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| 2020-21  Title I, Part A *School* Parent and Family Engagement Plan |



 

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| School Name: Fox Chapel Middle School School#: 0202 |  |  |
| **Principal Name Carmine Rufa**  **School Website: http://www.hernandoschools.org/fcms** |  |  |

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# OVERVIEW

The Hernando County School District Local Educational Agency (LEA) can only receive Title I, Part A funds if it conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and families consistent with Section 1116 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA) of 1965. The programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

School level plans are required to be developed with the input of parents and families to improve student achievement and performance. The planning process can also include meaningful consultation with employers, business leaders, and philanthropic organizations. This template will assist schools with the best practices aligned to federal, state, and local expectations for compliance.

**Below is an approach that can be used for Parent and Family Engagement.**

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| *““Preparation is the key to success.” – Alexander Graham Bell* | C:\Users\mendoza_i\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\7E3BB6A9.tmp |

ASSURANCES

I, Carmine Rufa, do hereby certify that all facts, figures, and representations made in this Federal Parent and Family Engagement Plan 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 local, 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.

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|  | 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 outlined in ESEA Section 8101; |
|  | Engage the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for family engagement are spent [Section 1116(b)(1) and (c)(3)]; |
|  | Jointly develop/revise with the family that has custodianship of the student the school parent and family engagement policy and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1116(b)(1)]; |
|  | Engage parents and family, 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 parent and family engagement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1116(c)(3)]; |
|  | Use the findings of the parent and family engagement policy review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s parent and family engagement policy [Section 1116(a)(2)(C)]; |
|  | If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)]; |
|  | Provide to each parent and family an 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 and family 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 certified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)]; and |
|  | Provide each parent and family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)(i)(I) and Section1112(c)(1)(A)(ii)]. |

\*click to select each assurance, this page will require an original signature and submission to the District.  
  
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Signature of Principal/School Administrator Date Signed

# NEEDS ASSESSMENT

The Needs Assessment is the foundation of the Parent and Family Engagement plan. When meeting with parents and stakeholders, data from the needs assessment process provides previous year and trend data that can be used to make decisions about plan implementation for the upcoming year. That way decisions are not arbitrary but data-driven and purposeful.

## Previous Year Financial and Programmatic Outcomes

## Fiscal Overview from the Previous Fiscal Year

*(this section is not required for new Title I Schools)*

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| Total Parent and Family Allocation from the Previous Year | Total Funds Expended |
| $3,175.59 base allocation | $1,909.10 of the base allocation was spent. |
| **If funds remained at the end of the year, explain why funds weren’t fully expended and how parents will be engaged to plan for funds to be fully expended during the current plan year** | |
| $1,266.69 – These funds were earmarked for additional duty for teachers that did not occur due to the closing of schools for Covid 19. | |

## Capacity Build Activities -Programmatic Overview from the Previous Fiscal Year

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| Summary of Parent Engagement Events from the Previous Year | | |
| Name of Activity | **Number of Participants (Students Represented ONLY)** | **Results of Evidence of Effectiveness**  **(How do you know the parents learned what the activity was intended to provide?** |
| Annual Meeting (Beginning of Year) | 155 | Comments Annual Meeting Survey and from Title 1 Parent Survey |
| Tigers and Telescopes | 53 | Comments from the Event Survey Results |
| 1 and 2 Middle Years Programme Presentation | 32 | Comments from the Event Survey Results |
| Advanced and Beginner Band Showcase | 147 | Comments from the Event Survey Results |
| Transition to Middle School | 83 | Comments from the Event Survey Results |
| 3rd Middle Years Programme Presentation | 0 | Canceled due to Covid19 |
| Evening of Excellence | 0 | Canceled due to Covid19 |
| 8th Grade Moving Up Ceremony |  | Drive thru 8th grade ceremony 5/28/2020 |

