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**2017-2018 Title I Parent and Family Engagement Plan**

**Jewett Middle Academy Magnet**

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| ***General introduction of school’s vision for parent and family engagement.*** |
| **At Jewett Middle Academy Magnet, our administration, faculty and staff welcome ALL of our parents/guardians as partners, to assist in our efforts to help ALL students achieve academic success. We continually strive to build relationships with ALL families through varied methods of communication, and provide opportunities for families to stay informed, receive materials and resources, and celebrate student successes. We encourage parent and family feedback to better improve our programs and services, as we engage ALL students in our school-wide goal of developing compassionate, knowledgeable and responsible citizens in a global society.** |

**All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.**

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Involvement of Parents** | |
| If the school wide program plan under **Section 1116 (b) (1**) is not satisfactory to the parents of participating children, the school will include/submit the parents’ comments with the plan that will be made available to the local education agency **Section 1116(b) (4).**  Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting. | |
| ***Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?*** | All parents/families are invited to participate in developing and revising this plan. The plan is reviewed/revised in the fall and spring each year. |
| ***How do you use the information from reviewing the plan to design strategies for more effective engagement?*** | This plan is reviewed two times throughout the school year to check progress and make changes to what has been planned. Reviewing student data provides valuable information to help determine where we need additional support to help our families understand the curriculum, state assessments and provide strategies, materials, and resources to help support learning at home. |
| ***How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?*** | Parents and guardians are invited, at a time convenient to them, to meet with Administration and staff to participate and contribute in the development of our Title I School Compact, School Improvement Plan and Parent and Family Engagement Plan. These meetings include discussions of how Jewett Academy will use their funds for student improvement and staff & family engagement activities. |
| ***What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)*** | Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their “Parent and Family Engagement Policy”. Schools are required to provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring. |
| ***How will this plan assist in providing high quality instruction for all learners?*** | This plan helps ensure that we provide parents/families with information, materials and resources to support their child’s learning at home by offering parents instruction on Course Curriculum, Assessment data, and High School options to support the high quality teaching and learning offered at JAM. |
| ***How will the school share comments received from parents/families?*** | All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan. |
| ***How will this plan be made available to the community?*** | This plan will be available to all parents, business partners, and our School Advisory Council. The plan will also be available on our school website and in the Title l parent informational notebook that is located in our front office. |

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| |  |  | | --- | --- | | **Flexible Parent Meetings:**  The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)** | | | ***Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?*** | All dates and times of events are posted on our school website, and communicated to parents/guardians through our weekly school newsletter and school messenger emails. Parent trainings and activities are offered at different times and sometimes twice in order to increase attendance. Ex; mornings, evenings, and some all-day drop-in events. If applicable, offer parent information events in local community center.  When applicable, our school video tapes the information provided in a workshop and provides parents a link on our school website. | | ***Describe what childcare, home visits and/or transportation services are provided by your school****.* | Jewett Academy addresses barriers that hinder parent/family engagement on a needs basis or if requested, and when feasible accommodates those requests. | |
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| **Annual Parent Meeting**  The school will conduct an Annual Meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)** | |
| Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input.  Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations. | |
| ***Date and time you will hold your meeting?*** | Our Annual Parent Meeting was held on Tuesday, August 29, 2017. The meetings were held at 6:30 pm in individual classrooms then at 8:00 pm in our Media Center. All parents/guardians were invited and encouraged to attend one of the meetings. We shared a PowerPoint presentation and handouts with information about our Curriculum, Title I, and programs planned to build capacity with our staff and families. |
| ***Notification and Invitation:***   * *How will you inform and invite parents/families in a timely way about the Annual Meeting****.*** | All parents/guardians will be notified of the Annual parent meeting via a flyer sent home with students, a school messenger email 1 week prior to the meeting and 2 days prior to meeting, and through daily intercom and JAMTV announcements the day of meeting. The information for this meeting will be posted on our school website and marquee in front of the school. |
| ***Information:***  ***Please describe how your meeting will cover information about:***   * *the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child’s teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.* | The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child’s teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.  The agenda for **Jewett Academy’s** Annual Parent meeting will include a group presentation with a PowerPoint on how the Title I program benefits our students, school choice, parents right to know and how parents will be informed of the qualifications of their child’s teacher and/or para. In addition, information about this plan and our school compact is discussed.  After the general information meeting, parents are encouraged to visit their child’s classroom to hear specific information about the curriculum and state assessments their child will take. We also invite parents that missed the first meeting to attend at 8pm in Media Center. |
| ***Barriers:***   * *What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation* | Transportation is not offered to all parents, however, if we learn of a family in need of transportation in order to attend we work to find a solution. Translation of materials distributed in English and Spanish, as well as we will provide a translator at the meeting. Parents are welcome to bring their child (ren) to the meeting so childcare is not needed. |
| ***Evaluations:***   * *How will you get feedback from parents about the meeting?* | Every parent/guardian who attends the Annual Title I meeting will be asked to sign in and complete a short evaluation of the meeting. The evaluation gives Jewett Academy valuable feedback and data on our Title I PowerPoint presentation and meeting materials, and also asks if there is any additional information about Title I, the curriculum, or testing that they would like to learn more about. |
| ***Parents who do not attend?***   * *How will you get the information home to parents who do*   *not attend the meeting?* | For parents/guardians who are not able to attend this meeting, information will be available on our school website. We also encourage and welcome parents/guardians to drop by the school office to receive meeting materials and speak with Administration or School Counselor to learn more. |

