



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2019-2020

Mittyte P. Locke Elementary School

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed on by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

MPLES seeks to improve and maintain open lines of communication between the school and our families in order to increase family engagement and student success.

What is Required:

Assurances: We will:

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.

Principal: _____

Date: _____

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2019-2020

Mittyte P. Locke Elementary School

EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:

1. Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.

Describe the method in which parents were involved	MPLES believes in involving parents in all aspects of its Title I programs. A parent survey was conducted and shared with the MPLES School Advisory Council (SAC) and the leadership team (SLT) to assist in problem-solving to determine areas of focus for the MPLES School Improvement Plan (SIP).
Date of meeting to gather parent input for Comprehensive Needs Assessment	The Parent Survey was completed and shared with the SAC and SLT during the third quarter of SY 18-19 to determine priorities for SY 19-20 SIP. The SAC discussed these results during a public input meeting on March 12, 2019.
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	The Parent Survey was completed in the third quarter of SY 2018-19. SAC discussed the results and utilized this information to improve the SIP for the SY 2019-20. The SLT is part of a feedback loop that includes the School Intervention Team (SIT), Guiding Coalition (GC) and SAC that analyzes and monitors achievement data as well as parent and staff input throughout the school year. The SAC specifically provided input

**Evidence of the input gathered and how it was/will be used should be uploaded to Title I Crate.*

2. Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.

How were parents invited to develop or revise the compact?	Parents were invited using a variety of methods. An invitation was sent home in the weekly communication folder, as well as posted on the school marquee and social media.
Date of parent meeting to develop or revise the compact	February 13, 2019
What communication methods will be used between teachers & parents as well as school & parents?	Weekly Communication Folder, Remind App, Facebook, Twitter, class school and class newsletters, myStudent, phone calls, text, School Messenger, bulletin boards
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	During Open House after they sign-in parents are directed to provide contact information and sign up for a face-to-face Parent Teacher Conference. A growing number of teachers are trained in the home visit, and conduct home visits throughout the year.

**A parent signed copy of the compact should be uploaded to Title I Crate as evidence of implementation.*

**Evidence of the input should be uploaded to Title I Crate.*

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2019-2020

Mittyte P. Locke Elementary School

3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

What information is provided at the meeting? How are parents notified of the meeting?	We provide parents with an overview of what a Title I school is, what the benefits of a Title I school are, and how to be involved and engaged with their child's school. A brochure is also provided and available to families at the beginning of the school year (or upon enrollment). Parents are notified of the meeting through paper invitations, social media, School Messenger, Remind App, and marquee. We also have information available on-line, at Open House, and at any subsequent Title I meetings.
Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	September 12, 2019
How do parents who are not able to attend receive information from the meeting?	Information is placed on our website, social media, newsletter, and in our front office. It is also available to be sent home when requested.
How are parents informed of their rights?	At the Title I meeting and the information provided on our website.

4. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title III-ESOL	MPLES will attempt to provide translations as needed with available resources coordinated with ESOL services.
Title IV-Homeless	MPLES will coordinate with community partners as well as SIT to assist homeless families as much as possible.
Preschool Programs	MPLES will collaborate with Early Childhood Programs to provide quality home-school partnerships for the PK student.
IDEA/ ESE	
Migrant/Homeless	
Other	

5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

Minimum allocation	\$25,000.00
Explain how these funds will be used this school year	To provide programs, training and workshops to families. Parent Involvement Assistant and materials to support parent engagement.
How are parents involved in deciding this?	Parent Surveys, participation, Feedback Forms, Parents are invited to participate in our School Advisory Council.
How will you document parent input?	Record of Parent Surveys, Participation, Feedback Forms, SAC Meeting Notes

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2019-2020

Mitty P. Locke Elementary School

6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.

- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays).

Provide information to parents in a timely manner and in an easy to read format.

