

# Sawgrass Springs Middle School-Level Parent and Family Engagement Plan (PFEP) 2020-2021

## Mission Statement

The Sawgrass Springs Middle School faculty and staff is dedicated to providing an innovative educational program in which all students will be actively engaged in learning, through an integrated environmental curriculum, incorporating the most recent technology, in a clean, safe, environment where students will experience academic and personal growth.

## Engagement of Parents and Families

Sawgrass Springs Middle will engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

Parents are involved in the Title I program through monthly parent activities that begin early in the year with our Open House for all grades. Parents had a copy of their children class schedule and visited classrooms and talked to each teacher. 6<sup>th</sup> Grade Open House took place on 9/9/2018 and 7<sup>th</sup>/8<sup>th</sup> Grades on 9/10/2018. These meetings inform parents of the many components of the Title I program, introduce them to the school's curriculum and various assessments in each subject area, and recruit parents to become part of the school's decision-making process.

We plan to combine PTSA, SAC and TITLE I Family Nights into one evening to maximize participation and continue to be successful in providing parents a forum for participation in an organized, ongoing and timely manner. Parents have the opportunity to attend staggered activities that involve them on several levels. SAC meetings throughout the year offer parents a vehicle for input into how parental involvement funds are used, what items should be included in the Title I Home-School Compact and Annual Title I Parent Survey, and keeps parents informed as to the implementation of the School Improvement Plan.

Sawgrass Springs Middle School's Parent Newsletter and Sawgrass Springs Web site contain a "Title I Corner" to keep parents up to date on Title I issues and various ways to communicate with the school. A special "Title I Bulletin" is sent home via backpack with all students to inform parents as to the location of the school and district Parent Involvement Policies and ways to access the School Improvement Plan. This information is also posted on our website in the Title I section. The school's website contains an extensive section on Title I activities and features monthly parent night gatherings with photographs and news releases.

**Due to Covid-19, when remote learning is full force, all planned teachers and parents meetings will be held virtually with invitation to be made via ParentLink calls, school web site postings, and emails.**

## Coordination and Integration

Sawgrass Springs Middle will coordinate and integrate parental involvement 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 (HIPPY); the Parents as Teachers Program; Voluntary Pre-Kindergarten; public preschool; Title I, Part C; Title I, Part D; Title III; Title IV; and Title VI [Section 1116(e)(4)].

Count	Program	Coordination
1	Title I, Part A	Title I funds at Sawgrass Springs Middle provide additional teacher time to assist students, particularly low performing students.
2	TITLE I, Part A	Staff Development funds are used to develop a comprehensive professional training program to improve delivery of instruction through a variety of workshops designed to move teachers to mastery and improve student achievement.
3	TITLE I, Part A	Parental Involvement Funds are utilized to fund academic parent nights that provide parents with new skills to support student learning at home. Improving the frequency and quality of family participation and increasing family literacy are also goals of our parental involvement component. Monies are used to purchase food, supplies/materials and provide stipends for teacher presenters.
4	TITLE I, Part A	The district coordinates with Title I, Title II, and Title II to ensure staff development needs are provided.
5	TITLE II	activities and professional development and additional coaching support.
6	TITLE III	English Language Learners (ELL) are instructed through the Sheltered Instruction Observational Protocol (SIOP) by a team of teachers specifically trained in this method of instruction.  Additionally, ELL students receive reading and developmental language arts instruction by a certified ESOL teacher.

