

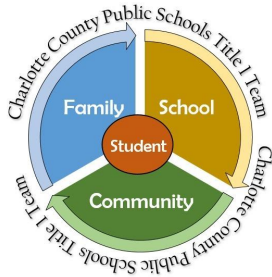
# SCHOOL IMPROVEMENT AND PARENT & FAMILY ENGAGEMENT PLAN

**2020-2021**

## **PORT CHARLOTTE MIDDLE SCHOOL**

<b>APPROVAL DATE:</b>	<b>MID YEAR REVIEW DATE:</b>	<b>END OF YEAR REVIEW DATE:</b>

----- TITLE I TEAM USE ONLY -----



## INSTRUCTIONS

Many Family Engagement plans will have to be adjusted during this school year due to COVID-19 procedures and social distancing. These changes will most likely rely heavily on virtual presentations. This will not eliminate the need for documentation (flyers, sign-in sheets, presentation evaluations, agenda and minutes). Please remember this when planning and implementing your meetings, presentations, and events.

1. Complete the following sections of the Parent & Family Engagement Plan (PFEP).
2. To be considered *complete* each section needs to have all the components included.
3. Upload to Google Doc .



## DISSEMINATION OF PFEP AND SCHOOL/FAMILY COMPACT TO STAKEHOLDERS

Explain how your school PFEP and Compact will be shared with families, staff, and community. Remember to include electronic sharing and hard copy sharing strategies.

The school compact is printed and sent home in a packet of information for the families on day 1. We asked that it is signed and returned so we can keep it on file for each student. It is also listed on the website, the school facebook page as well as the family engagement facebook page. The PFEP, once complete, will be posted to the Title I page of the school website. It will also be available in the front office in the Title I Binder.

## OUR SCHOOL DEFINITION OF FAMILY ENGAGEMENT

How does your school define Family Engagement?

Family Engagement is our initiative to create and provide various opportunities for our families to connect and fortify our overall school and community culture.

## INVOLVEMENT OF PARENTS

- ☐ The school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

**Evidence** of involving parents and families in planning, reviewing and improvement of Title I programs, including involvement in *decision making* of how funds for Title I will be used.

Port Charlotte Middle School recognizes the importance of parent and family engagement in order to successfully educate our students. Our goal for this upcoming school year is to improve the relationship with parents and families. We would also like to provide more opportunities for parents/families to be involved in the education of their child. In addition to holding Parent and Family Engagement Committee meetings, virtually, once a month, the committee will attend all PFEP county trainings. We will also encourage family involvement through the PTO and SAC meetings.

## COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

- A. The school will coordinate and integrate parent and family engagement programs and activities.
- B. The school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Program	Coordination
Title I, Title III & Title X	When the social distancing guidelines are revised/loosened the family center will be open one morning a week (8:00-9:30 AM). Until that time, the school social worker and the Achievement & Family Associate will discuss a variety of topics to assist families with student success.
Title I, Title III & Title X	Florida Standards and assessment data will be shared through SAC meetings. The PCMS annual 6th grade riser night will be held in the Spring 2021.
Title I, Title III & Title X	When the social distancing guidelines are revised/loosened the parents will be invited to attend their child's honor roll assembly.
Title X	Community resources available to homeless families.
Title I, Title III & Title X	Connect students and mentor with parents to achieve student success.

## ANNUAL PARENT MEETING (this is NO LONGER just Open House) and COMMUNICATION

The school will provide timely information about the Title I programs.

- A. Describe the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program.
- B. Description and explanation of
  - a. Curriculum used at the school
  - b. Forms of academic assessment used to measure student progress
  - c. Achievement levels of the Florida State Standards
- C. Description of the nature of the Title I program that is shared with parents.
- D. Description of how the meeting will cover school choice, and the rights of parents at the annual meeting.
- E. If parents request, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).
- F. The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]
- G. Could be grade level meetings, SIP meetings, SAC meetings

Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
Virtual Title I Annual Meeting	Assistant Principal of Activities, AFA	September 10, 2020	Materials obtained by families, virtual sign in sheet, parent survey
School Marquee to display event and meetings	ADMIN	ongoing	Sign in sheet at event and photos of marquee
Remind Messages to announce events and meetings	ADMIN	ongoing	Screenshot of outgoing messages
Handouts for families on accessing the FOCUS system to monitor student grades and progress	Staff	ongoing	Copies of handouts/packet
Conference to discuss grade	Guidance	ongoing	Signed compact and

level expectations			conference form

## FLEXIBLE PARENT MEETINGS

- ☐ How the school offers a flexible number of meetings, such as meetings in the morning or evening.
- ☐ How the school provides, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement. [ESEA Section 1116]

The Family Reading & Resource Center will be open to families on Tuesday mornings when advised it is safe to do so. The facebook page, website and Remind app feature will be utilized to get information to the families until we can have more activities on campus that involve them. Many of the family engagement activities are held in the evenings to accommodate our parents and families who are not able to attend activities in the morning. PTO and SAC meetings are held in the evenings. Resources available in the family resource center are also available for families on the Port Charlotte Middle School website.

