's vision of the Black Male Task force.

## Annual Parent Meeting

*C. Robert Markham Elementary will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].*

Count	Activity/Tasks	Person Responsible	Timeline (Including frequency and duration)	Evidence of Effectiveness
1	Public Meeting Flyer Notification	Title 1 Liaison	By the third week of August	Parent sign-in sheets
2	Announcement (marquee and Parent Link)	Head Custodian Office Manager	By the first week of September	Parent sign-in sheets
3	Develop Meeting Agenda	Assistant Principal and Title 1 Liaison	By the second week of September	Agenda/parent sign in sheets
4	Develop Program- DA Status	Assistant Principal and Title 1 Liaison	By the second week of September	Staff evaluation
5	Annual Public Title I Meeting	Principal/Assistant Principal/Title I Liaison	Beginning of the School Year (before the end of September)	Parent Evaluation/sign in sheets
6	Information Center	Title I Liaison	By the third week of August	Parent sign-in sheets
7	Parent Representatives	Title I Liaison	By the second week of September	Volunteer notifications

## Flexible Parent Meetings

*C. Robert Markham Elementary will offer a flexible number of 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 [Section 1116(c)(2)].*

C. Robert Markham Elementary School will schedule meetings to be held at various times during the morning, afternoon, and evenings to better accommodate parents. Our school will hold an orientation for all parents and stakeholders to inform them about the school's participation in the Title I program. They will be encouraged to actively participate with reviewing and revising of the School's SIP and Parent Involvement Plan. Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the students test scores and an explanation of the interventions that teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school parent-efforts and explanations of homework and grading procedures. The school will offer parents workshops each month to provide an explanation of statewide assessment systems, standards, and other accountability measures. Also, the school will host several academic literacy trainings where childcare will be provided. Parents will also have access to information from 3pm-6pm via the notices, flyers and announcements board in the YMCA/ 21<sup>st</sup> Century reception areas.

### ***Building Capacity***

***C. Robert Markham Elementary will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child’s academic achievement, such as literacy training and using technology [Section 1116(e)(2)].***

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline (Including frequency and duration)</b>	<b>Evidence of Effectiveness</b>	<b>Evidence-based Research</b>
Curriculum and Instruction Parent Meeting Standards & Assessment	Administration, Curriculum Coaches, Team Leaders	Parents will be trained on current standards and be provided with specific brochures and handouts outlining NGSSS and FSA strategies they can use at home.	October	Parent Evaluation Forms. Sign-in sheets	FSA Portal; Students and Families Retrieved from <a href="https://fsassessments.org/users/students-and-families.shtml">https://fsassessments.org/users/students-and-families.shtml</a>
Parent Conferencing Strategies, Small group mock conferences	Team Leaders, Classroom Teachers Guidance	During conferences, parents will be provided with instructional strategies, web links and other valuable resources	Ongoing	Parent Evaluation Forms. Sign-in sheets	Parent-Teacher Conferences ... or Collaborative Conversations? (2015). <i>For productive parent-teacher conferences, teachers can team up with students' families, encouraging them to take a more active role in driving the conversation.</i> Retrieved from <a href="https://www.edutopia.org/blog/parent-teacher-conferences-collaborative-conversations-john-mccarthy">https://www.edutopia.org/blog/parent-teacher-conferences-collaborative-conversations-john-mccarthy</a>
Hands-on Activities:	Title 1 Liaison, Team Leaders,	Mini-lessons will facilitate school-	December	Parent Evaluation and	After School Corporation.

Reading Strategies Parent Training	Classroom Teachers Reading Coach	home connection for learning		Conference Forms. Sign-in sheets	(2006). <i>Increasing parent and family engagement after school.</i> Retrieved from <a href="http://www.tascorp.org/content/document/detail/1455/">http://www.tascorp.org/content/document/detail/1455/</a>
Hands-on Activities: Writing At-Home Parent Training	Title 1 Liaison, Team Leaders, Classroom Teachers	Mini-lessons will facilitate school-home connection for learning	January	Parent Evaluation Forms. Sign-in sheets	After School Corporation. (2006). <i>Increasing parent and family engagement after school.</i> Retrieved from <a href="http://www.tascorp.org/content/document/detail/1455/">http://www.tascorp.org/content/document/detail/1455/</a>
Hands-on Math: Strategies Parent Training	Title 1 Liaison, Team Leaders, Classroom Teachers	Mini-lessons will facilitate school-home connection for learning	February	Parent Evaluation Forms. Sign-in sheets	After School Corporation. (2006). <i>Increasing parent and family engagement after school.</i> Retrieved from <a href="http://www.tascorp.org/content/document/detail/1455/">http://www.tascorp.org/content/document/detail/1455/</a>
Hands-on Activities Science At-Home Parent Training	Title 1 Liaison, Team Leaders, Classroom Teachers	Mini-lessons will facilitate school-home connection for learning	October	Parent Evaluation Forms. Sign-in sheets	After School Corporation. (2006). <i>Increasing parent and family engagement after school.</i> Retrieved from <a href="http://www.tascorp.org/content/document/detail/1455/">http://www.tascorp.org/content/document/detail/1455/</a>

