

MIAMI LAKES EDUCATIONAL CENTER

Title I, Part A Parental Involvement Plan

Mission Statement

Miami Lakes Educational Center believes that positive parent/family involvement is crucial to the success of students. MLEC encourages all parents/families to become involved in the educational experience of their students.

Involvement of Parents

Miami Lakes Educational Center provides many avenues to involve parents in the planning, review, and improvement of the Title I program. Parents are among the voting members of the ESSAC which oversees the development, implementation, and evaluation of the school level plans, including, the SIP and the PIP. When the ESSAC develops the SIP, parents will provide input on how parental involvement funds should be spent. Parents also provide input on the Title I Program through the PTSA, the parent contact person will attend a PTSA each semester to request input from parents. These comments will also be taken to the ESSAC for review. Through an end of the year survey, all parents were given an opportunity to provide input on the training, materials and activities they needed to help their children. These surveys will be reviewed by the ESSAC and the PTSA to make changes needed.

Coordination and Integration

count	Program	Coordination
1	Smaller Learning Communities	Title I will work with the SLC to develop and implement strategies to include parents, business representatives, community-based organizations, and other community members in the activities of the smaller learning communities.
2	Individuals with Disabilities Education Act (IDEA)	Supplemental educational support information will be discussed with parents during the development of the IEP.

Annual Parent Meeting

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda,handouts, and/or presentation materials that address the required components	Assistant Principal, parent Liaison	August	Copies of agenda, Power-Point presentation and handouts
2	Develop and disseminate invitations	Parent Liaison	August	Flyer with time,date, place of meeting; posting on website
3	Advertise/publicize event	Parent Liaison	August	Posting on website; publication in "The Miami Laker"; School PA

				announcements
4	Develop sign-in sheets	Parent Liaison	August	Sign-in sheets for meeting and individual classrooms
5	Maintain documentation	Parent Liaison	August	Title I documentation file house in the parent resource center; shared with M-DCPS Title I office

Flexible Parent Meetings

The faculty and staff of MLEC work diligently to ensure that all parents have an opportunity to meet towards involving parents in the educational process and have therefore arranged for parent meetings on a flexible schedule. Our annual meeting for parents will be held during the third week of school, once during the school day and once in the evening. In addition the school parent liaison will present Title I program information to parents at the class (freshman, sophomore, junior, senior) meetings.

Additionally, our parent resource center will be opened throughout the school day to provide parents with the opportunities for use of computers to access, through the parent portal, information about their children's progress. The parent center will be open every day from 7:30 a.m. until 2:30 p.m. If the budget supports setting up a tutoring schedule for Saturdays, the parent center will be open from 8:00 a.m. until noon. Parents will be surveyed periodically to see if any of the times listed need to be modified.

Building Capacity

count	Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Sunshine State Standards/Next Generation Standards; Hard copy dissemination; link to State site on MLEC website for standards	Assistant Principal for Curriculum; MLEC Webmaster	Parents will be provided with grade specifics handouts outlining and identifying the SSS and strategies they can use at home. Information will also be posted on MLEC's website and a link will be created to the DOE's website	August	notices to parents; Connect-Ed telephone call announcement
2	Assessments discussed during individual conferences	Counselors, Teachers	Counselors and teachers will conduct individual conferences to discuss each child's expectations, goals, and assessment results for the school year.	August through January	Conference logs
3	Parent Information Session	Academy Leaders	Parent will be given an opportunity to gain insight into what the	January	Sign-in sheets; presentation materials

			specific strands in an academy involves before students commit completely to the three remaining years of academy study		
4	Small group college readiness sessions	Counselors, CAP Advisor	Parents will gain information not only on college requirements but also on how to use the FACTS.org site and how to fill out the FASA application	January	Sign-in sheets; presentation materials
5	FCAT Night	Test Chair, Department Heads	Parents will train in the use of State produced and MLEC produced materials to assist students in not only passing the local, state, and national exams	February	Sign-in sheets; presentation materials
6	Individual Conferences regarding technology and access to the parent portal	Parent Liaison	The parent liaison will provide individual assistance to parents in how to log in and access the parent portal	August through June	Parent Resource Center log; handout, agendas, and presentation materials