## BUILDING PARENT AND FAMILY CAPACITY for 2020-2021

- ☐ The school will implement activities that will build the capacity for meaningful parent/family engagement.
- ☐ The school will implement activities that will build relationships with the community to improve student achievement.
- ☐ The school will provide materials and trainings to assist parents/families to work with their child(ren).
- ☐ The school will provide other reasonable support for parent/family engagement activities.
- ☐ Identify the [Type of Family Engagement](#) your activity is and identify that as part of the 1st column. This will help you be aware of the types of activities you are offering.



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|------------------|---------------------|
| 1. Parenting     | 3. Volunteering     |
| 2. Communication | 4. Learning at Home |

5. Decision Making
6. Collaborating with the

Community

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness	Number of Attendees
1/2/4 Family Reading & Resource Center	Achievement & Family Associate	Academic Information and access to community resources available to families	Tuesday mornings when social distancing guidelines are lifted	Parent Surveys and Sign In sheets	
2/5 Communication: Parent Calls, Website, Marquee, Remind AP & Facebook	Leadership Team and teachers	Increase parent/school communication	All year	Notes, Website, Agenda's and Parent Surveys	
1/2/4/6 Parent Family Engagement - FB, remind app, emails, marquee	T Whisenant	Increase communication with families to improve Student Achievement	Ongoing	Agendas, Sign in Sheet, Minutes & Parent Survey's	
2/5 SAC Meetings	J. LeClair	Parents will gain knowledge regarding their child's education at PCM, within the Charlotte County School System and State	Monthly	Agendas, Sign in Sheet, Minutes & Parent Surveys	
1/2 Family Night - High School Counselors present information regarding the registration process and scheduling	M. Kunder	Families will learn about high school requirements and prepare for the transition to high school	April	Agenda, Sign in	

2/5 District PFEP Training Day	Title I District Coordinator	Increase parent involvement to increase student achievement	April	Agenda, Notes	
2/5/6 PTO Meeting	T. Whisenant	Increase parent involvement	Monthly	Agenda, notes, sign in	
2 Quarterly Award Ceremonies	Leadership Team	Parent Involvement	3 during the school day and 1 in the evening	Agenda, Sign in	
4 CCPS E- Learning platform	CCPS/Staff	Online platform through the school to maintain personal relationships	ongoing	Curriculum and attendance	
1/2/4/6Sixth Grade Riser Night	Assistant Principal of Activities, Guidance, AFA, Staff	Spring 2021	Materials obtained by families, sign in sheet, parent survey	Sign in Sheet	
1/2/4/6Poster Contest (virtual)	AFA	Fall 2020	Materials obtained by families, virtual sign in/vote, parent survey	Agenda, notes, sign in	
1/2/4/6Career Night (tbd if virtual)	Assistant Principal of Activities and AFA	Spring 2021	Material obtained by families, sign in sheet, parent survey	Agenda, sign in, notes	
2/5 Monthly Parent	AFA T.	Parents will participate in	Monthly	Agendas, Sign-In	

Involvement Meetings (virtual)	Whisenant Parents	planning activities to increase parent/home involvement		Sheet	
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## BUILDING STAFF CAPACITY for PARENT & FAMILY ENGAGEMENT

- ☐ How is your school nurturing the staff's skills with Family Engagement?
- ☐ Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contributions of parents/families. [ESEA Section 1116]
- ☐ Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in how to reach out to, communicate with, and work with parents/families as equal partners. [ESEA Section 1116]
- ☐ Describe the STAFF development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

Building Staff Development for Family Engagement: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Faculty Meetings	Leadership Team Teachers	To keep PCMS staff updated on FE activities and how they relate to student success	Monthly	Agendas, Hand-outs
Virtual Family Engagement Conference	AFA Parents	Gain knowledge as it relates to the Title I program	November 2020	Agenda, Survey



		statewide and district wide		
Staff FE PD	AFA	Provide awareness of ongoing activities for family engagement	Each semester	Utilize department meetings

## FAMILY SURVEY

Using your school survey results, choose a minimum of one (1) question from each topic listed below to address this coming school year.

### Family Efficacy

<b>TOPIC: School Climate</b>
<b>QUESTION: How fair or unfair is the school's system of evaluating children?</b>

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Grade level meetings about behavior and learning expectations	Leadership Team	Scheduled	2nd Day of School	All students attend grade level expectation meetings to understand what is expected
Expectations and Responsibilities discussions in classes	Staff	First week	September	School Compact

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## Learning Behaviors

### TOPIC: Learning Strategies

**Question: How much effort does your child put into school related tasks?**

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Workshop for families on accessing FOCUS and developing a family plan for monitoring student progress	ADMIN	Develop a clear instructional guide Distribute to Families Workshop/presentation for families Online access	By end of first quarter  Midyear	Increase parent usage of FOCUS  Attendance of families at workshop

