

**Title I, Part A Parent and Family Engagement Policy
Electa A. Lee Magnet Middle School #0761
2021-2022**

Review of 2020-21 Parent and Family Engagement

Describe which parts of your 2020-21 PFEP were the most effective and how you feel it positively impacted family engagement and student learning. Be sure to include any barriers and how you will address these barriers in the 2021-22 PFEP. Using the stakeholder input (parent/teacher surveys, meeting notes, evaluations, etc.), identify and briefly discuss the needs you will address this year through your PFEP.

RESPONSE:

Parents participating in our quarterly Parent & Family Involvement Nights and school-based involvement nights were the most effective when parents participated. By having participation in such events, we are able to build stronger parent and family partnerships. However, we did face some hardships during the 2020-2021 school year due to COVID-19. It is our goal to increase student achievement by engaging our families in various events and workshops throughout the school year. Some of the barriers faced were: technology, not having updated parent contact information, and time. All students will receive a Bio Form in their homeroom class. This form will ensure that we have received current contact information, which will be updated in FOCUS. This school year, we are planning to hold events at various times and hold meetings virtually. A goal that we will continue to focus on is two-way communication. We want to ensure that our parents receive communication by using various outlets. We also want our parents to feel comfortable sharing information with us and communicate any questions they may have.

Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. Describe how parent and family engagement will assist in providing high quality instruction for all learners. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parent and family engagement program;
- Be written in parent friendly language;
- Inspire stakeholders to be engaged and supportive of the program; and
- Be different from your school mission statement.

RESPONSE:

Fostering learning partnerships between the student's home, school, and community; while, ensuring social, emotional, and academic excellence.

2020-2021 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

RESPONSE:

There will be a variety of parent & family involvement activities throughout the year. It is imperative that we involve all stakeholders in the decision-making process. Thus, we will encourage stakeholders to attend our monthly SAC meetings. We will create an atmosphere of inclusive decision-making for all stakeholders by soliciting input during the various meetings. During the meetings, we will gain input from stakeholders in regard to planning, reviewing, and improving Title I programs and how the Title I funds will be allocated.

2020-2021 Coordination and Integration

- Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Include how the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Count <i>(add or remove rows as needed)</i>	Program	Coordination
1	South Florida Museum	Hosting Night at the Museum event
2	State College of Florida	College Reach Out Program (CROP)-coordinating with students, parents & families on college preparation
3	ESOL	Parent Night – parents will be invited to discuss ESOL requirements and strategies to support their child’s education.
4	FBLA	Parent Night - inform parents about Lee Middle’s FBLA Chapter and what we do both in school and around the community. Students will learn to enhance business skills needed for public speaking, marketing, job interview, and entrepreneurship.
5	AVID	Parent information opportunities to encourage student success and post-secondary schooling.

These activities will provide parents various resources to increase student achievement. Parents will learn a plethora of ways to help their students with education from the present to the future. Parents and students will gain an understanding of college funding, college prep, various skills, etc.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

Count	Activities and Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop schedule & presentation that addresses the required components	Principal	August 09, 2021	Schedule/presentation uploaded to Title I crate
2	Develop and disseminate ConnectEd call/email	Assistant Principal	July 23, 2021	Call logs and/or script uploaded to Title I crate
3	Title I Presentation	Principal	August 09, 2021	Agenda/Sign-in Sheet uploaded to Title I crate
4	Evaluation	Principal	August 09, 2021	Aggregated Evaluation Form/Notes uploaded to Title I crate

Parent Notifications

Describe how the school will provide each family with timely notice information regarding the following:

- the parent’s right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals
- how the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments
- how the school will 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? [ESEA Section 1116]

RESPONSE:

At the beginning of each school year, Lee Middle School will inform parents of their right to request information about the professional qualifications of individuals who teach and work with their children. Parent Right to Know letters will be disseminated in homeroom classes, and students will be instructed to take the letters home to their parent or guardian. English and Spanish Parent Right to Know letters will also be uploaded to our school website.

Parents also receive “Non-State Certified Letters” every semester that explains which teachers are currently teaching out of field. Parents receive these letters through the mail, they are placed on the school’s website, and placed in our monthly newsletters. Both letters are kept at the school and placed in the district’s OneDrive folder. All letters are translated into English and Spanish for all parents.

If a student is being taught by an individual that is non-certified for four or more weeks, a letter will be provided to the student’s parent.