## Barriers

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| Describe the steps that will be taken during the upcoming school year to overcome the parent and family engagement barriers (required - include how the school will overcome barriers for students with family members who have limited English proficiency, parents and family members with disabilities, and parents and family members who are migrants in accordance to ESSA Section 1116 (f)). - | | |
| **Barrier** | | **Steps or strategies that will be implemented to eliminate or reduce the barrier** |
| 1) | Work/  transportation | The TIF (Title One Facilitator) will use Zoom video meetings & recordings of the events posted online, information shared electronically (Google Forms) with feedback, and face to face meetings while translators will also help with communication barriers |
| 2) | Home Visits | While Title I funds are not used to provide home visits, the Principal makes home visits when needed. |
| 3) | Time | The TIF (Title One Facilitator) will use Zoom video meetings & recordings of the events posted online, information shared electronically (Google Forms) with feedback, translators will also help with communication barriers |

# COMMUNICATION AND ACCESSIBILITY

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| Telephone | Envelope | Email | Laptop | Chat |

Communication is an extension of Needs Assessment as trend data has shown that parents comment that communication processes should be improved so they are fully engaged.

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| Accessibility |
| **Describe how the school will provide full opportunities for all parents and families (keeping in mind the diverse makeup of our families) to participate in all parent and family engagement activities. This includes strategies for parents who have specific needs such as parents with special transportation needs, parents who work multiple jobs, court appointed parents, parents who are disabled, parents who speak English as a second language, migrant parents, parents with multiple children in multiple schools, guardians, guardians who have multiple students in a home, etc. Specifically, how will barriers be removed to ensure parents/guardians/family units are a part of their child’s education?** |
| Fox Chapel Middle School provides many opportunities for all parents and guardians to participate in parent and family engagement activities. We have a large ESOL population so translators are available during parent conferences as well as making bilingual phone calls home to inform the parents of events coming up. Our school is a middle school, grades 6-8, so we hold nights that incorporate many grade levels at a time like our Annual Meeting Night, Parent and Student data chats for goal setting talks regarding iReady Math and iReady Reading, Science Family Night- Tigers and Telescopes, Social Studies Family Night-Escape Room and Scavenger Hunts, ELA Nights modeling learning support strategies, Family Math Night modeling learning support strategies, Family Nights of Essa Groups invited to each event modeling learning support strategies as in Civics, Transition to Middle School, and Fall and Spring Grade level parent days/nights. In addition, Fox Chapel Middle School directs parents to the District website for Homework Help. The website has many links for each grade level and the standards for core subjects for each term for the year in addition to the resource videos to show students and parents how to help their child with specific standards. Teachers also use this website. Teachers communicate with their parents through text, phone, email, Remind, and Zoom conferences and the district wide grading program. All resource teachers (Title I, ESE, ESOL, DHH) communicate with the classroom teachers, students, and parents. Language barriers tools such as Google Translate and Bilingual Dictionaries are used. |
| **Describe how the school will share information related to school and parent and family programs, meetings, school reports, and other activities in an understandable, uniform format and in languages that the parents and families can understand?** |
| Communication is constant and relevant to each student specifically through daily and weekly communication with parents about their child’s progress through the following: daily planners, parent conferences, electronic communication such as Remind, and weekly communication folders. |
| **What are the different languages spoken by students, parents and families at your school?** |
| The following language is spoken by our parents and students at our school: Spanish. |