## OTHER TOPICS TO ADDRESS (optional)

**TOPIC:**

**Question:**

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness


## OTHER ACTIVITIES

- ☐ Other activities, such as the Family Resource Center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren). [ESEA Section 1116]

If/When Social distancing guidelines are loosened/lifted:

- Honor Roll Assemblies
- Band and Chorus Concerts
- Middle School Sports Programs
- Spirit Nights
- 6th Grade Riser Night

## COMMUNICATION

- ☐ The school will provide timely information about the Title I programs.
- ☐ The school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.
- ☐ If parents request, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).
- ☐ The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]



Describe how the school will provide regular, **two-way**, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

- School Website
- Active Teacher Web Pages (outgoing and incoming)

- Monthly Newsletter
- Marquee
- District Parent Guide/Calendar
- Flyers sent home/in front office
- Title I Binder located in Front Office
- School Facebook Page
- Remind notifications; parents can respond
- Family Engagement Facebook Page

## ACCESSIBILITY

- ❑ Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.
- ❑ Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

*“to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with 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.” [ESEA Section 1116]*

Parents will be notified of engagement activities through parent connect calls, fliers sent home with students, the school marquee, Remind and social media. Activities will be offered at different times, as well as virtual to meet the needs of family schedules. Parents can also access student grades through the FOCUS portal.

## BARRIERS

- ❑ Describe the barriers that hindered participation by parents during the previous school year.
- ❑ Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any

racial or ethnic minority background, or are parents /families of migratory children).

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Time	Provide a variety of times to accommodate parent/family schedules	AFA	All Year
Languages	Translate all documents and messages sent home	AFA/ADMIN	All Year
Social Distancing Restrictions	Provide communication and virtual activities to continue to keep families active and involved even with social distancing	AFA	All Year/until modified

# 2020-2021

## SCHOOL IMPROVEMENT PLAN GOALS

GOALS (anticipated in your 20-21 SIP)	How will this goal be communicated to families?	How will the skills necessary to support this goal be provided to Families?
English Language Arts - Learning Gains of the L25% - Increase by 2% to 58%	Website SAC and PTO meetings-TBD A video will be posted to show parents how to log into FOCUS to monitor grades and how to access teacher websites.	Establish time to study at home, monitor student's grades on a weekly basis. Making sure the child attends school. Teachers will be posting daily lesson plans on the Port Charlotte Middle School website for parents to access.
Mathematics - Learning Gains of the L25% - Increase by 4% to 65%	Website SAC and PTO meetings-TBD A video will be posted to show parents how to log into FOCUS to monitor grades and how to access teacher websites.	Establish time to study at home, monitor student's grades on a weekly basis. Making sure the child attends school. Teachers will be posting daily lesson plans on the Port Charlotte Middle School website for parents to access.
Closing the Achievement Gap in English Language Arts with a laser focus on the subgroup of Students with Disabilities – Increase achievement to 35%	Website SAC and PTO meetings-TBD A video will be posted to show parents how to log into FOCUS to monitor grades and how to access teacher websites.	Establish time to study at home, monitor student's grades on a weekly basis. Making sure the child attends school. Teachers will be posting daily lesson plans on the Port Charlotte Middle School website for parents to access.
English Language Arts - Learning Gains - Increase by 3% to 61%	Website SAC and PTO meetings-TBD A video will be posted	Establish time to study at home, monitor student's grades on a weekly basis. Making sure the child attends school. Teachers will be posting daily lesson plans

	to show parents how to log into FOCUS to monitor grades and how to access teacher websites.	on the Port Charlotte Middle School website for parents to access.
Overall English Language Arts Achievement - Increase by 4% to 60%	Website SAC and PTO meetings-TBD A video will be posted to show parents how to log into FOCUS to monitor grades and how to access teacher websites.	Establish time to study at home, monitor student's grades on a weekly basis. Making sure the child attends school. Teachers will be posting daily lesson plans on the Port Charlotte Middle School website for parents to access.

# PFEP & Parent/School Compact

## MID YEAR REVIEW 2020-2021

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TO BE COMPLETED IN DECEMBER or JANUARY [MARK IT ON YOUR CALENDAR ;\)](#)

**DATE:**

## ATTENDEES & ROLES

TAMI TECH: TEACHER

PAPA PAUL: PARENT

ABBY ACTION: ADMIN

**AGENDA** (remember to take notes and to label P for parent/family, T for teacher, & A for Admin, C for community partner))

### 2020-2021 PFEP REVIEW

1. UPDATES
  - Successes
    -
  - Challenges
    -
  - Add data to PFEP tables
2. NEW IDEAS
3. THOUGHTS FOR 2021-2022 PFEP
  -

### COMPACT NOTES



#### 4. UPDATES

- Successes
  -
- Challenges
  -

#### 5. NEW IDEAS

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#### 6. THOUGHTS FOR 2019-2020 PFEP

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**NOTES** (remember to take notes and to label P for parent/family, T for teacher & staff, & A for Admin, C for community partner, S for student)

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### ACTION ITEMS

- 1.