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State and Local Resources for Broward County Parents	Title 1 Liaison Reading Coach	Parents will obtain resources to assist in promoting literacy in the home	April	Parent Evaluation Forms. Sign-in sheets	After School Corporation. (2006). <i>Increasing parent and family engagement after school.</i> Retrieved from <a href="http://www.tascorp.org/content/document/detail/1455/">http://www.tascorp.org/content/document/detail/1455/</a>

## Staff Training

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

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Strategies to Increase Parental Involvement	Title I Liaison SAC Chair	Best practices in increasing parental involvement, which will ultimately increase student achievement	September 2018	Staff feedback evaluation survey	After School Corporation. (2006). <i>Increasing parent and family engagement after school.</i> Retrieved from <a href="http://www.tascorp.org/content/document/detail/1455/">http://www.tascorp.org/content/document/detail/1455/</a>
Utilizing Web-based Resources for Parental Support	Title I Liaison SAC Chair	Faculty members will provide parents with Web-based resources to assist students academically and emotionally.	November 2018	Staff feedback evaluation survey	After School Corporation. (2006). <i>Increasing parent and family engagement</i>

					after school. Retrieved from <a href="http://www.tascorp.org/content/document/detail/1455/">http://www.tascorp.org/content/document/detail/1455/</a>
Bilingual Parent Outreach	Title I Liaison ESOL Coordinator	Faculty members will ensure that bilingual parents are equipped with the necessary tools to assist their child with home learning activities.	February 2019	Staff feedback evaluation survey	After School Corporation. (2006). <i>Increasing parent and family engagement after school.</i> Retrieved from <a href="http://www.tascorp.org/content/document/detail/1455/">http://www.tascorp.org/content/document/detail/1455/</a>

## Other Activities

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

Other activities to be conducted at C. Robert Markham Elementary to promote parent participation are as follows: Fall Family Read-In Night, Florida State Standards, and Science Generation Next Sunshine State Standards: Parent Edition, Mega Skills Workshops, School-based Title 1 Parent Resource Information and Materials Center, Florida Parental Information Resource Center Meeting, Title 1 Mobile Unit, and library card registration drive.

## Communication

***C. Robert Markham Elementary will provide parents of participating children the following [Section 1116(c)(4)]:***

- ***Timely information about programs under this part [Section 1116(c)(4)(A)];***
- ***A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(c)(4)(B)];***
- ***If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and***
- ***If the school-wide program plan under Section 1114 (b is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local***

*education agency [Section 1116(c)(5)].*

C. Robert Markham Elementary will provide information about Title 1 programs in a timely manner, using various methods of communication: newsletter, take home-flyers, website, parent link voice messages, and school's marquee. Information about Title 1 Programs, Standard Curriculum Academic Programs, Next Generation Sunshine State Standards (NGSSS), Florida State Standards (FSA), and forms of academic assessment will be shared with parents during Open House and Title 1 Parent Trainings throughout the 2016-2017 school year. As well as during parent conferences, and at any time a parent requests such information. During Open House, classroom teachers will explain and discuss the school's curriculum, the NGSSS, FSA and all types of assessments (formal, and informal) used to measure student progress. The school administrators will explain Title 1 programs and opportunities at the Title 1 Annual Public Meeting. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at the annual Title 1 Annual Public Meeting.

### **Accessibility**

*C. Robert Markham Elementary will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].*

School related information is disseminated in English, Spanish, and Creole languages to parents in the form of written and oral communications. Staff translators are available for school-wide meetings and parent/teacher conferences to encourage parent participation. A Title I parent information letter will be included in the first week packet for students. The letter will outline various ways for parents to access digital and print copies of the School Improvement Plan, School Parent Involvement Plan, District Parent Involvement Plan, Parental Information and Resource Center, School Public Accountability Report, and Principal Attestation Letter. Following the first week of school, parents of incoming students will receive a copy of the letter in their registration packet. Hard copies will be available in the Title I Kiosk in the front office.

### **School-Parent Compact**

**As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].**

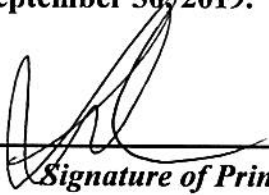
**Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.**

### **Adoption**

**This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of**

children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

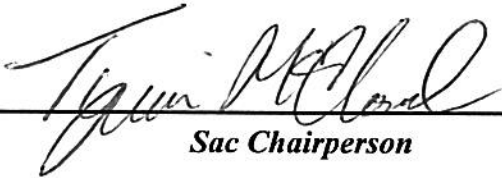
This plan was adopted by the school on (05/14/19) and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2019.



*Signature of Principal*

5/14/19

*Date*



*Sac Chairperson*

5/14/19

*Date*