<u>Building Capacity of Parents</u>		<u>How will this impact Student Achievement?</u>		<u>Check all that apply.</u>				<u>How will this support learning at home?</u>
<u>Title/Topic of Event</u>			<u>Tentative Date/Time</u> Are they flexible?	<u>Transportation</u>	<u>Meal Refreshments</u>	<u>Childcare</u>	<u>Translation</u>	
Curriculum Areas	<u>Third Grade Parent Night</u>	Teachers meet with families early in the year to discuss the requirements of 3 rd grade including but not limited to 3 rd grade FSA expectations.	Meeting Date scheduled for after school.	<u>N</u>	<u>N</u>	<u>N</u>	<u>Y</u>	If families know what is expected they can work together to achieve this goal.
	<u>AVID Night</u>	AVID Family information night to keep students and families on track for success in school. Teaches accountability and responsibility.	First quarter. The event is after school. Flyers and notifications will go out to families.	<u>N</u>	<u>N</u>	<u>N</u>	<u>Y</u>	If families know what is expected they can work together to achieve this goal.
	<u>Open House/Title I</u>	Open House is an Informational night to share with parents what to expect in the school What being a Title I school means.	First month of school	<u>N</u>	<u>N</u>	<u>N</u>	<u>Y</u>	Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.
	<u>STEM Night</u>	Families will be educated with hands on problems and interact, build, and understand state standards for STEM. In addition they will learn how to support their children in the STEM Fair process.	Third quarter after school, but information is sent home with every child as well.	<u>N</u>	<u>N</u>	<u>N</u>	<u>Y</u>	Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.
	<u>Reading Night</u>	Parents will be able to interact with staff and learn about IRLA levels. They will be instructed on how to assist their children to build comprehension and foundational skills.	Second Quarter	<u>N</u>	<u>N</u>	<u>N</u>	<u>Y</u>	Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.
	<u>Winter Wonderland</u>	Families celebrate student achievement in the arts.	December	<u>N</u>	<u>Y</u>	<u>N</u>	<u>Y</u>	Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.
	<u>All-Pro Dads/Mornings of Mom</u>	Information shared with parents to help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.	Monthly	<u>N</u>	<u>Y</u>	<u>N</u>	<u>Y</u>	Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.
Achievement Levels.	<u>FSA proficiency levels and learning gains</u>							

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2019-2020

Mitty P. Locke Elementary School

Expectations and Assessments								
Progress Monitoring	<u>Quarterly Checks and IRLA</u>							
Other Activities								
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Information is provided to parents front their teachers via conference, home visits, telephone calls, or emails as well as the curriculum nights stated above.							
How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?	Workshops are evaluated with feedback forms or input requested at the end of the year parent survey. Data such as dates and times that best suits the majority of families are used in the planning of the next year's events. Also, feedback and suggestions given are utilized to better meet the needs of our families.							
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.	We have 2 ESOL employees as well as additional staff that are bilingual that translate and assist our families. Staff utilize the district call-in translation service for parent meetings and conferences. Materials are also translated if time allows.							
What are the barriers for parents to attend workshops/events and how do you overcome these?	Parents say barriers are working, childcare, times are during dinner hours and lack of transportation. We try to accommodate our families' needs by having events at multiple times and varied days of the week. We also provide ample notice so parents can make arrangements if necessary. Refreshments are also provided at some events.							
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We provided morning and evening events. For example, All-Pro Dads is held in the AM while STEM Night is in the PM. Information is also readily available on line including social media and videos.							
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Families are encouraged to request interpreters if needed. We have wheelchair access and reserve seating for events, as well as support personnel available to assist as needed.							

**These events should be included on the Data Collection Sheet for School Events.*

7. Utilize strategies to ensure meaningful Communication

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school	School Messenger robocalls, class/school texts, various social media, class newsletter and quarterly school newsletters, Remind app, Communication Folders, school marquee, school information bulletin boards
--	--

8. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
<u>Volunteer Training</u>	Teaches staff protocol for ensuring the safety of the students. Gives our parents peace of mind knowing procedures are being followed.	PowerPoint and meeting.	All Staff	August 2019
<u>Social Emotional Learning</u>	Builds capacity for staff to interact with each other and the broader school community with an	Early Release Days PD	All Staff	Ongoing

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2019-2020

Mitty P. Locke Elementary School

	understanding of social emotional strengths and challenges.			
<u>Parent Involvement Training</u>	Teaches the importance of having families engaged in school and with their children at home.	PowerPoint	All Staff	August 2019

9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

<u>Location of Resource Center/Area</u>	<u>Person responsible for monitoring and updating Resource Center/Area</u>	<u>List a sampling of materials made available in the Resource Center/Area</u>
Parent Involvement Room Main Office	Parent Involvement Assistant and Secretary	Title I brochures, SAC information, bullying information, community resources, Ways to be involved in your child's school. Family friendly parent involvement plan.

10. Evaluation of the 2018-2019 Plan:

- ☐ Data Collection Sheet for School Events submitted to Title I. Date of submission: _____
- ☐ Compliance items submitted to the Title I office. Date of notice of completion: _____
- ☐ N/A – not a Title I school in 2018-2019

Principal: _____

Date: _____

Drafts of PFEP's are due to the Title I office by June 1, 2019.

**Copies should be placed on the school website as well as in the Title I Family and Community Binder in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

**A "Family Friendly" version of this plan should be distributed to families and uploaded to Title I Crate.¹*

¹ (5/2/19))