



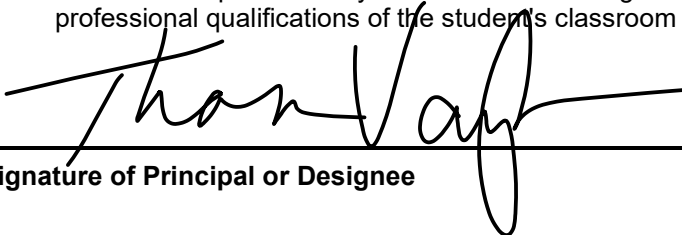
2020-2021

**Title I, Part A Parent & Family Engagement Plan (PFEP)**

I, Thomas Vaughan, 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 school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition:
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise with parents the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
- 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 school's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; 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.

  
Signature of Principal or Designee

  
Date Signed

**\*\*Please use the data from the school's survey(s) (*Advance Ed and 5Essentials*) to complete this Parent & Family Engagement Plan!**

**Mission Statement (optional)**

2020-2021

## Parent & Family Engagement Mission Statement

### **Response:**

The spirit of Heritage Middle School embodies a community of students, parents, and staff working together. We believe in providing a secure and student-centered environment that empowers all to soar to the highest levels of personal and academic excellence.

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## **Engagement of Parents & Families**

Describe how the school will involve parents 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:**

The School Advisory Council (SAC) and Parent Teacher Student Association (PTSA) meet once a month. These committees are responsible for planning, reviewing, and updating the Title I program initiatives. All parents are invited to be members of the Heritage Middle School SAC and PTSA. SAC and PTSA members provide input on the development of the Parent Involvement Plan. The Title I budget and other parent involvement and school improvement initiatives are outlined to parents. Parent surveys are also used to solicit parent input. Parent comments are documented on SAC meeting minutes for review and implementation.

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## **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, Part C	Parent support is offered through Student Reach Out services such as food assistance programs via the Family Center.
2	Title IX, Homeless	Title IX Coordinator provides services to families to ensure that students have school supplies and other essential needs.
3	Title I, Part D	Transition plans are coordinated with the Department of Juvenile Justice with Funds
4	Title I Part A	Under Title I Part A our school collaborates with outside agencies that provide specific services to targeted children and their families. These organizations team with our school to provide specific services to students, parents, and staff, including all special needs groups. It is the expectation of those involved in these partnerships that the activities and services will benefit the students by providing the children served with the support, tools, and materials they need to be ready to learn.
5	Title II	The district provides ongoing Professional Learning and Development in the core subject areas to ensure quality instruction and student success.
6	Title III	Parent Leadership Council Meetings are held at the district level for parents of ELL.

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## **Annual Title I Parent Meeting**

2020-2021

Describe the specific steps the school will take to 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 (schoolwide or targeted assistance), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Advertise Open House/Annual Title 1 Parent Meetings	Principal, and teachers	September 2020	Number of attendees, Survey, Newsletter flyer, website Volusia Connects Messenger
2	Train teachers about plans/goals of Open House/Annual Meeting	Principal and assistant principals	August 2020	September meeting minutes and home visits minutes and comments
3	Gather information on Title I such brochures and PowerPoint outlining services	Assistant Principal	September 2020	Information prepared for distribution
4	Establish Open House/Annual Meeting dates and activates	Principal	August 2020	Date set on School Calendar, sign in sheets and school marquee

### Flexible Parent Meetings

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

#### Response:

Flexible parent meetings will be scheduled at different times to accommodate parent's varying schedules and availability. Guidance services are available for students and guardians and may be scheduled throughout the school day. Meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as Open House, Annual Title I parent meeting, Social Studies, Science and Literacy Fairs are held in the evening. Generally, SAC and PTSA meetings are held after school. Input for development of the School Improvement Plan and The Parent Involvement Plan is solicited from parents. Time is scheduled for review and input on Title I initiatives and the Title I budget from parents. Parent Teacher Conferences are scheduled individually or by teams. During this meeting parents can get information on student progress and interventions that may be in place for a student.

### Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family

engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, 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	Open House and Annual Title I Program Information, Open House/ Annual Meeting.	Principal	Provide information to parents on expectations and how parents can help their children	September 2020	Sign-in sheets, surveys Sign-in sheets
2	Family Night	Sonia Pina	Provide information to parent concerning, Red Ribbon week, drug prevention and community resources	October 2020	Sign-in sheets and surveys
3	Science Fair	Sonia Pina Jennifer Coll	Provide information on science and technology.	Nov 2020	Sign-in sheets and surveys
4	Literacy Night	Sonia Pina Michelle Manual Holly Glaspie Brenda Rayburn	Showcase student success	January 2021	Sing-in sheets
5	SAC membership recruitment	SAC Chair Stacy Hahn	Development of school wide goals and initiates	August-May 2020-2021	Sign-in sheets
6	Family involvement breakfasts'	Principal Sonia Pina	Create a partnership with parents and positive role models on how to facilitate student success.	September-May 2020-2021	Sign-in sheets

### Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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 and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Program Overview	Principal	Teachers will learn about what is offered through Title I services	August – September 2020	Sign-in sheets/Survey
2	Florida Standards	All Admin	Understanding of expected academic goals	August to June 2020-2021	Sign-in sheets/Survey
3	Mentoring Program	PBiS	Provide school, faculty and staff with strategies for en-	August to June 2020-2021	Sign-in sheets/Survey

			couraging students to participate in their own educational process.		
4	V-Portal Parent Portal	Mack, Fidance, Rodriguez	Provide school, faculty and staff with strategies for encouraging students to participate in their own educational process	August to June 2020-2021	Sign-in sheets/Survey

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## Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- 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;
- 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; and
- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

### Response:

Information about Title I programs will be provided through face to face communication, the newsletters, school website, school marquee, Volusia Connect Messenger, booklets and brochures. An informational PowerPoint about Title I services is shown during Open House and Annual Meeting. The Title I Parent Involvement Plan brochure and Title I booklet are sent home with each student. Curriculum and assessment information is shared by teachers at Open House and Annual Meeting, and through newsletters. Florida Standards Assessment information is sent home to parents via backpack and is also available on our website. Parents may provide input to the school via parent input forms, interim reports, and student report cards.

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## 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.

### Response:

Information regarding parent participation is provided to parents via school website, Volusia Connect Messenger, newsletters, parent/teacher conferences, student backpacks, workshops, and meetings. District information is available in English and Spanish. When requested, the District will provide a translator for other languages if school staff is not able to assist. Books and videos in Spanish are available through the 2020-2021

ESOL teacher. ESOL paraprofessionals and other support staff and faculty translate information for parents over the phone and at conferences. Parents with special needs are accommodated. Heritage Middle School is handicapped accessible.

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### **Upload Evidence of Input from Parents**

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

**Please upload into SharePoint and keep copies for your records.**

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### **Upload School-Parent Compact**

Note: As a component of the school-level PFEP, each school 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.

**Please upload into SharePoint and keep copies for your records.**

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### **Upload Evidence of parent and family input in the development of the School-Parent Compact**

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

**Please upload into SharePoint and keep copies for your records**

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## **Previous year's Parent & Family Engagement Plan (PFEP) Evaluation**

### **Parent & Family Engagement summary (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. 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	Parent Involvement Team	22	635	Family Engagement
2	Parent Job Fair	1	50	Family Engagement
3	PTSA/Family FUN Night	1	500	Family Engagement

4	Title 1 Annual Parent Meeting	2	125	Family Engagement
5	Family Science Night	1	200	Family Engagement
6	Band performances	2	300	Family Engagement
7	Chorus performances	1	150	Family Engagement

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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Program Overview	3	240	Increase access to funds to provide student support for increased achievement.
2	Florida Standards	7	85	Understanding of expected academic goals
3	Mentoring Program Via PBiS	2	25	Provide school, faculty and staff with strategies for encouraging students to participate in their own educational process
4	De-escalation Strategies	1	80	Understanding of expected behavior goals

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## 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Language	Continue supporting the access to Bilingual staff; increase communication in two languages when announcing events
2	Single Parent homes and/or parent work schedule	Continue to monitor input from parents flexible hours when events take place
3	Timing of some events	Continue finding ways to provide multiple events at varying times

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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
1		
2		
3		
4		

**Please submit completed Parent & Family Engagement Plan (PFEP) to your Title I Office Representative.**

***PFEP must be signed by the Principal and approved prior to being uploaded into CIMS***

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Approval check by PFE ☐