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| COMMUNICATION |
| **(1) Describe how the school will communicate information about Title I, Part A programs and activities during the year in a timely manner. (2) Include the tools and resources that will be used for communication.** |
| The school staff will communicate in a timely manner about the different Title I activities throughout the year in the following ways:  Events are posted at least 2 weeks before all events, followed up with additional reminders. The following reminders are sent one week before the event, the weekend before the event, and the day before the event.  (1) Title **I** Annual Meeting Presentation and an electronic/paper “Sorry We Missed YOU packets” that include when school wide events and meetings will happen. This packet is also available on the school website, Facebook page, and Twitter.  The following are the tools and resources that are used to communicate with parents and guardians:  (2) Parent conferences and compact meetings  (2) Remind and newsletters  (2) School wide robo calls  (2) Title I/ SAC Parent Meetings  (2) School marquee  (2) Fliers  (2) Daily school wide morning announcements |
| **How will the school describe and explain (1) the curriculum at the school (2) the forms of assessment used to measure student progress (3) the achievement levels students are expected to obtain and (4) in all applicable languages?** |
| 1. Curriculum at the school is presented, described and explained in many ways:   Title I Annual Meeting Presentation, Parent-teacher-conferences, District Parent Academy website, grade level nights and pamphlets   1. The forms of assessment used to measure student progress are: FSA (Florida State Assessment) , FCAT (Florida Comprehensive Achievement Test), EOC (End Of Course exam), FSAA (Florida State Alternative Assessment), WIDA (World-class Instructional Design & Assessment) assessment for ESOL ((English for Speakers of Other Languages) students, standardized tests, iReady Diagnostic & standard Mastery Scores for Math & Reading, SAM (Student Assesment Module) test scores, District 9 week exams, Tiger Time Assessment, teacher created formatives based on standards, grade level benchmark tests for core subjects, and student grades.   (3) The expected achievement levels for students are presented in various ways::Title I Annual Meeting  Presentation, parent- teacher- conferences, District Parent Academy website, grade level nights and printed pamphlets. The explanation of the assessments will include the content, format, and proficiency levels used to evaluate student progress.  (4) School curriculum, student progress, achievement levels and grade expectations are presented to parents through: Bilingual parent-teacher-conferences and Title I Annual Meeting packet, and interpreters are used during bilingual conferences/written messages/phone calls, Google Translate and bilingual dictionaries are also used to make sure we reach all students and their parents. |
| **(1) What decision-making opportunities are available for parents at the school site? (2) How will the school communicate opportunities for parents to participate in decision making?** |
| 1. Parents have the opportunity to help make decisions for the writing of the Parent and Family Engagement Plan, School Compact, and events for the year. 2. Fox Chapel Middle School communicates these opportunities through surveys, event response forms, and Title I/SAC Parent Meetings. Upcoming opportunities are advertised by: fliers, robo-calls, Remind, class newsletters, planners, website, and social media. |
| **How will the school submit parents’ and families’ comments to the district Title I office if there are parent concerns about the implementation of the Title I school-wide plan that is not satisfactory to them? [ESEA Section 1116]** |
| A district wide Title 1 parent survey is used to gather this information. The district then sends each school principal the results of the school’s survey. This information is then used to address any concerns. At the school level, surveys and parent meetings are used to collect input during development of the Title I school wide plan. Both plans are then put to a vote by parents at a  Title I/SAC meeting and on-line votes. Parents will voice concerns at this time. |
| (1) How will the school publish and communicate THIS required Title I, Part A Parent and Family Engagement Plan to Parents and families **(technology cannot be the only option** |
| 1. The school publishes and communicates the requirement of Title I, Part A Parent & Family Engagement Plan to parents and families through a printed summary of the plan distributed at our Title I Annual Meeting Night & through the Sorry We Missed You Packets. The complete version and summary of the Parent and Family Engagement Plan are posted on the school website and is available in print at the front office of the school. |

# FLEXIBLE PARENT AND FAMILY MEETINGS

Schools receiving Title I, Part A funds are required to convene an Annual Meeting. This meeting should be held at a convenient time for parents. Parents of participating children in the school shall be invited and provided with adequate notice and encouraged to attend the Annual Meeting. This meeting will inform parents of their school’s participation under ESEA Section 1116 and explain the requirements of the Title I, Part A grant and what is available to parents and the right of parents to be involved. [ESEA Section 1116 (c) (1)]

