

Title I Parent and Family Engagement Plan

I, (Abigail Crosby), 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. 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.

Assurances

The LEA shall ensure that the LEA and each Title I school has a written PFEP that (a) was jointly developed and agreed upon with parents; (b) is updated periodically; and (c) is distributed to parents of Title I students and made available to the local community. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall include the components as described in section 1116. The LEA must ensure that Title I, Part A funds reserved are used to carry out the activities and strategies in the PFEP as outlined in section 1116(3)(D)(i - v).

The LEA shall ensure that Title I schools convene an annual parent meeting; offer a flexible number of meetings; involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the programs; and provide parents with timely information about programs, a description of curriculum, forms of the academic assessment used to measure student progress, the expected proficiency students are expected to meet, opportunities to provide input on their child's education and ensure that parents are involved in the decisions regarding how the set-aside is allotted for parent and family engagement.

The LEA shall ensure that each participating school, in conjunction with the parents of participating students, has jointly developed a school-parent compact that describes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment; addresses the importance of ongoing communication between teachers and parents; describes the ways in which each parent will be responsible for supporting their child's learning; and is discussed with parents of elementary aged students.

The LEA shall, provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. Additionally, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their right to know the professional qualifications of their student's classroom teachers and paraprofessionals.

ESEA Sections 1116(a)(2)(D), 1116(b), 1116(c), 1116(d), 1116(f), 1112(e)(3)(C), 1112(e)(4), 1116(a)(2)(B), 1116(h), 1112(e)(3), 1112 (e)(1)(B)(ii).

Abigail Crosby
Signature of Principal or Designee

6/18/2020
Date Signed

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Mission Statement

Parent and family engagement Mission Statement (Optional)
Response:

Eustis Middle School, in combination with our families, community, faculty and staff, will provide a collaboration of support to ensure that we will provide every opportunity to foster a safe, positive and engaging learning environment for our students, which also promotes the value of education.

Involvement of Parents and Families

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used.

Response:

Eustis Middle School involves families and parents in all aspects of its Title I programs. We seek parent input through our School Advisory Council, which is comprised of over 50% parents. The parents on this committee, nominated by their peers, comprise a group who are representative of our school demographics. These parents have the responsibility of helping to develop, implement, and evaluate the various programs placed in our school that are written into our School Improvement Plan and our Parent and Family Engagement Plan. The parents continuously receive updates on our school data throughout the school year to help them provide input into our school-based decisions, and will also be involved in reviewing data that is gathered at the end of the year with regards to the District Climate Survey.

Parents will be given the opportunity to attend our Title I Parent Night to receive updates on school data, and our school's Title I Budget. At these events, parents learn about the Title I Budget, and how the funds are spent, our School Compact, and our events held during the year. Parents have an opportunity to provide input into our budget and our plan.

Our paraprofessional over the ESOL students remains in constant communication with our non-English speaking parents and informs them of school activities and ensuring that their input is also collected.

Our Family/School Liaison will operate our school's Family Engagement Center and solicit input from parents regarding resources that will serve them more effectively. School activities and functions are posted on our Family Engagement Bulletin Board, the school website and social media outlets, and provided in weekly call-outs by the principal. The Family Engagement Plan is visible to all parents in the main office and on our EMS website.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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.

count	Program	Coordination
1	Title I	Title I funds and programs enhance Eustis Middle School through family engagement programs and professional develop
2	IDEA	Any supplemental instructional support provided by Title I will be discussed with parents during the development of the st
3	Migrant/Homeless	To provide assistance for the families of the Migrant/Homeless students, the school guidance department, as well as the
4	Title III	Supports activities to assist students to be proficient in English. Supports teacher in ELL with strategies, parent involve

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Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents about the school's Title I program, the nature of the Title I program, Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Title I Meeting	K. Abner/Admin	August	Agenda, Powerpoint, Sign-in Sheet, Evidence of Call-outs, Social Media Posts, & Website
2	Title I Flyer	K. Abner/Admin	August	Flyer & Date of Dissemination
3	Family Resource Center	C.Fulton/FSL	September	Create & Maintain Sign-in Sheets for Student/Families Checking Out Items or Requiring Assistance
4	Title I Documentation	K.Abner; C. Fulton	August-May	Good Image Website

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening and different days of the week. The school may provide with Title I funds, transportation, child care, or home visits, as such services relate to parent and family engagement.

Response:

Mustang Round Up will be our first opportunity to meet with families in August 2020. Teachers will be able to introduce themselves and briefly discuss class needs.

The first Title I Family Night in September will be an informational night where Administration and the Family School Liaison will present the budget, the School Compact, and the Resource Center.

Open House, held the same night, gives an opportunity for teachers to discuss the School Compact, curriculum and expectations. Parents who cannot attend at the designated time may be scheduled at an alternate time.

Parents with any questions regarding the school or Title I budget/documentation can meet with the Principal, Assistant Principal or the FSL at a time scheduled before, during, or after school.

The Family/School Liaison works flexible hours in the Family Engagement Center to offer options for parents.

Food and a translator will be provided through Title I funds.

Home visits can be made to accommodate parents with disabilities or special needs about school-related meetings and training sessions.