We will create a brochure, place items on our website, include the information in our newsletter, create flyers for specific events, send phone calls and email home through our ConnectEd system. Parents and families are given the option of picking up individual performance reports with report cards during the summer.

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 [ESEA Section 1116]

RESPONSE:

During Parent & Family University events, flexible time slots allow for parent choice. Parents may bring their children with them and if necessary, our Graduation Enhancement Technician will do home visits when requested. Parents will be able to choose and meet during a morning session or evening session when possible.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement, 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. Describe the actions the school will take to provide materials and training to help parents/families work with their child(ren) to improve academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116.

Count <i>(add or remove rows as needed)</i>	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Presentation	Principal	Increased knowledge about services through Title I, which will lead to more participation and greater student achievement	September 2021	Aggregated Evaluation Form/Notes uploaded to Title I crate
2	Parent & Family University Events	Assistant Principal & Family Involvement Coordinator	Increased knowledge of programs offered for tracking student achievement, attendance, positive rewards and/or behavior,	September 2021-May 2022	Feedback forms loaded into Title I Crate

			which will give parents tools to learn of their child's progress & lead them to academic success		
3	Parent & Family Night Events by Core Subject	Department Chair	Increased knowledge and involvement in subject matter, which will lead to confidence in students and ultimately, greater academic success	January 2022-March 2022	Evaluation forms by dept/parent surveys
4	School Advisory Council (SAC) Meetings	Principal	Increase parent involvement and parent input into school wide decisions.	Monthly	Participant sign-in sheet, SAC minutes and agenda.

Parents attending the Title I presentation will inform all constituents what is expected of Title I school faculty, staff, parents, and students. By engaging in the Parent Family Nights and Family University events, students will be equipped with several resources to increase academic achievement. These activities will also have a major impact on student behavior, attendance, and academic achievement.

Staff Development

Describe the professional development activities the school will provide, with the assistance of parents/families, to educate the teachers, specialized instructional support personnel, school leaders, and other staff in the following:

- the value and utility of contributions of parents/families
- how to reach out to, communicate with, and work with parents/families as equal partners, and
- implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

Count	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Importance of Teacher & Family Engagement Video	Assistant Principal	Students will benefit from increased knowledge gained from watching short video clip.	October 2021-May 2022	Survey data uploaded in Title I Crate
2	Parent & Family Engagement Committee	Assistant Principals	Students will benefit from increased knowledge gained by teachers during planned committee meetings and the increase in parent and family engagement.	October 2021-June 2022	Feedback forms uploaded in Title I Crate Student Achievement

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more meaningful engagement in the education of their child(ren). [ESEA Section 1116].

RESPONSE:

Parents and family members are free to come to the school or call anytime they have a question.

Communication

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

- Timely information about the Title I programs
- 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 obtain
- 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
- If the schoolwide program plan under 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.

RESPONSE:

Title I information will be shared via PowerPoint presentation during back to school night and will be available via brochure in the parent & family resource center. When we received feedback, both positive and negative parent comments about the Title I Program are submitted with Title I documents and plans to the District's Federal Program office. Parents will also receive constant communication through quarterly engagement activities planned during the 2021-2022 school year.

There will be planned activities that specifically focuses on technology, helping students at home, curriculum/standards, and assessments.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (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 [ESEA Section 1116]:

RESPONSE:

All notices will be translated, and a translator will be paid to attend the event. Parents will have the ability to translate all material on the school's website to their native language. Our ConnectEd messages, email, flyers, and newsletters will also be translated in English and Spanish. Information sent home will be explained as thoroughly as possible, while eliminating the use of technical terms when possible.

Discretionary Activities

Describe any activities that are not required, but will be paid for through Title I, Part A funding [for example, home visits by school staff (including GETs and Home School Liaisons), transportation for meetings, activities related to parent/family engagement, etc.]

RESPONSE:

Home visits will be conducted by our Graduation Enhancement Technician or GET when needed. Child care may be provided as necessary. Awards may be given out to encourage participation and approved food items will be used to make it convenient for parents & families to attend.

Uploads

Please prepare evidences below. Refer to your Beginning of the Year Timeline and Title I Crate for resources and sample documents.

2019-20 Title I Crate

- Evidence of parent input in the development of the school SIP/Title I Plan and Title I Budget (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of parent input in the development of the school Parent and Family Engagement Policy (PFEP) (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)

2020-21 Title I Crate

- Copy of the school SIP or Title I Plan (charter)
- Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
- Copy of the Parent-School Compact (Final in all languages)