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| Family with girl | Clock | Grinning Face with No Fill | Theatre | Bus |

## INVOLVEMENT OF PARENTS and FAMILIES

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| Explain how the school involves parents and families in an organized, ongoing and timely manner in the planning, reviewing, and improvement of Title I programs including involvement in decision making of how Title I, Part A School-wide funds are used [ESEA Section 1116(c)(3)]. |
| Parents have the opportunity to input suggestions for the Parent and Family Engagement Plan, School Compact, the allocation of school funds, and parent engagement activities for the year through Title I/SAC parent meetings, surveys, event response forms, and Zoom meetings. Upcoming opportunities are advertised through fliers, robo-calls, Remind, class newsletters, planners, website, and social media. |
| **How will the school provide, with Title I funds, transportation, childcare, or home visits such services that relate to parent engagement to ensure barriers are removed so parents can participate in engagement events? [ESEA Section 1116 (c)(2)]** |
| 1. Transportation – Zoom or phone conferences used when parents do not have transportation 2. Childcare – Parents are welcome to bring children to all events and parent conferences. Child care is available at Title I/SAC meeting if parents notifies school ahead of time. 3. Home Visits – Zoom or phone conferences will be used. 4. Additional Services to remove barriers to encourage event attendance – Translators available at event to help with language barriers. |

## FLEXIBLE FAMILY MEETINGS

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| What method was used to provide parent input gained from the majority of parents about the times that best met their need for parent involvement meetings and activities? [ESEA Section 1116 (c)(2)] |
| Parent input for times for meetings and events was collected through the Title I District Parent Survey and through our school parent survey. |
| **How flexible meetings will be offered to accommodate parents? Check all that apply.**  AM Sessions based on documented parent feedback  PM Sessions based on documented parent feedback  Mixture of AM & PM Sessions (Some meetings will be provided in the morning and evening)  AM & PM Sessions (ALL meetings will be provided both in the morning at in the evening)  Other: virtual meetings – live and recorded - with a response input form attached |

## REQUIRED ANNUAL MEETING

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| Describe the specific steps your school will take to conduct the Beginning of Year Annual Meeting to inform parents and families of participating students about the schools Title I program and parent and family engagement activities. [ESEA Section 1116 (c)(1)] |
| 1. Step 1 Prepare Annual Meeting Presentation and Right to Know handouts, compacts, and Parent Engagement Plan Summary, and activities schedule 2. Step 2 Schedule community partner information booths and school information booths. 3. Step 3 Prepare advertisement for two weeks prior, one week prior, weekend before, and day before by providing fliers, robo-calls, announcements, emails, Remind and social media statements and send out as planned. 4. Step 4 Print and assemble Title I Annual Meeting packets for distribution at the Title I Annual Meeting. Print Sorry We Missed You cover sheet letter to attach to the annual meeting packets for those parents that did not attend. 5. Step 5 Prepare compacts folders for each teacher. 6. Step 6 Prepare and print teacher Title I Annual meeting and compact procedures and expectations. 7. Step 7 Meet with teachers to express the importance and present the procedure and expectation for the Title I Annual Meeting, compact, and the night’s attendance procedures/collection. 8. Step 8 Determine if food will be provided for teachers prior to the annual meeting and place order if applicable. 9. Step 9 Prepare sign in sheets and assign non-instructional staff /electives/ and resource teachers to assist in various capacities such as greeters, work sign in tables, provide assistance with internet access to grades and school communication, volunteer forms, guidance, translators, etc. 10. Step 10 Determine and distribute the timeline to administration, custodians, faculty and staff to set up tables, community and school booths and clean up. 11. Step 11 Collection of attendance and account for parents who did not attend Title I Annual meeting night by class. 12. Step 12 Distribute Sorry We Missed You packets to teachers and teachers will distribute packets to students. The teacher will require students to sign that they have received the packet to take home. 13. Step 13 Fill out Title I Annual Meeting Report and submit. |
| **Describe how the Annual Meeting will cover (1) the adequate yearly progress of students broken down by subgroups, (2) school choice, and (3) the rights of parents when schools receive Title I, Part A funds.** |
| The Right to Know information sheet will be presented and distributed at the Title I Annual Meeting and is also placed in the Sorry we Missed You packets. The Right to Know sheet will also be posted on the school website, social media, and in the front office. The Right to Know information sheet will contain:  (1) Chart with adequate yearly progress by subgroup  (2) Information on School choice  (3) Rights of Parents. |
| **How will the school ensure parents without access to technology will receive notification of parent events, communication, information about parent events, school updates, and student progress updates?** |
| The school will ensure that parents without technology will receive information through fliers, communication folders, parent conferences, printed report cards, robo- calls, and planners. These services will be used to communicate with parents without access to technology to receive notification of parent events, communication, information about parent events, school updates, and student progress updates, |

