**Lake Weir Middle School Title I, Part A Parental Involvement Plan 2017-2018**

**Family Engagement/Parent Involvement Mission Statement – How will you increase family engagement?**

At Lake Weir Middle School, we strive to create a safe and caring school that helps maximize student success. We work collaboratively with parents and families to nurture a love for learning and to help our students become lifelong learners. We believe that each child should be given opportunities to achieve and be successful and understand active participation by parents and family will help promote this success. We work together to establish effective family-school partnerships. We are committed to ongoing, two-way, meaningful communication to help facilitate mutual understanding and to stimulate student success.

Lake Weir 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.

**Vision**  
Lake Weir Middle School will be a safe and caring school environment that equips students with knowledge, skills, and a desire to succeed. Students will leave with Lakeside Pride prepared for a future that includes high school graduation, college and workforce readiness, and citizenship that promotes positive social change.

**Mission**  
Lake Weir Middle School exists to prepare middle school students, within three years, for participation in rigorous academic and vocational programs at any secondary school.

**Motto**  
At Lake Weir Middle School, “We Soar!”

**Involvement of Parents –How will you involve parents in school decisions?**

Our school has a School Advisory Council (SAC) that consists of parents, community members, and school staff. All parents are encouraged to become members of the SAC. Information is sent to families via school newsletters, Skylert phone messages, and the Lake Weir Middle School webpage.

Members of SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Lake Weir 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 Involvement Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Lake Weir 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.

**Coordination and Integration – How will you coordinate with Federal Programs?**

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| Title I Part A | Our school receives Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations. Staff development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A. |
| All federal programs | Representatives from each federally funded program are invited to the school to provide observations and best practices. |
| Title III - ESOL | The administration will coordinate with Grants & Federal Programs, ESOL Department to identify students. ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language.  The LEA and staff from the Multicultural Education department work together to provide translation for parent activities and communication at the district level and the school level. |
| CCLC Grant | The Coordinators of the program work with teachers to provide after school homework help, tutoring, and enrichment. The coordinators also work with parents in teaching them how to provide extra educational help for the student. |
| 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 policies and processes. |
| Title X - Homeless | The administration will coordinate with our District Homeless Liaison who will assist families with meeting the educational needs of students experiencing homelessness. This will reduce barriers that might impede parents’ active involvement. |
| Federal Nutrition Program | Our guidance department identifies families in need and coordinates “Food 4 Kids”—a weekend food backpack program providing nutrition supplements. |
| Title II | Staff and faculty members participate in district professional development opportunities. |
| Title I Part C (Migrant) | The administration will contact the Migrant Department of Grants & Federal Programs office. This office will provide academic support to the students and help families with resources they may need. |

**Annual Parent Meeting – How will you develop an Annual Title I Informational Meeting?**

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Title I Annual Parent Meeting | Administration | Aug 2017 | Invitations and sign in sheets |
| Share information through SAC meetings regarding the Title I Program | Administration | Bi-Monthly | Sign-in Sheets |
| Skylert phone, email, text messaging | Administration | On-going | Skylert reports of completed messaging |
| School Advisory Committee meetings | SAC President/ Administration | Bi-monthly | SAC Minutes |
| Effective Parent-Student-Teacher Conferences | Individual teachers/ Guidance department | Yearlong with a focus on progress monitoring after each report card | Schedules from guidance department |
| Child Study Team meetings | Parent Liaison/  Guidance department/  Social Worker | Yearlong with a focus on monitoring attendance | Meeting notes signed by all in attendance |
| Develop agenda and establish date for Annual Informational Meeting.  Obtain power-point template from Title I Parent Involvement Staff. | Administration | August, 2017 | Copy of Agenda  Copy of Parent Notification |
| Send Meeting Announcement flyer in backpacks of all students.  Send Alert Now phone message(s). | Administration | September, 2017 | Copy of Parent Notification  Copy of Skylert message(s) |
| Hold Annual Title I Parent Informational Meeting. | Administration | September, 2017 | Sign in Sheets/  Parent Evaluations |
| Maintain Documentation. | Assistant Principal/ISP | September, 2017 | Monitoring documents uploaded to school’s jump drive.  ISP uploads to Federal Programs Portal. |
| Parent Nights | Parent Liaison | October-May | Sign in Sheets |

**Flexible Parent Meetings – How will you ensure that parents may attend school meetings/events/family engagement workshops?**

Lake Weir middle School teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families.