## Annual Parent Meeting

Sawgrass Springs Middle will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents engaged. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

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<b>Specific Activity</b>	<b>Frequency and Duration</b>	<b>Evidence-Based Research</b>	<b>Evaluation of Implementation and Effectiveness</b>
Plan Q2 Annual Parent Meeting date with Principal and Curriculum Leadership Team.	Once per year November/December 2020 Min 2 hours	Minutes from meeting Agenda Attendance records Exhibits	Posted date evidenced by parent links, newsletters, emails to staff, website
Advertise date to staff, SAC, parents and Community through flyers sent home in two languages via backpack with all students, post on website, include in school newsletter and sent parent link.	December 2020 Min 2 hours	Minutes from meeting Agenda Attendance records Exhibits	Flyers, Parent Link notice, website page, newsletter
Work with Leadership Team to plan agenda and PowerPoint Presentation that includes all aspects of the Title I Program including SES information, school choice, school grade, AYP data as well as grade and subject area curriculum and assessment.	September 2020 Min 2 hours	Minutes from meeting Agenda Attendance records Exhibits	Copies of agenda and PowerPoint Presentation
Conduct the public meeting, provide academic booths for parents to peruse to learn more about curriculum and the Title I Program	October 2020 Min 2 hours	Minutes from meeting Agenda Attendance records Exhibits	Copies of flyers, agenda, sign-in sheets to determine number of parents in attendance and, photos to Verify attendance.

## Flexible Parent Meetings

Sawgrass Springs Middle will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].

Parent conferences are scheduled in the morning hours 5 days a week and offer flexibility in time slots. ESE parent meetings are conducted not only in the morning, but also throughout the day to provide convenience for parents. The social worker makes home visits where needed. PTSA/SAC/Title I Parent Nights will be conducted regularly on the same evening, so parents have an opportunity to participate in all or selected events. SAC parents have approved this collaboration for several years and point to it as a “best practice” that has increased parent involvement in Title I parent-student activities. Complimentary childcare and food are provided at each PTSA/SAC/Title I parent night activity. Some teams conduct parent “coffee chats” each quarter in the morning before school begins to discuss progress monitoring of students. Interims are passed out at that time, a day in advance of the school distribution, to afford parents a one-on-one opportunity to discuss strengths and weakness with team teachers.

## Building Capacity

Sawgrass Springs Middle will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child’s academic achievement, such as literacy training and using technology [Section 1116(e)(2)].

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
5 <sup>th</sup> Grade Parent Orientation (Virtual)	May 2020	Attendance list Exhibits Agenda	Get parents involved early on type involvement that is expected of them to help their children succeed in Middle School.
Virtual Open House	September 2020	Attendance list Exhibits Agenda	Outline SSMS expectations and opportunities for parent involvement during the school year
Monthly SAC Meetings	August 2020-May 2021	SAC Agendas SAC Minutes SAC Sign-Ins Achievement Data Parent Survey	Empower parents by providing curricular and assessment info, training on data analysis and ways to monitor the School Improvement Plan. Train members of SAC on shared decision making. Seek input

			from parents on the planning and implementation of action plans for the SIP and Title I Parental Involvement Plan
Professional Development Committee	August 2020-May 2021	Agenda Meeting Minutes	Plan and execute the PD plan to support teaching strategies that will yield learning gains for our students.
Family Safety and Prevention Night	December 2020	Flyers Agenda Sign-In Achievement Data Parent Survey	Inform parents of ways to detect and avoid bullying and cyber bullying. Help parents learn strategies to deal with de-escalating conflicts at home and in the community. Provide a variety of community resources for parents regarding teen safety.
Reading/Social Studies Family Night & Family Book Fair	October 2020	Flyers Agenda Sign-In Achievement Data Parent Survey	Train parents on ways to help students improve Vocabulary acquisition and improve skills in comprehension. Expose families to the Book Fair and provide info on how to access materials and books from PIRCS, Title I Mobile Unit and Public Libraries. Point out the difference and transition from the NGSSS curriculum to the Common Core State Standards.
Math/Engineering Family Night	October 2020	Flyers Agenda Sign-In Achievement Data	Provide hands-on activities so parents and students see the connection between math and engineering. Point the difference and transition from the NGSSS to the Common Core State Standards.
Science/Technology Parent Night	October 2020	Flyers, Agenda, Sign-In, ,Achievement Data, Parent Survey	Provide hands-on activities and demonstrations to show parents how science can be reinforced at home.
Writing Family Night	December 2020	Flyers; Agenda Sign-In, Achievement Data, Parent Survey	Share writing rubric and show parents how student writing is scored. Students and parents will write together following the rubric and assess their writing based on the rubric