# BUILDING CAPACITY

When a school receives Title I, Part A funds, it is responsible for building the capacity of each parent to improve their child’s academic achievement. This includes activities and strategies for parents to understand challenging State academic standards; State and local assessments; how to monitor their child’s progress and work; literacy training; how to use technology; and other strategies of how parents can assist their child with the learning process. All funds expended under this section should align to this section and to achieving the goals in the Title I Schoolwide plan by engaging parents and families. [ESEA Section 1116 (e)]

## BUILDING THE CAPACITY OF PARENTS AND FAMILY MEMBERS

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| How will the school implement activities that will build relationship with the community to improve student achievement? |
| Fox Chapel Middle School will implement activities that will build relationships with the community to improve student achievement by hosting grade level events (in the fall and spring) that focuses on activities and strategies for parents to understand state academic standards, state and local assessments, how to monitor their child’s progress and assignments, literacy training, technology training, and other strategies to show parents how to assist their child with the learning process. Literacy Week and Core Family Nights will focus on specific topics while sharing learning strategies with parents. |
| **(1) How will the school partner with the Parent Academy to support Parent and Family Engagement?**  **(2) Explain how the Parent Academy resources and trainings will be advertised to parents.** |
| (1)The Parent Academy will support Parent Engagement activities and events by gathering grade level resources, creating take home learning packets, preparing for Nights, assisting in preparing event fliers for print and social media, and by presenting the Parent Academy Website at events.  (2) All district Parent Academy resources and trainings are advertised to parents in the same ways school events and resources are advertised. |

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## PARENT AND FAMILY ENGAGEMENT EVENTS

If Parent and Family Engagement events are funded with Title I, Part A funds, they must be supplemental and cannot supplant activities that are funded with state and local funds. Additionally, events should contribute to the achievement of goals outlined in the Title I Schoolwide Plan.

