



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2021-2022

Mitty P. Locke Elementary

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:

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.

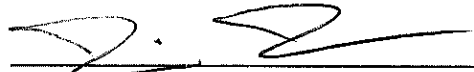
- Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.

- 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: 9-28-21

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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 1 programs. A parent survey was conducted and collated with survey data from the previous year to provide guidance to the MPLES School Advisory Council (SAC) and the leadership team in completion of the School Improvement Plan (SUP). We then use that data to help make decisions for the upcoming year. The parent survey gives parents time to reflect on activities we have had, as well as give input for future activities that would benefit their families and their students.
Date of meeting to gather parent input for Comprehensive Needs Assessment	The Parent Survey was completed in the third quarter of 2020/ 2021 school year. Title I Annual Meeting 03/10/21.
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 2020/ 2021 school year. Title I Annual Meeting 03/10/21. SAC discussed the results and utilized this information to improve the SUP thru the remaining year. The leadership team has maintained an open discussion thru-out the year.

**Evidence of the input gathered and how it was/will be used should 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. A paper invitation was sent home in the school planner, information was posted on our website, school marquee and on Facebook school page and class DOJO messages.
Date of parent meeting to develop or revise the compact	March 10 th , 2021
What communication methods will be used between teachers & parents as well as school & parents?	Phone calls, Class Dojo, Online monitoring, My-student, text, Remind App, social media, newsletters, connect calls, flyers, weekly and quarterly newsletters, bulletin boards, marquee and school planners that go home with the students.
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	Due to Covid 19, this year teachers held conferences via Zoom. Parents were instructed to provide contact information when they enrolled their student for school and teachers reached out to them through those means.

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**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.*

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?	The school provides a Power point presentation and feedback form that incorporates information about how the 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, school grade information, parent survey results and information on the school's curriculum. A brochure is also provided and available to the families at the beginning of the school year, or upon enrollment. We also have information available online, and at Open House/Title I meeting which is held in September as well as ESOL resources. Flyers are sent home, and email to partners in the community, add to phone calls home, as well as on the school website and on Facebook school page.
Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	August 25, 2021 at 6:00pm
How do parents who are not able to attend receive information from the meeting?	If parents/families are unable to attend the school presentation, all the information is placed on our website, social media, newsletter and in our front office. It is also available to be sent home with students when requested. Parents and families are encouraged to meet with the Title I contact for any questions or discussion.
How are parents informed of their rights?	At the Title One meeting and the information provide on our website, with a brochure informing parents of their rights. The school also required to have a copy of the "parents right to know" letter in a parent and family engagement notebook kept in the front office.

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	The school will attempt to provide translations at ESOL parent meetings and will coordinate this through the ESOL department, we will attempt to provide families information in their native language regarding the newsletter, flyers and they can translate information on FB and our website, also the school has the support of the bilingual Parent Involvement coordinator translating and helping parents who do not speak English.
Title IX-Homeless	We work with community partners such as Metropolitan Ministries, churches and the State Department as well as update a resource guide with local resources to obtain and provide information on housing options. We also use our Social Worker and School Counselor to assist with resource information.
Preschool Programs	The Head Start Teacher and Family Service worker, with the support of the Pasco County school District, will offer pre-kindergarten students a social and academic curriculum throughout the year. Included in their services will be Parent / student activities, parent trainings, family

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	support through home visits, certified social workers, nurse, psychologist, and family service workers.
IDEA/ ESE	MPLES has 3 ESE Support Facilitators and 2 ESE Pre-School IA's
Migrant	
SAC	Mitty P. Locke encourages parents, teachers, and community members to become involved in planning, review, and improvement of our programs. Parent, teacher, and community participation in our School Advisory Council (SAC) is essential to our continued improvement and success. All stakeholders are invited to be in the SAC committee and to attend all meetings. All families are welcome and encourage to become active members in SAC and asked to provide meaningful input into the development of all plans related to school improvement.
PTO/PTA	This organization will assist in bridging the gap between our families and the school.

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

Allocation	
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?	Parents are invited to participate in our School Advisory Council meetings, we also preform detailed Parent Surveys to obtain suggestions and opinions.
How did you document parent input?	Parent survey results and SAC meeting notes.

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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.
 - Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.
 - Think of Family Engagement as a strategy to reach the goal of student achievement
 - 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.

Building Capacity of Families								
Sup goals	Title/Description of Strategy	How will this impact student achievement?	When will this occur?	When applicable, indicate the services you will provide to families.				How will this support learning at home?
				Transportation	Meal	Childcare	Translation	
	SAC/PTO meetings	Improved relationship, communication and collaboration between parents and school	Every Month	N	N	N	Y	Promote parent/community participation to assist in the preparation and evaluation of the results of the school improvement plan and to assist the administration with the annual school budget.
Provides important information to parents, about FSA assessments and students' curriculum.	3 rd and 4 th Grade Parent Night Zoom	Our teacher's meet with families to discuss the requirements of 3 rd grade including but not limited to FSA standards.	Third Quarter	N	N	N	Y	If families know what is expected they can work together to achieve this goal.

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Provide a time for parents to meet the teacher, learn about the curriculum, meet other parents, opportunities to support and review expectations.	Open House/Title 1	Informational night to share with parents what to expect in the school. What being a Title 1 school means.	First month of school	N	N	Y	Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.
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Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	During the Title I annual meeting, a power point is shared with parents/families introducing Administration and Title I contact. Administration explains the form of academic assessment used to measure student progress and proficiency levels students are expected to meet, what are the benefits of a Title I school, how to be involved and engaged with your child's school. Parents have the opportunity to ask questions about the Title I program, academic standards, and student assessments. Title I maintains all documentation of the Title I Annual Meeting. During Open House at the beginning of the school year, classroom teachers share information about the curriculum and academic assessments. During this time, teachers explain the grade level curriculum and the Florida State Standards, and conferencing scheduling. Teachers use sign-in sheets and a copy of this documentation is kept with Title I.	Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.	First month of school	N	N	Y	Information shared with parents help build partnerships and offer opportunities for parents to engage with staff and faculty to increase student achievement.
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 the families are used in the planning of the next years events. Also, feedback and suggestions given are utilized to better meet our family needs.						
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.	Mittyte P. Locke provides the Parent and Family Engagement brochure in English and Spanish. A hard copy of the full plan will be available upon request and is kept in the front office, also we will provide, when practical, information to parents in the native language. We have a bilingual Parent Involvement Coordinator and 2 ESOL employees who are available to translate and assist our families. Documentation is also translated ahead of time if time allows.						
What are the barriers for parents to attend workshops/events and how do you overcome these?	The school will work hard to minimize any barriers by parents and community members. According to our surveys, it is often difficult for families to attend meetings/events due to work hours. In an effort to maximize participation, we have incorporated flexible hours for meetings and events where it is practical. We also provide plenty of notice so school age children and families to focus. We provide virtual meetings via Zoom.						
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	The school has a strong belief in the importance of parental involvement and therefore offers a variety of meetings at convenient times for parents to attend throughout this school year via Zoom. Information is also available online and through social media.						

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<p>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</p>	<p>Mittyte P. Locke provides support for students and families with disabilities. The parking area at the entrance of the mail building has handicapped parking spaces and ramps for wheelchair access. The main building has classrooms that allow for handicap access. Families are encouraged to request interpreters if needed.</p>
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**These events should be included on the Data Collection Sheet for School Events.*

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7. Utilize strategies to ensure meaningful Communication

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school	The teachers and staff will encourage and support parents and community members to attend events at school by connect calls, class/school text, Facebook, Twitter, Website, weekly and quarterly newsletters, Remind app, school planners, school Marque, and the school information bulletin boards in the halls.
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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>
Volunteer training	Teaches staff protocol for ensuring the safety of the students. Gives our parents peace of mind knowing procedures are being followed.	Power point and meeting	All Staff	August 2021
Poverty Training	Teaches how to best work and support our families who are suffering from poverty.	Staff meetings	All Staff	August 2021
Parent Involvement training	Teaches the importance of having families engaged in school and with their children at home.	Power point	All Staff	August 2021

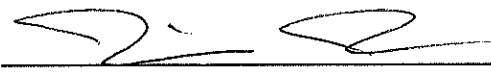
9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

<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

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		your child's school. Family friendly Parent Involvement Plan.
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Principal:  _____

Date: 9-28-21

Drafts of PFEP's are due to Title I Crate by April 14th, 2021.

**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.*