

Merritt Brown Middle School
25-26 Parent and Family Engagement Plan

Date Revised with Parent Input: 04/30/2025


District Approved:

School Name:	Merritt Brown	School # 0071
Principal's Name:	Amber Hart	

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format, and to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

Mission Statement

At Merritt Brown Middle School, our mission is to create an inclusive environment where every student feels valued and empowered, promoting equity and equal access to educational opportunities. Through innovative teaching, strong partnerships, and a positive school culture, we empower students to become confident, responsible global citizens ready to excel in our evolving world.

I,  do hereby certify that all facts, figures, and representations made in this plan are (Principal's name here) true, correct, and consistent with the statement of assurances for these waivers. 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 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.


What is required:

ASSURANCES: We Will:

- The school will be governed by the statutory definition of parent involvement, and will carry out programs, activities, and procedures in accordance with the definition outlines in section

9101(32). ESEA

- Involve the parents of children served in Title I Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent (Section 1118(b)(1));
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community (Section 1118(b)(1));
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the parent and family engagement plan and the joint development of the school-wide program plan under (Section 1114 (b)(2)) (Section 1118 ©(3));
- Use the findings of the parent and family engagement plan to review the strategies for more effective parent involvement, and to revise, if necessary, the school's parent and family engagement plan (Section 1118(a) (E));
- If the plan for the Title I Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency (Section 1118 (b)(4));
- Provide to each parent and individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading (Section 1111 (h)(6)(B)(i));
- Provide each parent timely notice when their child has been assigned or has been taught for four(4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 (Section 1111(h)(6)(B)(ii)); and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals (Section (h)(6)(A)).


Signature of Principal or Designee

5/15/25
Date Signed

1. INVOLVEMENT OF PARENTS

(A) By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP Section 1116(c)(3)?

MBMS will involve parents via the SAC, and evaluations of and feedback from activities as outlined in the Building Capacity section of this document.

(B) By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (Section 1116 (c) (4) (C))?

In Addition to those opportunities in 1B, parents may request a meeting with their child's teachers and the school data clerk will schedule the meeting. Responses to suggestions are addressed at the conference or by an individual teacher via email. Parents will be encouraged to reach out to their child's teacher(s) through the Parent Portal. Teachers will respond in a timely manner to address any concerns they may have with their child's education.

(C) By what means will the school involve parents in the joint development of the School Improvement Plan (Section 1116(A)(2)?	MBMS will present the Plan to the SAC and request input, such as amendments, deletions and/or additions.
(D) If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district (Section 1116 (c) (5)?	Parents who are not satisfied with the School improvement Plan will complete a form to be submitted with the plan to the district.
(E) By what means will the school provide other reasonable support for parental involvement activities as parents may request (Section 1116 (e)(13)? (Based on the Title I Parent Survey results, what activities did the parents request that are included in this plan?)	<p>Based on parents' responses on the Parent Survey, the majority of respondents suggested that the faculty/staff could benefit from professional development that addresses communicating with parents. During pre-school in-service days, the Title I coordinator will review the results of the Spring Parent Survey with teachers and staff so they are aware of the best days and times for parent conferences and events, the methods of communication parents' prefer, and other input parents offered to improve parent engagement. This will be followed by training to address why communication is important and suggestions for what needs to be communicated to help engage parents in their child's education. Then teachers will be trained on the use of the technology the school uses to communicate with parents and other means of communication for parents without access to technology.</p> <p>In addition, teachers will ensure parents are informed of their child's progress by updating the Parent Portal at least weekly. Teachers will communicate with parents when any concerns arise.</p>

2. ACCESSIBILITY

A. By what means will the school offer a flexible number of meetings, such as meetings the morning or evening to accommodate parents' schedules (Section 1116(c)(2)?	Based on the Parent Surveys responses, the majority of parents indicated that mornings and evenings are the most convenient times for meetings. This will be taken into consideration
---	---