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| Name of Activity | Person Responsible | What will parents learn that will have a measurable,  Anticipated impact on student achievement | Month Activity will take Place | Evidence of Effectiveness |
| Title I Annual Meeting (required) | Nancy Urling, Title 1 Facilitator | Parents will learn:  What is the Title I program, its requirements, and how these funds support student learning in a supplemental way. | September 2020 | Sign-in, Evaluation/ Feedback, Signed Compact, Sorry We Missed You receipts |
| McKinney Vento – Students and Families in Transition – | Shanika Figueroa | Increase staff awareness of needs of students and families in transition and how to work effectively with parents. This workshop will also provide staff with information about district staff and resources available to support these families. | August 2020 | Sign-in sheets, Frontline Professional Development documentation |
| Title I Committee Meetings (required) | Nancy Urling, Title I Facilitator | Parents meeting(s) will gather input for the Parent Engagement Plan (PFEP), PFEP Summary, Events, School Needs & Compact. | Spring 2020 | Sign In, Meeting agendas/notes,  Google Forms Virtual Parent Input reports, Google Forms Virtual Vote for approval of said items |
| Fall Grade Level Night | Nancy Urling, Title I Facilitator, Department Heads and Team Leaders | Parents will learn:   1. School Goal and what the grade level is doing to support it 2. Grade level expectations and methods to support their child at home 3. Grade level testing requirements 4. Parent Academy Resources | Fall 2020 | Sign In, Evaluation/ Feedback, Agenda, Samples of handouts shared with parents, photos |
| Spring Grade Level Night | Nancy Urling, Title 1 Facilitator, Department Heads and Team Leaders | Parents will learn:   1. The school goal and what the grade level is doing to support it 2. Grade level expectations and methods to support their child at home 3. Grade level testing requirements 4. Parent Academy Resources | Spring 2021 | Sign In, Evaluation/ Feedback, Agenda, Samples of handouts shared with parents, photos |
| Literacy Week Parent Night | Nancy Urling, Title 1 Facilitator and the Literacy Committee | Parents will learn  strategies to help their children improve their literacy | Spring 2021 | Sign In, Evaluation/ Feedback, Agenda, Samples of handouts shared with parents, photos |
| Tigers and Telescopes | Nancy Urling, Title 1 Facilitator and science teachers. | Parents will learn hands on activities and strategies to help their child at home in the areas of: Science, Technology, Engineering, the Arts and Math | Spring 2021 | Sign In, Evaluation/ Feedback, Agenda, Samples of handouts shared with parents, photos |

*Schools may add or remove rows as needed.*

# PARENT COMPACT

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.

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| As a Title I school, what evidence will you provide that will show that you have jointly developed a school-parent compact and that conferences were held with parents describing the compact? |
| Fox Chapel Middle School Title I Parent & Family Engagement Plan (PFEP) is developed jointly with parents through the Title I Committee each April and May and after review by all stakeholders (LEA, FCMS Title I Committee and FCMS Administration). The PFEP is sent to the District Title I Coordinator of Family Engagement for approval prior to submission to FLDOE. The evidence our school will use to show that we have jointly developed a school-parent compact is: Minutes of the meeting, attendance of participants and agenda as well as online survey results. |
| **How will the principal ensure required conferences are implemented with ALL parents pertaining explaining the Parent Compact?** |
| Parent-teacher conferences (grades 6-8) allow the parents/guardians to ask specific questions to their child's teacher regarding the Title I program, curriculum specifications for the grade level and standardized assessment tests. The Title I Facilitator will work closely with classroom teachers to ensure that parents have the necessary academic resource materials needed to assist their child. Meetings with all teachers regarding requirements, procedures, and expectations for the Title I Annual Meeting Night and how to conduct parent conferences will occur with the Title 1 Facilitator. Teachers will attend the required professional development for effective conferencing strategies provided by the District Parent Academy. Teachers will be provided a conference guide that will include discussion points to cover during parent conferences. Evidence for the meetings and PD will be sign in sheets and examples of hand out distributed to the teachers. Evidence of implementation of the compacts will be the percentage of signed compacts by parents. The school wide compacts goal is 80% signed and 100% compliant. The Principal uses the teacher’s percentage as part of the evaluation process under “accurate record keeping”. |

# INSTRUCTIONAL STAFF

The LEA shall ensure that each school implementing a Title I program devotes sufficient resources to effectively carry out high quality and ongoing professional development for teachers, principals, and paraprofessionals and, if appropriate, pupil services personnel, parents, and other staff to enable all students to meet the state's academic achievement standards.

The LEA shall ensure that all instructional staff working in schools, funded wholly or in part with Title I, Part A, meet the statutory requirements of being state certified. The LEA must ensure instructional paraprofessionals work under the direct supervision of a teacher.  
  
If the LEA hires teachers or paraprofessionals to provide Title I services to private school students, the LEA shall ensure the teachers are state certified and paraprofessionals are highly qualified. The LEA shall ensure that paraprofessionals providing direct instruction to participating students are under the direct supervision and in close and frequent proximity to a state-certified public school teacher.