Flexible meetings and trainings at our school are:

* The school’s scheduled orientation, open house, and the Annual Title 1 Meeting are held in the evening. This allows many of our working parents to participate.
* Parent Training and Family Engagement Workshops are presented in the day and at evening. Refreshments or a light meal is provided at each of these trainings/workshops. This allows busy parents to participate without missing work or having to prepare a meal for the family before coming to a school event. Childcare is also available for those who are in need of this service. Transportation will be offered to needy families so they may attend parent trainings or family engagement workshops.
* SAC meetings are scheduled at a time convenient to the SAC members. This will be voted on during the first SAC meeting in September.
* Student award ceremonies are presented during the school day at a variety of times on a quarterly basis.
* The Media Center is open before and after school hours for parents to participate in the book fair and use the school computers, when needed.
* Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as for teachers.
* Parent/Student Organizational trainings offered to families through parent liaison.
* Social Work Services assistance is offered to meet students’ needs.

**Building Capacity – How will you build parent/family capacity?**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Math Nights | Administration,  Teachers,  Parent Liaison | By helping parents to learn strategies for solving real world mathematical applications, students in grades 6-8 will increase their mathematics scores on FSAs and LEOCEs. |  | Agenda,  Parent sign-in sheet,  Parent Evaluations |
| Science, and Special Areas Events | Administration,  Academic Coach | Parents and families will learn about the scientific process and ways to integrate reading, science and math learning. Science scores on FSAs and Science LEOCEs will increase. |  | Agenda,  Parent sign-in sheet,  Parent Evaluations |
| District Family Engagement Workshop | Administration, District Parent Involvement Staff | Parents will gain knowledge of Florida State Standards in Reading, Writing and Mathematics. Parents/families will become more engaged with students school work and involved in students’ home work/practice. Scores in RWAs, FSAs, and LEOCEs will show an increased level. |  | Agenda,  Parent Sign-in sheet  Parent Evaluations |
| Effective Parent involvement | Parent Liaison | Strengthen connection between teachers/staff and families to build a sense of community and support; Communication and working with parents | August 2017 | Agenda  Teacher/Staff sign in sheets |
| Family Access (portal) registration at LWMS | Administration, Parent Liaison | Increase use of online portal so that families routinely review student progress | Ongoing | Parent registrations |
| Strengthening Families Program | Parent Liaison; Guidance Counselors | Helps parents learn nurturing skills that support their children | Feb 2017 | Agenda,  Sign in sheets, Parent evaluations |
| Love of Literacy | Academic coaches, Reading Teachers, Media Specialist | Literacy Nights | Feb 2017 | Agenda,  Sign in sheets, Parent evaluations |

**Staff Training – How will you build staff capacity in parent involvement/family engagement?**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Schoolwide  Expectation and Procedures training | District/ Principal/  Assistant Principal | Student scores on district learning checks will increase due to reduced disruption in classrooms. | August 2017 | TNL reports/Teacher sign-in sheets  Teacher documented Intervention.  Copy of PMP Schedule  Parent Signatures on the PMP paperwork. |
| School Parent Liaison Training | Administration,  District Title I Parent Involvement Staff | There will be an increase in parent involvement/family engagement. Students’ scores on FWAs, FSAs, and LEOCEs will increase. | Quarterly trainings, throughout the school year.  Parent Liaison will train staff members in building parent involvement/family engagement. | Numbers of parents participating in parent trainings, parent involvement events and family engagement workshops will increase. |
| Family Access (Parent Portal) | Principal/Assistant Principal | Student Scores on District Learning Checks will increase. | August 2017-June 2018 | Teacher sign-in sheets  Parent Portal report (number of parents registered) |
| Florida Standards Trainings | Administration, Coaches, Lead Teachers | Training for teachers on the FSA standards will result in higher achievement and proficiency on the FSA, EOC, and LEOCs | Early Release Days | Agenda  Teacher sign-in sheets |
| Identifying the Gifted Child | Guidance Counselor | Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening. | All year | Teacher sign-in sheets,  Agenda  (Number of referrals for the gifted program will increase.) |