	<p>when scheduling events. Opportunities will also be made available for parents to call into meetings when unable to attend in person. Parents can request notes and/or minutes of any meetings at any time. Any decisions affecting the whole school will be disseminated (email, PeachJar, phone, social media, etc.) accordingly.</p>
<p>B. By what means will the school provide parents with <u>timely information</u> about meetings, activities, and events (Section 1116(c)(4)(A)).</p>	<p>A minimum of ten days' notice will be our school policy. This will give parents an opportunity to save the date. Various methods of communications: school marquis, Facebook, and PeachJar will be used to notify and remind parents about events to ensure the greatest participation</p>
<p>C. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). (Section 1116(f))?</p>	<p>A minimum of ten days' notice will be our school policy. This will give parents an opportunity to save the date. Various methods of communications: school marquis, Facebook, and PeachJar will be used to notify and remind parents about events to ensure the greatest participation</p>
<p>D. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand (Section 1116(e)(5) and (f))?</p>	<p>Most school communications are translated for Our ELL families using Google Translate or by Our Xerox machine. To the extent possible, all Communications will be provided in multiple languages as necessary via the same methods as provided in English.</p>

3. ANNUAL PARENT MEETING

The school will conduct the Annual Parent Meeting about the benefits of the Title I Schoolwide Program to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the school will provide a description, explanation, or understanding of the Title I Schoolwide Program including an explanation about the forms of academic assessments, the school performance data, and the rights of parents. Additionally, the school will document that the communication has been provided to stakeholders as follows:

By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved (Section 1116(c)(1) ?	MBMS will convene a meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I, how the funds are used, that the school is required to have parents involved in planning, reviewing, and improving the Parent and Family Engagement Plan and in the development of the School Improvement Plan, and that all parents have the right to be involved.
--	---

4. BUILDING PARENT CAPACITY (Address topics F-J)	
(F) Assist parents in understanding:	
<ul style="list-style-type: none"> • State academic standards; • State and local academic assessments; • Requirements of Title I; • Monitoring a child's progress; and • Work with educators to improve the achievement of their children (Section 1116 (e) (1) 	
(G) Description and explanation of:	
<ul style="list-style-type: none"> • Curriculum in use at the school (Section 1116(4) (B) 	
(H) Description and explanation of:	
<ul style="list-style-type: none"> • Academic assessments used to measure student progress. (Section 1116 (4) (B) 	
(I) Description and explanation of:	
<ul style="list-style-type: none"> • Achievement levels of State academic standards that students are expected to obtain (Section 1116 (4) (B) 	
(J) Provide materials and training to:	
<ul style="list-style-type: none"> • Help parents work with their child to improve their children's achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement (Section 1116 (e) (2) (LEA note: This includes Parent Portal Training) • Schools must provide a <u>description, explanation, or understanding</u> of academic requirements that fall under the Federal Guidelines for Title I. (Do not JUST give parents handouts. This does NOT build parent capacity) 	

Table A

QUALIFYING TITLE I PARENT EVENTS: PARENT TRAINING OPPORTUNITIES

List all activities for requirements F through J and transition activities that involve parents.

These activities/events require uploads in Canvas.

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on	Requirements Addressed	Evidence/ Documentation for Effectiveness

		student achievement?		
	Parent Title I Training	Parents will learn what Title I is, the requirements of a Title I school, and how it will benefit their student.	Title I information	Title I annual meeting evaluation form filled out by parents
	PBIS/family game night	Parents will learn how to encourage their students positive behavior and support the learning environment.	Positive Behavior Interventions	Evaluation form filled out by parents
	Merritt Brown Academic standards Trivia night	State standards will be addressed for Core classes	Education standards	Evaluation form filled out by parents
	Merritt Brown Academic standards Trivia night	State standards will be addressed for Core classes	Education standards	Evaluation form filled out by parents

**Table B-1
OTHER EVENTS/ACTIVITIES**

Other activities or events, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children (Section 1116 (e) (4)).

Any other events or activities your school provides for parents that do not qualify as a Title I Event.

You keep hard copies of these items with your Title I documents. You will not upload documents for this table.

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/ Documentation for Effectiveness	# Of Parents Attended
4 X's a	SAC meetings	Parents partner	PBIS	Parent input form	

year		with the school to give insight on how to better support the learning environment	State Standards Funds		
Ongoing	Parent portal training	Parents will have ongoing access to training on parent portal	Using parent portal	Parent input form	

Table B-2

Parent Communication/Disseminating Information

Communication/Information shared with parents (Section 1116 (e) (4)).

You keep hard copies of these items with your Title I documents. You will not upload documents for this table.

Communication/ Information Shared	Date(s) Sent	Method of Dissemination (How did you share it?)	Languages	Who did you send it to? "All" parents or a specific group
Example: August Newsletter	08/12/2024	Peachjar, Facebook, Classdojo, copies home	Spanish Portuguese	All

5. PARENT/SCHOOL COMPACT

As a component of the school-level Parent and Family Engagement Plan, each school (ALL) shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

How will the school ensure parents'/families' involvement in this process?

The Compact shall be constructed by all stakeholders during SAC meetings

ELEMENTARY

How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed and signed? (Section 1116 (d) (2) (A)

n/a

MIDDLE & HIGH SCHOOL

How will the school distribute the school-parent-student compact? (Section 1116 (d) (2)(A)?

The Compact will be posted virtually through PeachJar and on Facebook. It will also be a printed handout located in the packets of information distributed at the beginning of the school year and found in the Student Handbook.

6. BUILDING STAFF CAPACITY

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

- The value and utility of their contributions
 - How to reach out to, communicate with, and work with parents and families as equal partners; and
 - How to implement and coordinate parent/family programs and build ties between parent/families and the school. (Section 1116 (e) (3))
- **Complete Table C.****

Table C

Activity/ Topic	Person Responsible	Timeline	Evidence Documentation of Effectiveness	# of Faculty/ Staff Attended
Teacher Inservice/ Title I	Rebecca Laster	Beginning of the school year	Sign In Sheet	

7. COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe to the extent feasible, the means the school will coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children (Section 1116 (e) (4)).

Program	Coordination
Title III ESOL (Example)	<i>(Example Response)</i> Support for our ESOL population through parent communication translations, ESOL paraprofessionals to assist with parent meetings, and monitoring to increase achievement through greater parent involvement. We will host an ESOL parent event in the Spring to increase parent involvement with our ESOL families so they can help their students at home.
Title II Professional Learning	Title II and local funds provide ongoing professional development for teachers and administrators to support the implementation of best practices for continuous improvement, ensure that instructional practices and strategies align with the rigorous state standards, and promote accelerated learning and differentiated instruction to meet students'

	<p>individual needs. Funds provide opportunities for teachers to add endorsements for Autism, Reading, ESOL, and Gifted as well as obtaining certification for critical shortage areas. New teachers are provided sustained support from staff training specialists and content area instructional specialists to facilitate their development.</p>
Title III ESOL	<p>Title III, ESSER, Immigrant, and local funds are coordinated to provide office staff in the bilingual center who assist families new to the community with school registration; ESOL Resource Teachers who support teachers of ELL students; bilingual paraprofessionals who assist students in the classrooms; curriculum resources; supplies; and parent involvement resources for students to be successful.</p>
Title IX Homeless	<p>Title IX, Part A funds provide social workers, student support care managers, and intervention teachers to work with students who have been identified as homeless to remove barriers that prevent regular attendance, full participation, and academic success. Schools are provided with student housing questionnaires to identify students who may be experiencing homelessness.</p>
Preschool	<p>In the spring, the school will conduct a Pre-K to Kindergarten Workshop for parents of preschool children. Invitations will be given to childcare centers within the school's zone. It will be advertised throughout the community via social media. During the meetings, parents will be given resources for their preschool child to work on during the summer to prepare them for kindergarten; information about the curriculum that will be used; assessments; behavior expectations; and information about Parent Portal. Parents will be given a tour of the campus.</p> <p>Additionally, in the fall, schools hold an Orientation to invite parents and families to visit the school, classroom, and teacher to become</p>

	more comfortable with the school and to provide opportunities for parents to be involved.
Other	<p>The State's mental health allocation is coordinated with ESSER/ARP funds to provide the school with a mental health team to provide equitable access to behavioral support services within the school, addressing barriers to academic and social success, while enhancing students' emotional development, well-being and safety through the multi-tiered systems of support within the school.</p> <p>Secondary Schools: Title I, Part D funds provide a transition specialist to coordinate with schools to ensure that students and their educational records successfully transition to and from the juvenile detention system.</p>

