



## Parent and Family Engagement Plan 2019-2020

### Mulberry High

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 upon by parents periodically to meet the changing needs of parents and the school.

#### School's vision for engaging families:

Mulberry High School is committed to preparing all students to become productive members of society through building strong relationships with families and the community. We welcome all family members to be a part of our school and a part of their child's learning.

#### 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.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "M. O. J.", written over a horizontal line.

Date: \_\_\_\_\_

8/15/2019



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### **EVERY TITLE I SCHOOL IN POLK COUNTY WILL:**

1. Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.

	Date of meeting to gather parent input.	How were parents invited to give input?	Describe the method in which parents were involved.	What evidence do you have to document parent/family participation?
School Improvement Plan (SIP)	08/2019	Email, flyer, school website	Worksheet for revising/editing	Revisions and suggestions made on the worksheets, sign-in sheets
Parent and Family Engagement Plan (PFEP)	04/25/19	Email, flyer, school website	Questionnaire	Questionnaire results, meeting sign-in sheets
School-Home Compact	04/25/19	Email, flyer, school website	Worksheet for revising/editing	Revisions and suggestions made on the worksheets, sign-in sheets
Title I Budget	08/2019	Email, flyer, school website	Discussion and questions	Sign-in sheets
Parent & Family Engagement Allocation	08/2019	Email, flyer, school website	Discussion and questions	Sign-in sheets

*\*Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

*\* Evidence of the input gathered and how it was/will be used should be available on Title I Crate.*

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

Tentative date & time(s) of meeting	08/2019 - 6:30 p.m.
How are parents notified of the meeting?	All parents and families will be informed of this meeting via flyers sent home with each student, our school website, email, and the marquee in front of the school.
What information is provided at the meeting?	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. 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.
How are parents informed of their rights?	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 engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	The information provided at this meeting will be available in English and in Spanish. A translator will also be available during the meeting. We will be providing Spanish-speaking parents with translation headphones. Transportation will be provided on an as needed basis. Families are encouraged to bring their children, so childcare is not needed.
How will you get feedback from parents about the meeting?	Parents will be asked to complete an evaluation of the meeting and provide any recommendations for further parent meetings.
How do parents who are not able to attend receive information from the meeting?	The Title I Power Point, documents, and survey will be posted on our website for families that could not attend the meeting. We will also send this information home via backpack if requested.





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3. 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 IV-Homeless	Working with the HEARTH program (possible Poverty Simulation Workshop)
Migrant	MHS has a migrant representative on campus almost everyday to provide accommodations for migrant students.
Preschool Programs	N/A
Title III-ESOL	We have an ESOL teacher and ESOL paraprofessional. All communication is in English and Spanish. Translation provided at all family events.
SAC	All parents are invited to be on the School Advisory Committee. Emails are sent out monthly for all families to attend. Meetings are held on the 3rd Thursday of every month.
PTO/PTA	N/A
Community Agencies/Business Partners	The Town of Mulberry and MHS work closely on community projects. MHS is involved with the Kiwanis club and the Chamber of Commerce. MHS is also partnered with several local businesses to support our academics.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	Phone calls, emails, school website, social media, school marquee
Describe how 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.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Workshops, emails, letters sent home, school website
Describe how your school provides information to parents in their native language. What languages do you provide?	All information sent home or used in workshops, etc. are given in both English and Spanish.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	All events are held in accessible areas to accommodate families with disabilities.
Describe the opportunities parents have to participate in their child's education.	School Advisory Committee, volunteering, mentoring, workshops, informational and extracurricular events.

5. 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.

Topic/Title	How does this help staff build school/parent relationships?	Format for Implementation: workshop, book study, presenter, etc.	Who is the audience?	Tentative Date/Time
Family Friendly Schools	Staff will be educated on steps they can take to make our school a welcoming environment for all families	Professional development presentation - Title I Contact	Faculty	01/2020
Working With Diverse Parents	Staff will be educated on ways to communicate and collaborate with diverse parents and families	Professional Development Session -Title I Contact	Faculty	11/2019



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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.

<b>Building Capacity of Parents and Families</b>							
<b>Topic</b>	<b>Title</b>	<b>How will this impact Student Achievement?</b>	<b>Tentative Date/Time</b> Are they flexible?	<b>Transportation</b>	<b>Refreshments</b>	<b>Childcare</b>	<b>Translation</b>
Curriculum Areas	High School 101	Provide information for parents about standards, curriculum, and how to help students at home	8/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	High School 101	Provide information to parents about the state assessments their child will be taking	8/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	High School 101	These workshops provide information for students and parents to make transitioning to high school easier.	8/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Freshman Footsteps	Educate parents about Parent Portal and how to use the features	3/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	College and Career Readiness	Inform parents and students on what they need to do to be ready for college or career.	11/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Graduation Requirements & Scholarships	FAFSA Night	Inform parents on the graduation requirements and provide information on how to apply for scholarships and financial aid	1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How will workshops/events be evaluated?	Parent surveys
How will the needs of parents be assessed to plan future events?	Parent surveys
What are the barriers for parents to attend workshops/events and how do you overcome these?	Language is overcome by providing translators and information in Spanish. Schedules are overcome by provided flexible times and light refreshments.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Events are held at various times and dates to accommodate family schedules.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information is provided through the school website, front office, and can be mailed home upon request.

*\*These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*