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Building Capacity

Describe how the school will implement parent and family involvement activities that are designed to improve student academic achievement and school performance. Describe how the activities will support a partnership among the school, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Family Resource Center	C.Fulton/FSL	Parents will become better informed and be able to assist their children in	August-May	Sign-In Sheets
2	Academic Nights	K.Abner/Admin; Faculty/Staff	Parents will receive information on FSA content and state expectations of	2 per year	Sign-In Sheets; Social Media/Website Posts, Call-c
3	6th-Grade Orientation	Administration	Increase student achievement in all areas due to the participation in all sta	April 2021	Sign-In Sheets; Social Media/Website Posts, Call-c
4	Parent Conferences	Admin/Faculty/Staff	Parents can discuss their child's progress with teachers in a one-on-one or	August-May	Parent Conference Forms; Sign-In Sheets
5	Book Fair	Media Specialist	Strategies parents can use at home	Annually	Reading Logs
6	Title I Annual Meeting	Administration	Parents will become better informed and be able to assist their children in	September 2020	Sign-In Sheets; Social Media/Website Posts, Call-c
7	Open House	Admin/Faculty/Staff	Parents will tour classrooms and learn about what is happening in their chi	September 2020	Sign-In Sheets; Social Media/Website Posts, Call-c
8	AVID Night	Admin/AVID Site Team	Educate parents on what AVID is and how it can benefit their child acaden	April 2021	Sign-In Sheets; Social Media/Website Posts, Call-c

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Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Mustang University	K.Abner/W.Cassidy	New teacher PD assists in disseminating important information on best pra	August-May	Sign-In Sheets
2	Mustang 30	Admin/Coaches	School-wide PD assists in disseminating important information on best pra	2 per year	Sign-In Sheets

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response:

The hours of the Family Resource Center are very flexible and the center is open to all parents/students. Parent visitation sign-in sheets will assist in tracking parent utilization of this resource. Materials are available for check out and instructions in the use of the materials are provided. This school utilizes a district call-out system and social media/website outlets to inform parents of activities.

Various Family Academic Nights are held throughout the school year with a goal of bringing students, parents, and teachers together.

Take home technology will be offered through the Family Resource Center to the parents of students who are at risk of academic failure. The FSL will retain Sign-In Sheets as evidence.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(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 1118(c)(4)(B)];

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- 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 1118(c)(4)(C)]; and
- If the school wide program plan under Section 1114 (b)(2) 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 1118(c)(5)].

Response:

At the Annual Title 1 meeting of parents, Eustis Middle School will present information about the Title 1 programs, curriculum, and assessment. Parents will learn about the school-wide programs, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Invitations will be communicated through School Messenger and website outlets. A copy of the flyer, agenda and sign-in sheets will be retained and scanned, and then documented in the Title I electronic filing system.

All School Advisory Council meetings are open to visits by parents. These meetings are held every month and are communicated through weekly callouts.

Parents will be notified as to the dates and times of our parent and family events in a timely manner through a variety of mediums such as flyers, website + social media outlets, School Messenger calls, parent-teacher conferences, office communication board, and home visits. Should parents request, options can be available through weekly emails from the FSL and placed in the mail for students who do not take the communication home to their parents.

Communication with our ELL families will be supported by utilizing our translators during school hours and at conferences, events, and workshops. The Family Resource Center also has laptops and I-Pads with Rosetta Stone for parents to check out.

Some events and workshops will be offered on varying days and at different times. Upon request, the Family Resource Center will be open flexible hours to accommodate parents' personal schedules.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (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 [Section 1118(e)(5) and 1118(f)].

Response:

All invitations are sent out in English and/or Spanish as deemed necessary. Database will assist in the indicated language that a parent needs for understanding. Our ELL para-professional has on-going contact with our ELL parents, and keeps all of them informed. All parents with disabilities and migratory children are given full opportunities for participation in all parent involvement activities.

The parents of Eustis Middle School have input regardless of any accommodations needed. A translator will be provided to migrant families when needed, as well as, written communication provided in the native language.

Parents are provided with many opportunities to participate in their child's education throughout the school year. For parents of our ELL students, our resource center has I-Pads and laptops with Rosetta Stone available for checkout. Translators for Spanish speaking parents are available for parent/teacher conferences.

Discretionary Activities

[illegible]

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Please make sure to upload in Good Image the following documents as evidence:

- Flyer/Invitation for family and parent input
- Meeting Agenda
- Meeting minutes – showing input in the development of your PFEP and compact.
- Meeting sign-in sheet
- Copy of Family-School Compact

Evaluation of the previous year's Parent and Family Engagement Plan **Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Mustang Round-Up	1	540	Parents and students receive their schedule, tour the school, and meet their teachers.
2	Open House	1	168	Parents became aware of the classroom curriculum, routines, and expectations and were able to help assist
3	Annual Title I Meeting	1	5	Parents receive information about the Title I Budget and Plan, Parent and Family Engagement Plan, and
4	Book Fair	1	168	Increase of students participating in reading at home
5	STEAM Night/Science Fair	1	76	Parent involvement - students, parents, and teachers became involved together to create projects in Science
6	Literacy Night	1	55	Parent involvement - book giveaways, Achieve 3000, FSA practice with parents, modeling strategies and

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Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Faculty/Staff Title I Meeting	1	107	By providing information to teachers and staff on how to provide support for parents and
2	Faculty Open House	1	50+	Although a one time session was held during the Mustang 30, teachers were able to stop

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the 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) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Communication	Important communications can be mailed upon request. School messenger and social media will be used to help inform families of upc
2	Event Times	Suggestions include holding events on Tuesday and Thursday evenings.
3	Transportation	Continue working with the city of Eustis and Lake County officials to establish a closer bus stop to EMS.
4	Child Care	Families are welcome at all daytime and evening events.

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Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity