



2017-2018 Title I Parent and Family Engagement Plan



MULBERRY HIGH SCHOOL

General introduction of school's vision for parent and family engagement.

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.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

Principal: [Mr. Michael Young](#)

Date: [August 7, 2017](#)

Involvement of Parents	
<p>If the school wide program plan under Section 1116 (b) (1) 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 Section 1116(b) (4).</p> <p>Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.</p>	
<p><i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i></p>	<p>All parents and families are invited to meetings throughout the year that will enable them to give their input on this plan and help us with the revisions. We review this plan several times throughout the school year and encourage parents and families to be a part of these reviews.</p>
<p><i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i></p>	<p>Upon receiving parent and family input, we review that data, combined with student data collected from classrooms, testing, and progress monitoring, to decide what resources and strategies we need to design strategies for more effective engagement.</p>
<p><i>How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?</i></p>	<p>Parents and families are invited to meetings held specifically to discuss our Title I programs. The parents and families are given surveys and encouraged to indicate any trainings or workshops they would like to see at our school to increase parent and family engagement. We use the information collected to plan for staff and parent trainings and workshops.</p>
<p><i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i></p>	<p>All parents and families were invited to a meeting in May 2017 to discuss the 2016-2017 plan. An invitation was sent home via backpack, as well as posted on our school website and through email. Parents who could not attend were also encouraged to send in comments/suggestions. Copies of the invitation, agenda, sign-in sheets and minutes are kept on file as documentation. This plan will be reviewed again throughout the school year to meet the changing needs of our students and school.</p>
<p><i>How will this plan assist in providing high quality instruction for all learners?</i></p>	<p>This plan will assist in providing high quality instruction by allowing us to provide all families/parents with information and materials that could be useful in supporting their child's learning at home. We will offer workshops and trainings geared towards the standards, literacy, ACT preparation and test taking tips to support the high quality instruction that their child receives at our school.</p>
<p><i>How will the school share comments received from parents/families?</i></p>	<p>All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan.</p>
<p><i>How will this plan be made available to the community?</i></p>	<p>This plan is available to all parents, business partners, and School Advisory Council. The plan is also available on our school website and in the Title I parent informational notebook that is located in our front office.</p>

Annual Parent Meeting

The school will conduct an Annual Meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are in other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.	
<u>Date and time you will hold your meeting?</u>	September 7 th , 2017 @ 6:30 p.m.
<u>Notification and Invitation:</u> o How will you inform and invite parents/families in a timely way about the Annual Meeting.	All parents and families will be informed of this meeting via a flyer sent home with each student, our school website, email, and the marquee in front of our school.
<u>Information:</u> <i>Please describe how your meeting will cover information about:</i> <ul style="list-style-type: none"> the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field. 	The meeting will include a whole group presentation of the Title I power point about how the Title I program benefits the students and the school, school choice, parents' right to know, and how parents will be informed of the qualifications of their child's teachers and paras. In addition, the school compact will be discussed. After the whole group presentation, families are encouraged to visit their child's teachers to learn more about state assessments and the curriculum. 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. We will also have a copy of the "Parents Right To Know" letter on their school website and in a parent and family information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
<u>Barriers:</u> o What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation	The information provided at this meeting will be available in English, Spanish, and Haitian Creole. A translator will also be available during the meeting. Transportation will not be provided, however, if we know of a family in need of transportation in order to get to the meeting we will work to find a solution. Families are encouraged to bring their children, so childcare will not be needed.
<u>Evaluations:</u> o How will you get feedback from parents about the meeting?	Parents will be asked to fill out a survey after the general meeting or while in the individual teachers classrooms. The survey will also be available on our website for parents that could not attend the meeting but have input.
<u>Parents who do not attend?</u> o How will you get the information home to parents who do not attend the meeting?	The Title I power point will be posted on our website, along with the survey, for families that could not attend. We will also send home any information provided via backpack if requested by the family.

Flexible Parent Meetings:

The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	Family engagement meetings and trainings/workshops are provided at different times during the day. We try to have one daytime session and one evening session to provide the opportunity for all parents/families to attend. Families are provided with a calendar of events at the beginning of the school year. When applicable, we provide the information, videos, etc. from the trainings on our school's website.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	When necessary, our school provides limited childcare and/or children's activities to enable families to attend meetings/trainings. Our teachers will also have conferences at convenient times for the families. Transportation can be provided as needed. We address barriers as they are presented and will work to find a solution that will enable all families to be engaged/active in our school.

Building Capacity of Parents

School will implement activities that will build the capacity for strong parental involvement, 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 [Section 1116(e) (1-3)]. School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2)].

Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum /Florida Standards	Provide information for parents about standards and curriculum and how to help students at home	Information/guide to finding and using the Florida Standards and curriculum	September 2017 (tentative)		x		x
State Tests & Achievement Levels	Provide information to parents about the state assessments their child will be taking	Information on test taking strategies Sample test questions Directions to websites for practice	October 2018 (tentative)		x		x
Transition (Kdg, MS, HS)	These workshops provide information for students and parents to make transitioning to high school or college easier.	Information about the high school Brochures for college Transition brochures	Incoming Freshman - March 2018 (tentative) College Readiness – January 2018 (tentative)		x		x
Literacy 1116 (e)	Provide information for parents to encourage reading at home	Informational packets on engaging students in reading and writing at home	Semester workshops – November 2017 & March 2018 (tentative)		x		x
Technology, Parent Portal	Educate parents about parent portal and how to use the features	Hands on workshop	Held during Annual Meeting – August 2017		x		x
College and Career	Inform parents and students on what they need to do to be ready for college or career.	Student reports Information/guides on how to be college and career ready	November 2017 (tentative)		x		x
Graduation Requirements/Scholarships	Inform parents on the graduation requirements and provide information on how to apply for scholarships and financial aid	Informational packets Brochures from colleges on financial aid, etc.	January 2018 – Financial Aid Night September 2017 – class meetings		x		x
How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?		SAC meetings Parent surveys, district parent surveys Evaluations of workshops Parent conferences/meetings					
How do you evaluate effectiveness?		Student achievement data Survey results Data collection					

<p>Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.</p>	<p>Tips on our website Parent workshops Information packets/Reading materials Information in other languages</p>
<p>Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?</p>	<p>Community Business partners Churches</p>

- *The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.*

Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [Section 1116(e) (3)].

<p>Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...</p> <ul style="list-style-type: none"> ○ <i>how to reach out to, communicate with, and work with parents/families as equal partners,</i> ○ <i>the value and utility of contributions of parents/families</i> ○ <i>how to implement and coordinate parent/family programs</i> <p><i>how to build ties between parents/families and the school</i></p>				
<p>Please describe below how you do this.</p>				
<u>Topic -Title</u>	<u>Purpose?</u> How does this help staff build school/parent relationships?	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Poverty Simulation Workshop - HEARTH	Staff gets insight into what parents and students in poverty deal with daily	HEARTH representative will lead the workshop	All teachers and support staff	October 16 th , 2017
Dual Capacity Framework	Research based strategies for building family and community partners	Instructional coach will lead discussion with staff of the framework while viewing the video clips	All teachers and support staff	
Family Friendly Schools	Tips for making our school more family friendly and welcoming to all visitors	Instructional coach will present the mini PD workshop	All staff	September 2017

Communication

The school will provide parents of participating children; a 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 meet [Section 1116(c)(4)(B)]; 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 [Section 1116(c)(4)(C)];

<p>How do 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?</p>	<p>Schools are required to 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. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.</p>
<p>How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?</p>	
<p><i>Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</i></p>	<p>Annual parent meeting Parent conferences Parent workshops Progress monitoring (STAR) Extended learning Test prep Website</p>
<p><i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i></p>	<p>Once scores are available we print the state report and send them home directly to families. We also hold parent conferences if necessary.</p>
<p><i>How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?</i></p>	<p>Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.</p>

Coordination and Integration:

The school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e) (4)].

Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:

○ Homeless	We work with the HEARTH program
○ Migrant	We have a migrant representative on campus almost every day of the week. She provides the students with accommodations to enable their success. She makes home visits occasionally and workshops are often held in their native languages.
○ Preschool	N/A
○ ESOL	We have an ESOL teacher and para. These teachers do provide information in the students' native languages and we also work with the ESOL department for resources and strategies to help these students
○ SAC School Advisory	Our principal selects willing members to be on our SAC committee. All parents are invited to attend these meetings and invitations are sent home, as well as posted on our website. Parents are welcome to share their input, concerns, and questions at any SAC meeting.
○ PTO/PTA	N/A
○ Community Agencies	The Town of Mulberry and Mulberry High School work very closely to get the community involved in school and community events. There are many community sponsored events that happen at the high school and vice versa.
○ Booster Clubs	Parents run our Booster Club for MHS Football and Basketball. We also have a parent-led Booster Club for MHS Band.
○ Business Partners	This year we have partnered up with several businesses in the area to support our growing academies, such as FedEx and Ruthven. We are also partners with local real estate agents and other community businesses to provide community interaction with our school

Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. Sec 1116(e)(5) and 1116(f)

<p>What opportunities do parents have to participate in their child (rens) education? Volunteer? Section 1116 (d) (c) Mentor?</p>	<p>We encourage parents to be part of their child’s education by providing them with opportunities to come in to school and be a mentor or a volunteer. We also provide workshops and information on being involved at home. We send this information home to parents and post things on our websites and bulletin boards in the main office.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • and other activities 	<p>The PFEP and Compact School messenger Flyers, notifications/invitations Calendars Website School marquee Progress reports Report cards/interim reports SAC meetings Parent workshops</p>
<p>What barriers hinder participation by parents in parental involvement activities? What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)</p>	<p>Work schedules – we try to offer the same workshops more than one time and at different times during the day/evening Transportation – if asked, we would try to accommodate Limited English – we provide information in other languages and a translator is provided at our events</p>
<p>How does your school provide information to parent’s in their native language? What languages do you provide? Section 1116 (e) (5) Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent’s native language? Explain</p>	<p>Workshops are held in Spanish, when needed Translation is provided at all events via native speaker or a staff member All communication is provided in English and Spanish</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Parent University • Other 	<p>Include information on our website Parent/Family Informational notebook (in our main office) Send home flyers Send home monthly calendars for the PIRC Send home Books Bridge schedule</p>