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| As a Title I school, what evidence will you provide that will show that you provided (1) notification informing parents that their child was taught for four or more consecutive weeks by a teacher who was not state-certified and (2) provided a list of certified teachers according to the statewide definitions described in Florida’s Approved ESSA State Plan. |
| At the beginning of each school year, a district letter is distributed to parents at a Title I school informing them of their right to know the qualifications of their child’s teacher.  Parents are also informed at the Title I Annual Meeting that they will be notified when a class has been taught for four consecutive weeks by anyone other than a teacher certified by the state of Florida.  This notification is provided in print and explained by the Title I Facilitator at the Annual Meeting. When the a class has been taught for four consecutive weeks by someone other than a state-certified teacher, the Title I Facilitator prepares a notice to each parent in the classroom indicating the status of the person teaching the class and what support school and district staff are providing to ensure the students receive high-quality curriculum. These notices are preserved as part of the school’s documentation of compliance with this requirement. Fox Chapel Middle School maintains a binder of teacher certifications and the principal’s secretary keeps the binder. Parents are informed of their right to request this information at the Title I Annual Meeting. |

## BUILDING THE CAPACITY OF TEACHERS AND STAFF MEMBERS

When a school receives Title I, Part A funds, it is responsible for educating teachers, specialized instructional support personnel, administrators, 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 the school. To the extent possible, parents should be involved in the development of training for teachers and educators to improve the effectiveness of training. [ESEA Section 1116(e)(3)]

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| Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other school leaders and other staff on. |
| 1. **The assistance of parents and families and in the value of their contributions.** 2. **How to reach out to, communicate with, and with parent and families as equal partners.** 3. **Implementing and coordinating parent and family programs and building ties between parent and families and the school.** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name of Activity | Person Responsible | Correlation to Student Achievement | Month Activity will take Place | Evidence of Effectiveness | | Yearly McKinney-Vento Training | Shanika Figueroa | Improved ability for staff to work with parents and families | August 2020 | Sign-in sheets, evaluation sheets, follow up with teachers | | Parent Conference Training | District Parent Academy | Improved ability for staff to work with parents and families | August 2020 | Sign-in sheets, evaluation sheets, follow up with teachers | |

# COLLABORATION OF FUNDS

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| --- | --- | --- |
| Choose all that apply | Grant Project, Funding Source, or Program | Explain how the school coordinates and integrates school level Parent and Family Engagement funds, programs, and activities with other Funds and Programs.  [ESEA Section (a)(2)(C)] |
|  | **IDEA** - The Individuals with Disabilities Education Improvement Act | Serves students with learning, and/or intellectual disabilities, and provides additional supports for students through additional staff funded by IDEA, training for self-contained and inclusion teachers to meet the needs of students, and district staff to support the development of Individualized Education Plans for students |
|  | **VPK** - Voluntary  Pre-Kindergarten |  |
|  | **Title I, Part D** – Prevention and intervention programs for children and youth who are Neglected, Delinquent or At Risk. |  |
|  | **Title IX, Part A** - The McKinney-Vento Homeless Assistance Act provides equitable opportunities to children and youth experiencing homelessness. | Title IX staff provide training for staff each year and provide ongoing support to MES families in transition through referrals to community resources and ensuring attendance is maintained at the student’s original zoned school during a period of homelessness |
|  | **SAI** - Supplemental Academic Instruction – Super Categorical fund created to assist districts and schools provide supplemental instructional opportunities. |  |
|  | **Title II, Part A** – Supporting Effective Instruction through professional development targeted to administrators and teachers. | PD is provided by the District to our staff. |
|  | **Title III, Part A** – Helping English Language Learners achieve English proficiency | Support and Resources are provided by the District to our staff and students. |

*Schools may add lines as needed.*