

**Title I, Part A Parent and Family Engagement Policy  
Electa Lee Middle School - 0761  
2023-2024**

Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy.

### Review of 2022-23 Parent and Family Engagement

Describe which parts of your 2022-23 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 2023-24 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.

*The most effective component of our PFEP was the multiple opportunities we provided parents, guardians, and the community to offer feedback. Stakeholders having an active role in the school community positively impact students academically and socially. Allowing families and the community to provide feedback has positively impacted family engagement and student learning by sharing their opinions and valuable insights into various ways to promote our school's overall success. The multiple surveys we afforded the school community helped us gain input on programs such as ALEKS, Nearpod, and ACALETICS, as well as practices and policies.*

### 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:**

*At Lee Middle School, it is our mission to foster learning partnerships between the student's home, school, and community; while, ensuring social, emotional, and academic excellence.*

### 2023-2024 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 various parent & family involvement activities throughout the year. We must 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. We aim to gain feedback from all*

*stakeholders regarding planning, reviewing and improving Title I programs and how the Title I funds will be allocated.*

## 2023-2024 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]

<b>Count</b> <i>(add or remove rows as needed)</i>	<b>Program</b>	<b>Coordination</b>
<b>1</b>	<b>State College of Florida</b>	<b>College Reach Out Program (CROP)-coordinating with students, parents &amp; families on college preparation</b>
<b>2</b>	<b>ESOL</b>	<b>Parent Night – parents will be invited to discuss ESOL requirements and strategies to support their child’s education.</b>
<b>3</b>	<b>ESE</b>	<b>A variety of meetings will be held to discuss student needs, develop new IEP’s, and review annual IEP’s. ESE Coordinator and ESE Case Managers will schedule and facilitate meetings for parents to attend when possible. Professional development opportunities are provided for faculty and staff during school year.</b>
<b>4</b>	<b>Project Hart</b>	<b>Collaboration between school and Project Heart, Manatee County Schools Homeless Education Program, will work together to identify students and families that are homeless and coordinate efforts to provide them with necessary services.</b>
<b>5</b>	<b>21st Century Community Learning Center</b>	<b>Provide students with an array of academic enrichment activities outside the regular school day at no charge to its participants. Adult family members, of actively participating students also offers educational and personal development opportunities. This program assists students in meeting performance standards for core academic areas, increase student engagement, and provide students with enhanced skills and tools necessary to function in a global economy.</b>

## 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)].

<b>Count</b>	<b>Activities and Tasks</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
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1	Develop agendas, handouts, and presentation materials that address the required components (should be multiple meetings to reach as many families as possible)	Principal or designee	July 2023	Copies of documents uploaded to the Title I Crate
2	Develop and disseminate invitations (flyers, ConnectEd calls, texts, newsletters, etc.)	Principal or designee	August 2023	Copies of invitations, call logs, and sign-in sheets uploaded to the Title I Crate
3	Title I Presentation	Principal or designee	August 2023	Agenda/Sign-in Sheet uploaded to the Title I Crate
4	Evaluate the Meeting(s)	Principal or designee	August 2023	Aggregated Evaluation Form/Notes uploaded to the 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 teachers 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 explain which teachers are currently teaching out of field. Parents receive these letters through the mail; they are placed on the school’s website and 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 information in our quarterly newsletters, 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. It will be communicated that parents should create a Parent Portal account to enhance their communication and involvement of their child's education. This tool will improve the parents' ability to assist with students assignments, grades, assessment data, and collaborate directly with the teacher.*

### 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 and family engagement nights, flexible time slots will be available 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.

<b>Count</b> <i>(add or remove rows as needed)</i>	<b>Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
<b>1</b>	<b>Title I Presentation</b>	<b>Principal</b>	<b>Increased knowledge about services through Title I, which will lead to more participation and greater student achievement</b>	<b>September 2023</b>	<b>Aggregated Evaluation Form/Notes uploaded to Title I crate</b>
<b>2</b>	<b>Parent &amp; Fami-Lee Night Events by Core Subject</b>	<b>Department Chair</b>	<b>Increased knowledge and involvement in subject matter, which will lead to confidence in students and ultimately, greater academic success</b>	<b>January 2024-March 2024</b>	<b>Evaluation forms by dept/parent surveys</b>

3	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.
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*Parents who attend the Title I presentation will understand the expectations of Title I faculty, staff, parents, and students. By engaging in parent and family nights, parents and students will be equipped with resources to increase academic achievement. These activities will significantly impact 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 2023-May 2024	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 2023-June 2024	Feedback forms uploaded in Title I Crate Student Achievement
3	Presentation of Parent & Family Engagement	Assistant Principal, Principal	Set goals of parental and family engagement with faculty.	September 2023 – May 2024	Agenda, Materials, Feedback Forms

	<b>Plan and Compact</b>				
<b>4</b>	<b>MTSS</b>	<b>MTSS Coordinator</b>	<b>Professional development activities are provided to educate all staff how to communicate and work with parents as equal partners</b>	<b>September 2023 – May 2024</b>	<b>Agenda, Materials, Feedback Forms</b>

### 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:**

*Monthly SAC meetings will give input for schoolwide decisions that impacts the educational needs, events, and activities during the 2023-2024 school year. Parents are invited to Open House and New Student Orientation events to learn about curriculum, meet school staff, and discover various ways they can support.*

### 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 available via brochure. All feedback received from parents and community members about the Title I Program were 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 2023-2024 school year. There will be planned activities focusing on technology, helping*

*students at home, curriculum/standards, and assessments. Parents and Families will receive invites to meetings through ConnectEd, posted on marquee, and school's social media page. 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 will be offered. We will respond to requests and/or suggestions in a timely manner by scheduling various meetings that will accommodate parents schedules. Unsatisfactory comments about the Title I program from parents or other stakeholders are shared with the District Title I office.*

## 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 all events. Parents will be able to translate material on the school's website to their native language. Our ConnectEd messages, email, flyers, and newsletters will also be translated into English and Spanish. Information sent home will be explained as thoroughly as possible while eliminating the use of technical terms when possible. Parents of students with disabilities may participate in annual IEP meetings with certified ESE personnel and parental involvement activities. In addition, parents of ELL students will be provided with a translator during parent meetings. District personnel within the migrant education department will be contacted to assist with identifying migrant advocates to help families of migrant students become more engaged.*

## 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:

*Our Graduation Enhancement Technician or GET will conduct home visits when needed. Childcare 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.

### 2023-24 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)

**2023-24 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)