8. DISCRETIONARY ACTIVITIES

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

How will your school develop appropriate roles for community-based organizations and businesses in parent involvement activities <u>(Section 1116 (e) (13)?</u>	<p>Meeting dates were split among each day of the work week and attempts will be made to conduct meetings on varying days throughout the week. According to the survey results, the best times of the day to attend parenting events or conferences were mornings and evening. To all extent, meetings will be held to accommodate work schedules.</p> <p>Parents also indicated that keeping up with their child's progress was a concern; therefore parent meetings will include a segment on Parent Portal. Additional ways of communication such as social media, Parent Portal, PeachJar, Everbridge communications, and email will be utilized.</p> <p>Parents will be encouraged to visit the campus for school events, breakfast, lunches, award</p>
---	--

	ceremonies, etc. in order to make parents feel like a contributing partner with the success of the school.
By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training <u>(Section 1116 (e) (6))?</u>	n/a
By what means will the school provide literacy training for parents if the LEA has exhausted all other resources of funding <u>(Section 1116 (e) (7))?</u>	n/a
By what means will the school pay reasonable and necessary expenses, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions <u>(Section 1116 (e) (8))?</u>	n/a
By what means will the school train parents to enhance the involvement of other parents <u>(Section 1116 (e) (9))?</u>	n/a
By what means will the school conduct in-home conferences for parents who are unable to attend at school <u>(Section 1116 (e)(10))?</u>	n/a
By what means will the school adopt and implement model approaches to improve parent involvement <u>(Section 1116 (e)(11))?</u>	n/a

9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT	
Category	List of Items
Parent Liaison	Salary, benefits
Parent Center	Supplies
Parent Training/Events	Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants, ink/toner

--	--

10. BARRIERS

Provide a description of the:

- Barriers that hindered participation by parents during the previous school year.
- Steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) (ESEA Section 1116)

Use the data collected from Parent Event Evaluations, Surveys, and the School Improvement Plan.

Barrier (Including the specific subgroup)	Steps the School will Take to Overcome Barrier
Communication (All)	<ul style="list-style-type: none"> • Multiple platforms to increase communication (Facebook, website, school messenger, Portal Messenger, Marquee sign, Peachjar, etc.)

11. PARENT AND FAMILY FEEDBACK

Each year, our school encourages parents, and families to work in collaboration with the school to develop, review, and revise the Title I school-level Parent and Family Engagement Plan (PFEP). The PFEP is a tool that is used to determine how well our school is partnering with you and promoting your involvement in your child's education throughout school. Your feedback is important in helping us continually improve the PFEP and the parent and family engagement program at our school. We have provided contact information below so that you can learn about the different ways you can be a part of this home-school connection.

District Title I Supervisor	<i>Loretta Mistrot 850-767-4354 mistrll@bay.k12.fl.us</i>
District Parent Liaison	<i>Bobbie Copsey 850-767-4294 copserm@bay.k12.fl.us</i>
Title I Resource Teacher	<i>Stefanie Johnson 850-767-4113 hendlsm@bay.k12.fl.us</i>
Principal	<i>Dr. Amber Hart 850-767-3976 hartad@bay.k12.fl.us</i>
Title I Coordinator	<i>Karen Parham 850-767-3985 parhakd@bay.k12.fl.us</i>
Parent Liaison	<i>Belinda Masslieno-Martin 850-767-3995 martiba1@bay.k12.fl.us</i>