Staff Training

count	Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Staff meeting stressing importance of the importance of the parental involvement; staff will be provided with suggestions for working effectively	Parent liaison	Improve the ability of staff to work effectively with parents	August	Sign in sheets; presentation materials
2	Small group socials after school for parents and teachers	Parent liaison	Improve the ability of staff to work effectively with parents	October, February, April	Sign in sheets
3	In-service on building ties between home and school	Parent liaison	Improve the ability of staff to work effectively with parents	November	Sign-in sheets; presentation materials

Other Activities

Parents will be afforded other opportunities to interact with faculty and staff. Parents will be able visit the school resource center to access the parent portal, to view information on local, state, or national websites that will enhance their students' educational experiences. Additionally, parents will use the computers in the center to seek employment or educational opportunities for themselves. MLEC has an open door policy and encourages parents to schedule visits to the campus. Academies will schedule meetings for parents to participate in academy related activities during the school day and during the evening. Several meeting will be scheduled throughout the year for parents to participate in educational and social activities with their children.

Communication

During the Annual Title I Parent Meeting in September, MLEC will hold a session where parents will be given information about the schoolwide Title I program, the general curriculum and the specific academy curriculum, and the academic assessments. Parents will also learn how to schedule parent/teacher or counselor conferences, how to access the parent portal and how to navigate the MLEC website.. If they do not already have one, parents will be given a school handbook.

After the conclusion of the Title I meeting, parents will have an opportunity at the evening meeting to visit their children's classrooms. During the classroom visits, teachers will provide additional information on the courses they teach, class requirements, the methods peculiar specific to their courses, and ways parents may be involve in the educational process. All this information will be made available to parents in the resource center. A hard copy of the directory of faculty and staff with telephone extensions and email addresses will also be made available in the resource center.

Accessibility

The PIP will be summarized and published in English, Spanish and Haitian Creole, and provided to parents in the "Back to School Packet." The summary will outline the major points of the PIP. Complete copies of the PIP will be available to parents in the Students Service area, the Parent Resource Center, and on the MLEC website.

Meetings will be conducted in English and Spanish and Haitian Creole (if necessary). Every effort will be made to provide written communications to parents in all three languages. If needed, translators will be provided for parents who come to the school to meet with faculty/staff. All conferences will be made available to parents in the primary language if the parent feels more comfortable in the primary language.

American Sign Language interpreters are also available to parents who have a need for one.

Building Capacity Summary

count	Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
1	Annual Orientation Meeting	1	817	Provide parents with Title I program and its benefits, academic and monetary, to the school
2	ESSAC Meetings	5	15	Provides parents an opportunity to have input into curriculum and budget matters of the school
3	PTSA	3	17	Increases communication with parents and provides a forum for parent suggestions
4	Parent Portal Training	47	47	One on one training increase parents ability to keep abreast of student progress and attendance
5	Parent Information Session	1	155	Provide parents with curriculum and attendance included in each academy and strand
6	Youth Violence Prevention Summit	1	7	Provide parents resources for making their school a safe learning environment and with resources to cope with violence/bullying
7	Miami Lakes Peer Review	1	130	Increase communications with parents; provide insight into the types of activities available to students
8	Freshman Night Academy	1	42	Increase communication between parents and teachers of students new to high school and its requirements
9	Freshman Orientation	1	399	Increase communication with parents of new students
10	Parents of Seniors Financial Aid Workshop	1	4	Provide parents with information on obtaining financial aid for students who plan postsecondary educational experiences
11	Senior Parent Night	1	194	Provide parents with graduation requirements; local, state and national assessments taken by seniors, financial aid information
12	Family Day Celebration	1	30	Increase communication with parents

Staff Training Summary

count	Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
1	ESSAC Meeting	1	21	Present compact and policy for review/revision by ESSAC
2	Faculty Meeting	1	200	Explain importance of compact and policy; review how policy/compact can be used academically and how they can be used to improve student behavior
3	PTSA	1	3	Increase communication with parents

Barriers

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of transportation for parents of disadvantaged students	investigate the possibility of running a parent driving pool to increase visits to school
2	less than welcoming atmosphere for parents to visit school and classroom	Increase presence of banners and welcoming signs in multiple languages throughout the campus; train staff in how to greet parents graciously
3	unavailability at certain times to have translators or interpreters available	scheduling of office personnel so that there is always a speaker of Spanish available in the office
4	insufficient training of lack of time in teaching schedule to permit teachers time to increase parental involvement	increase teacher awareness of how to incorporate parental involvement strategies into their everyday instruction