**2017-2018 DISTRICT TITLE I, PART A Parent and Family Engagement Plan**

I,\_\_Dion Gary\_\_ , 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 outlined in ESEA.
* 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 and family engagement plan and distribute it to parents of participating children and make available the parental involvement plan to the local community.
* Involve parents and family members, in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
* Use the findings of the parent and family engagement plan review to design strategies for more effective family engagement and to revise, if necessary, the school’s parent and family engagement plan.
* 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 to the local educational agency.
* 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 or has been taught for four (4) or more consecutive weeks by a teacher who has not completed the criteria for state level certification.
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

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| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**Belleview Middle School is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and Title I Programs and to provide excellence in education. This policy will be promoted by the administrators, principals, and other school staff as we seek active participation by our parents.

Our primary mission is to be a staff that is committed in order to provide a multitude of opportunities and support for families to engage in learning and exploring with their child at school or home both formally and informally. Belleview’s instructional staff will provide relevant, high quality instruction to ensure the success of each child. The end result will be the school community working effectively to continue helping every child succeed. We will provide constant 2-way communication in a variety of ways to keep parents informed.

**Involvement of Parents**
Our school has a School Advisory Council (SAC) and a Parent Teacher Organization (PTO) consisting of parents, community members, and school staff. All parents are encouraged to become members of the SAC and PTO. Information about these groups is sent out to families by School Newsletters, SkyLert phone messages, Twitter and other appropriate means.

Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Belleview Middle School. More than 50% of the SAC are parent (non-employee) representatives.

The SAC meeting reviews and makes revisions to the School Improvement Plan, the Parent and Family Engagement Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Belleview Middle School.

The Local Education Agency (LEA) has a District Parent Involvement Review Committee. School Advisory Council (SAC) chairpersons from each of the Title I schools and other involved parents along with School Parent Liaisons, Community Leaders, Title I Parent Involvement staff, and Title I Instructional Support Personnel make up this committee. The DPIRC brings recommendations to our school to help in planning for meaningful family engagement and parent involvement opportunities.

**Technical Assistance**

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| A technical assistance meeting is scheduled for all Title I school administrators and parent liaisons in May of each school year. This Technical Assistance meeting provides the opportunity to build and sustain partnerships among district and school leaders and provides guidance in writing an effective school-level parent and family engagement plan. Title I staff along with other designated district staff will review all of the Title I Parent and family engagement Plans to ensure that meaningful parent training and family engagement opportunities are planned based on school needs.Title I Director and Coordinator will review schools’ documentation to ensure that parents and family members are informed and the school is implementing its Parent and Family Engagement Plan as designed. Each school will maintain documentation for review and monitoring purposes.The Title I Director and Coordinator will continue to provide technical assistance to administrators as needed throughout the year concerning implementation of their Parent and Family Engagement Plans. Included in this assistance, a power point presentation about Title I and its services, as well as the rights of parents in their children's education will be sent to school administrators to be used at their Annual Title I Parent Meetings. At the Title I Annual Parent Meeting, schools will present the many ways that parents and families may be involved and engaged in their child's educational career. Further support and guidance from the Title I staff is provided as needed.  |

**Coordination and Integration with Other Federal Programs**

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| **Program** | **Coordination** |
| 21st Century Grant | District Title I staff will collaborate with 21st Century Staff to enable parents to receive transportation to attend District Parent Trainings and help support parent/family needs. |
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| Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS polices and processes. |

**Annual Evaluation**

The district Parent Involvement Review and development Committee (parents, SAC chairpersons, district staff, and community stakeholders) meets twice per year. At the Fall Meeting, members are responsible for reviewing the current school year's draft of the Title I District Parent and Family engagement Plan by using the LEA PFEP Rubrics provided by the state department of education. If any revisions are recommended, these revisions are completed and the plan is then submitted to the school board for approval.

At the Spring Parent Involvement Review and Development Committee meeting, participants are responsible for reviewing district parent survey results, evaluating the current PFEP and providing suggestions for the development of a new Title I District PFEP for the following school year.

The suggestions and recommendations from participants in the District Parent Involvement Planning and Review Committees are also used to develop the District Parent Survey and the district's Title I Application.

The committees' input and recommendations will be provided to Title I principals to assist them in the development and evaluation of their own school Parent and Family Engagement Plans.

**Flexible Parent Meetings**

Belleview staff will ensure that family meetings are offered at various times throughout the day & evening to target working parents/guardians.

Title I funds will be used for child care.

Examples of flexible meetings include:

* Orientation, Open House and Annual Title I Meeting: held during the day or evening to accommodate working parents/guardians.
* Parent Training and Engagement Workshops: offered during the day or evening. A meal or light refreshments is provided.
* SAC & PTO Meetings: scheduled at a day and time convenient to its members. This scheduled meeting will be decided at the first meeting.
* Media Center: open before and after school hours for parents to participate in the book fair and use the school computers, when needed

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**Building Capacity**

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| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **Home School Connection Newsletters,** sent home monthly  | Principal | Increase in parents' capacity to help their children master skills and increase academic achievement of their children. | August, 2017 - May, 2018 | Parent Survey Results |

**Staff Training**

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| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| MTSS A & B | Student Services & administration | Students will be provided the correct support to follow school expectations and increase scores on district and local assessments | August 2017-May2018 | TNL reports/Teacher sign-in sheets |
| Florida Standards Trainings | Administration, Content Area Specialists, Lead Teachers | Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests in grades 6-8th grade. | (Specific dates) | TNL reports/Teacher sign-in sheets |

**Other Activities**

* Each parent will receive a Calendar of Events noting important school dates for the 2017-2018 SY.
* A Parent-School Compact and student handbook will be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this Compact in discussions with parents concerning their child's progress.
* District Parent Surveys dates will be advertised on our school's Marquee, website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.
* Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the volunteer coordinator.
* The Title I Parent Resource Center Mobile Unit will visit the school campus 4 or more times during the school year. Notification of the date of the visit(s) of the Title I Resource Center Mobile Unit will be sent out via newsletter, Alert Now calls, and noted on marquee/website for all parents/families.
* Parent Newsletters will be sent home monthly and a link will be shared on the school's website.
* Our school will hold an Orientation Day in August 2017 to increase parent awareness of the school and teachers' goals and expectations.
* Our school will recruit additional SAC and PTO members to help research available resources, school needs, and establish a year-long plan.

**Communication & Accessibility**

Our school will share timely information about the Title I programs including a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Initial information will be shared during the Title I Annual Meeting held in September 2017.

Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts, and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.

Home visits are provided by Social Services.

Parent Training and Family Engagement Workshop information will be distributed to parents via flyers, by utilizing the Skylert telephone calling system. Events will also be advertised on our school's marquee.

All school information is disseminated through a monthly newsletter, the schools Skylert calling system, as well as mass parent letter mailings.

**Accessibility**

Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made.

Translators for those in need of assistance with Spanish and/or American Sign Language are available upon formal request, as well as informally, through our many bi-lingual staff members.

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