

## Mims Elementary School

### 2017-2018 Parent and Family Engagement Plan (PFEP)

I, **Sheryl Haskins**, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers and ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### **Mims Elementary's Family Engagement Mission Statement:**

The Mims Elementary family takes pride in providing opportunities for each member to reach his/her individual potential through knowledge, skills, and values in a respectful and safe learning environment.

### **Assurances:**

- Families of children served in Title I, Part A are involved in decisions about how Title I, Part A funds are spent.
- Families are provided with a description of how the school will carry out the programs, activities, and procedures intended to provide them with educational engagement opportunities in accordance with the definitions in Section 8101 of ESEA
- Families are involved in planning, reviewing and improving the school-wide program plan throughout the year.
- The Parent and Family Engagement Plan (PFEP) was jointly developed/revised with families and made available to the local community.
- Findings from surveys and collected feedback from families are used to identify and design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- 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.
- The school will 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.
- The school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments. [ESSA Section 1116]

### **Involvement of Families:**

Mims values the participation of parents and families. We encourage our parents and guardians to become involved in planning, reviewing, and improving our Title 1 program. Parents are invited to join our School Advisory Council (SAC) every year. We send home a SAC interest letter during the first couple of weeks of school, and the parents who are interested fill it out and send it back in. Once the names are collected they are then put on a ballot and sent home with the students. The ballots are returned and the members are chosen based on who the other parents voted for. Parent participation on our School Advisory Council (SAC) is very important to us at Mims Elementary as it will be used to review results from surveys as well as develop, and revise, as necessary, the Parent and Family Engagement Plan (PFEP) and School Compact. All families are encouraged to participate in school

activities and attend parent involvement events. A parent leadership team was established last school year and meets monthly to discuss how to improve parent involvement on campus.

### **Coordination and Integration with Other Federal Programs:**

Title I coordinates and integrates parental involvement activities with other programs to meet the needs of our students and families. Programs include: EELP, Headstart 3 and 4, Exceptional Student Education (ESE), Brevard After School (BAS), Florida Diagnostic & Resource System (FDLRS), Improving Teacher Quality (Title II), Educational Technology (Title II, part D), Language Instruction for English Language Learners (ESOL, Title III), School Age Child Care (SACC) and Homeless Education (Title IX).

Families of students in EELP/Blended EELP, and Headstart 3 and 4 are invited to all school-wide family involvement events. These students also participate in our Mustang Leader of the Month ceremonies and families are invited to attend those as well.

Administration, Title I Team, Parent Liaison, and the Office of Educational Leadership and Professional Development staff work collaboratively together to provide our staff with professional development on working effectively with parents. This includes working with the district ESOL staff to address the needs of our English Language Learners (ELLs). Additional training opportunities are available to our staff and families of our ELL students, without duplicating services.

Our Brevard After School (BAS) staff members provide before and after school child care for families who need this service. BAS staff members communicate with parents/guardians to best meet the children's needs.

SACC staff provide before and after school child care for parents who need this service. SACC staff members communicate with parents to best meet the children's needs. We are continuing with our 21st Century Grant and will be incorporating new life skills, technology, culinary and fitness related lessons into the program this year.

FDLRS provides diagnostic and instructional support services to staff members and to families of students with exceptionalities. FDLRS and the district Title I office work collaboratively to implement and evaluate various parent involvement initiatives and training opportunities, such as the annual Parenting in Today's World Conference, which we encourage our parents to attend.

Any Mims Elementary students identified as homeless are eligible for tutoring services paid for by district Title I funds, if the students demonstrate academic deficiencies. District homeless liaisons ensure students in transition receive the appropriate services in accordance with Title IX.

All of the teachers at Mims Elementary are highly qualified teachers continuing their education through college classes or in service credits in accordance with Title II.

### **Annual Parent Meeting:**

Our Annual Meeting will be held on our Open House night. Parents and guardians will meet in the cafeteria before being released to visit classrooms and meet with teachers. The Annual Meeting presentation will be presented, administration and the Title I team will be present to answer questions and address concerns. When presenting the Title I program, we will explain our free and reduced lunch percentage, current school grade (D), and the implementation of the extended day. We earned a total of 37 points and needed 41 to be a C. The meeting will cover the parents' right to know. Parents have the right to request and receive timely information regarding the professional qualifications of their child's teachers and paraprofessionals. Parents must be notified if their child is assigned to or taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **Flexible Parent Meetings:**

The leadership and staff at Mims Elementary have a strong belief in the importance of parent involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our Annual Title I Meeting was changed this year to an evening time on a school night after surveying parents on whether they preferred the Saturday morning or a week night evening. The school will offer school-wide parent meetings twice; once during the day and another at night. These meetings will possibly take place in another location if we feel that more parents can be reached by doing so. The Title I Parent Resource Center will be accessible every day during school hours for parents to pick-up materials and meet with the parent liaison. The parent liaison will work with the Title I team to maintain records of parent participation. The schedule may be modified as needed based on parent participation.