## Staff Training

Sawgrass Springs Middle will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
Improving Parental Involvement: Strengthening the Home-School Connection	October 2020	“Best Practices” for teams to improve Parental involvement. Involving parents in meaningful ways in the academic program	Parent feedback in Title I Annual Survey
Conducting Effective Parent-Teacher Conferences	October 2020	Guidance Director will meet with teams to share ways to effectively hold parent-teacher conferences and how to help parents support children at home academically.	Agenda Sign-In Student Achievement Data Parent Night sign-in Sheets Parent-Teacher Conference sign-in Sheets

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## Other Activities

Sawgrass Springs Middle will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].

Parents will be encouraged to attend ESE meetings and workshops focused on ways to help their children succeed in school. The Guidance Department will reach out to parents of low-performing students to meet with them one-on-one and offer ways to provide academic assistance at home.

The Title I Mobile Parent Unit will be scheduled to arrive on campus, when available, at our parent nights. Parent flyers, brochures and Parent Involvement Policy will be available for parents in the front office and in the Guidance Center.

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## Communication

Sawgrass Springs Middle will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about programs under this part [Section 1116(c)(4)(A)];
  - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(c)(4)(B)];
  - 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 respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and
  - If the school-wide program plan under Section 1114 (b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].
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| <ul style="list-style-type: none"><li>➤ Sawgrass Springs Middle will begin the year with a “Title I Bulletin” that will be distributed via book bag to all students. This bulletin will contain “Right to Know Letters,” information about the “Home-School Compact” location of the School Improvement Plan and Parental Involvement Policy, and information related to Parent Resource Centers. Additionally, each month, information is posted on the school’s website in the “Title I Link” and also included in the “Title I Corner” of the school’s monthly newsletter. These documents contain up-to-date information regarding parent activities, policies, and procedures related to the Title I Program.</li><li>➤</li><li>➤ The Title I Annual Public Meeting provides descriptions and explanations of the school’s curriculum and academic expectations for proficiency in all subject areas and grade levels. This information is shared at monthly SAC meetings via Department Head presentations and the Principal’s report. Our monthly SAC meetings provide the forum for parents to provide input and formulate suggestions related to decisions affecting the academic program. Parents are actively recruited for SAC, beginning with the Title I Annual Public Meeting and throughout the year at Title I Family Activities.</li><li>➤</li><li>➤ Parents have the opportunity to provide input through the year-end evaluation survey. Comments and suggestions will be taken into consideration and included in the annual “Review of the Parent Involvement Plan.”</li><li>➤</li><li>➤ Parents will have the opportunity to provide input on the Home-School Compact. Comments and suggestions will be taken into consideration and included in the coming year’s compact.</li></ul> |
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## **Accessibility**

Sawgrass Springs Middle will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].

To ensure accessibility, particularly for our Hispanic/ELL population, flyers for parent involvement activities are sent home in Spanish to the extent possible. Parent informational brochures are also provided at the sign-in table in English and Spanish. Interpreters are on hand for each parent activity, and many sessions are held in both languages, so parents have a full understanding of the activities.

In order to increase the involvement of students with disabilities, additional invitations will be sent home this year to encourage additional participation and the ESE Specialist will take an active role in calling and personally recruiting parents.

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## **School-Parent Compact**

As a component of the school-level parent involvement plan, 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 [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.



## **Adoption**

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on 9/2/20 and will be in effect during the 2020-2021 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2020.

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***Signature of Principal***

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***Date***

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***SAC Chairperson***

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***Date***