**Other Activities – What other activities engage and involve parents in building capacity?**

* Parent Resource Room - A Parent Resource Room is equipped with computers to allow parents/families to log on and register to the Parent Portal.
* Each parent will receive a Calendar of Events which provide important dates for parent involvement throughout the school year.
* A Parent-School Compact 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.
* Each child will receive a planner that allows for written communication between the teacher(s) and parents. Planners will be updated daily with academic notifications and will require a parent signature.
* 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 Dean of Students. At the end of the year {May} a breakfast will be held to celebrate their service and commitment by the administration team. Teacher input surveys are collected in May to gauge the effectiveness of the program.
* Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the Teacher Check Out program that the Center offers.
* Home School Connection Newsletters will be sent home monthly (Middle Years – 6-8) and a link will be shared on the school’s website.
* Our school will hold an Orientation Day in September, 2016 to increase parent awareness of the school and teachers' goals and expectations.
* School will host a Twitter account for LWMS. Information and reminders will be posted.
* Our school will recruit additional SAC members to help research available resources, school needs, and establish a year-long plan.
* Open house will take place once a year to help families understand their child's routine and the expectations required for their children to be successful in school.
* The Title I Parent Resource Center on Wheels will visit the school campus during the school year. Notification of the date of the visit(s) of the Title I Resource Center on Wheels will be sent out via newsletter, Alert Now calls, and noted on Marquee/website for all parents/families.

**Communication – How will you effectively communicate with parents/families in a timely manner?**

Lake Weir Middle School will inform parents that we are a Title I school and inform parents of the rights they have in regards to Title I policy. An annual meeting will be held. Parents will be notified via newsletter, Skylert messages, at Orientation and at Open House. Parents will be updated at bi-monthly SAC meetings.

At the parent's request and at other opportunities for regular meetings, parents are encourage to provide suggestions and help make decisions relating to the education of their children. Parents will receive reasonable and realistic timelines for specific parent notifications.

All school information is disseminated through a monthly newsletter, the schools SkyLert calling system, Twitter, the school website, as well as mass parent letter mailings. This is inclusive of those parents who did not attend planed events to ensure they receive all information.

All school information is presented to families in a language that they may easily understand (free from jargon, educational acronyms) and translated to their native language.

**Accessibility – How accessible is your school to parents and families?**

To ensure that parents of every Title 1 student receive the Title 1 brochure, it will be given out to parents at the Title 1 Parent Night and distributed to each child to take home. Spanish copies of the Title 1 brochure are available to parents. A hard copy of the Title 1 PIP, in its entirety, will be given to every parent.   
  
Parents with disabilities will receive assistance with any/all special needs in order to have access to a full school experiences.   
  
Accommodations for other languages are provided upon request through the Marion County ESOL department. Employees in Lake Weir Middle School volunteer their services to provide translation when needed. Lake Weir Middle School will provide varying dates and times for SAC, parent training, and awards ceremonies. Parents with limited English proficiency will be provided information in Spanish. The SAC will be responsible for providing these varying times. SAC meetings will be held bi-monthly. Success will be measured through attendance lists of these meetings and/or events.  
  
PIP brochure and parent survey to be handed out at open house. Workshops and family nights to be held throughout year. Parents will also have access to parent handouts and materials needed.  
  
Our school is also ADA accessible for parents, children and staff with disabilities. All events are presented in buildings only appropriate to accommodate a disability.

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

**Discretionary Activities – What additional activities not mentioned in your plan help to build family and community engagement?**

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | The LEA invites Title 1 parents and other members of the community to attend meetings | Administration/ Parent Liaison | With parent at-home support, students will move from non-proficient to proficient readers | September |
| Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | The LEA invites Title 1 parents and other members of the community to attend meetings | Administration/ Parent Liaison/ SAC | Parents will use conference feedback to improve support for at-home learning and subsequently help their student earn passing course grades | Throughout the school year |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities. [Section 1118(e)(13)]. | Good News Club meets weekly at our school.  8th grade students participate in Junior Achievement, which emphasis life skills around careers and finance | Administration/  Good News Club representatives. | Students will become more engaged in school work.  Behavior referrals will decrease. | Throughout the 2017-2018 school year, starting in October. |

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