### **Building Capacity:**

We are embarking on year two of the Leader in Me process and this year will offer a parent and guardian training. This training will equip parents/guardians with the necessary knowledge and skills to be able to speak the language and model the 7 Habits in their home. This will set an example for the children and allow them to see that their home and school work together to ensure that they are successful.

This year we will be adding a mentoring program on campus. This program will build relationships with new community members and provide our students with additional adult role models. We will also be partnering with the Harry T. Moore Center in Mims to begin a drama club for our 6th grade students. These students will put on a production at some point during the school year.

We will host various Title I family nights throughout the school year to assist parents with materials and support in how to work with their children at home. We will use Title I funds for resource materials, make-it take-it games, etc., that parents will be able to keep and use at home.

### **Staff Development:**

All staff members will continue with Leader in Me training, and will work on aligning academics this school year. They will be trained in how to encourage and include parent involvement by teaching parents how to help their children create wildly important goals at home.

A parent involvement training will be scheduled through the district with the Title I team to assist our staff with how to reach out, communicate with, and work with parents/families as equal partners.

### **Other Activities:**

The Parent Resource Center is located in the front office. There is a binder with all of the important Title I documents and school reports. Parents are constantly reminded of the resource center through e-mail, newsletter, our school website, and the marquee outside. Parents are encouraged to visit the resource center as often as they'd like. They can also schedule meetings with our parent liaison on an as needed basis.

### **Communication:**

Mims Elementary presents the Title I program at the Annual Meeting within the first month of school. When new students enter throughout the school year, their families are given a new student packet. Inside these packets are the important Title I documents, grade-level specific, and school-wide forms. A member of the Leadership Team meets with the family to discuss the items in the packet.

At our Open House night teachers explain the curriculum and assessments pertaining to their particular grade level. They discuss with parents the system for scheduling parent-teacher conferences and other opportunities for participation in decisions related to the education of their child.

Parents are always able to join the School Advisory Council, the Parent Leadership Team, and/or sign-up as a volunteer on campus. At the monthly meetings for SAC and the PLT, they would have the opportunity to voice their opinion on a variety of school related topics including but not limited to, curriculum, assessment, on-going progress monitoring, school improvement, the budget, and school events.

Survey results and exit slips will be used to evaluate and monitor the Title 1 program throughout the year.

**Accessibility:**

Each family in PreK to 6<sup>th</sup> grade is invited to any and all parent involvement events that are held at Mims Elementary. Mims Elementary will provide information to ESOL families in their native language when requested. The classroom teacher will meet frequently with the parent(s), as well as our ESOL contact to relay information to the parents in an understandable manner.

To the extent practicable, Mims Elementary will make necessary accommodations and provide opportunities for the participation of parents with disabilities or those who are in transition.

All parents will be given information in several ways. Teachers will post weekly or monthly newsletters on Edline, administration will send out Synervoice messages, the school will provide a monthly newsletter which will be sent home via backpacks and posted on peachjar and the school website. Teachers and staff will communicate with parents with phone calls, and e-mails when appropriate. School-wide "Update e-mails" will be sent to parents through Blackboard as needed. Information will also be displayed on the marquee.

The School Advisory Council will meet monthly to review the School Improvement Plan, and disseminate information to parents as necessary to increase parent knowledge of district and/or school initiatives.

**Discretionary Activities (optional):** N/A

**Barriers:**

Barriers identified that have hindered participation by parents during previous school years are lack of transportation, unavailability at the scheduled time of meetings and/or events, and disinterest. During the upcoming school year frequent parent surveys will be sent out in hopes of receiving feedback on what we can do to improve participation at our meetings and/or events. Translators will be scheduled for our limited English proficient families and our hearing impaired parents.

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*Sheryl Haskins*

Signature of Principal

*10/30/17*

Date signed