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| **Building Capacity of Parents**  School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement **[Section 1116(e) (1-3).** School will provide materials and training to help parents work with their child to improve their child’s academic achievement. **[Section 1116(e) (2).**  **Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.**   * *How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.*  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Title**  **Topic** | **Impact on Student Achievement** | **Materials** | **Tentative**  **Date/Time**  **Is it flexible?** | **Transportation** | **Refreshments** | **Childcare** | **Translation** | | **Curriculum /Florida Standards** | Provide information to parents on standards by grade level and how to help their child at home. Grades 6-8 take the FSA state assessment | Information on where to locate Florida Standards by Grade level. | Several “Curriculum Nights” planned for November. Alternate dates provide flexibility for parents/guardians to attend |  | x |  | x | | **State Tests & Achievement Levels** | Assessment Day offers parents/guardians one on one meetings to review child’s FSA and STAR testing data | STAR parent reports  FSA Achievement Level and Strand explanation  Web resources handout | Flexible “drop-in” all day Assessment activity.  7:30am-7pm on Tuesday, October 3, 2017 |  |  |  | x | | **Transition (Kdg, MS, HS)** | Information on HS options/programs and career academies | Career Academy brochure  8th gr Interest Inventory results website  Graduation requirements handout | Ongoing presentations between Nov-Jan. Extend invitation to students and parents interested in HS program options |  |  |  | x | | **Literacy 1116 (e)** | Provide information to parents on standards by grade level and how to help their child at home. | Information on where to locate Florida ELA and Reading Standards by Grade level. | Several “Curriculum Nights” planned for November. Alternate dates provide flexibility for parents/guardians to attend |  | x |  | x | | **Technology, Parent Portal** | Provide parents information on how to navigate the Parent Portal to check their child’s grades. | Parents/guardians not attached to parent portal receive a call and/or email with their parent portal username/PW and set-up instructions | On-going: parents are provided school Network Manager’s contact info and can email or drop in for Parent Portal assistance. |  |  |  | x | | **College and Career** | Information on HS options/programs and career academies | Career Academy brochure  8th gr Interest Inventory results website | Ongoing presentations and guest speakers scheduled between Nov-Jan. Extend invitation to students & parents interested in HS program options |  |  |  | x | | **Graduation Requirements/Scholarships** | Information on HS options/programs and graduation requirements | Graduation requirements handout  Power Point | December 2017 evening **and** day program offered for 8th grade parents/guardians. |  | x |  | x | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?** | | SAC, PTA, and Parent Advisory meetings. District parent survey. Review evaluations from previous workshops.  Parent feedback meetings to review compact, SIP and Parent and Family Engagement Plan | | | | | | | **How do you evaluate effectiveness?** | | We review and discuss feedback comments from parent/guardian evaluations. Parent discussions and emails.  Review and study of student achievement data. | | | | | | | **Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.** | | We email/provide newsletters with parent/guardian tips. Post parent resources on school Website. Provide one on one assessment data to student and parent/guardian. Welcome parents and families to attend Portfolio Days at school to view student’s work by attending ‘student lead’ conferences. | | | | | | | **Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?** | | We have a very active, diverse SAC committee that meets 8 times a year and contributes to our mission & vision at Jewett Academy. JAM has a strong PTA and Volunteers who actively assist in capacity building events such as Quarterly Awards, Hispanic Heritage Day, Great American Teach-In, College & Career Week, World Cultures Expo and 8th gr Awards Night.  Descriptions of these events are ported on school website – and by school messenger email – as they are communicated. | | | | | |  * *The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.* |

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| **Building Capacity of Staff (Trainings)** | | | | |
| The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents’ contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school **[Section 1116(e) (3).** | | | | |
| **Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff …**   * ***how to reach out to, communicate with, and work with parents/families as equal partners,*** * ***the value and utility of contributions of parents/families*** * ***how to implement and coordinate parent/family programs***   ***how to build ties between parents/families and the school*** | | | | |
| **Please describe below how you do this.** | | | | |
| **Topic -Title** | **Purpose?**  How does this help staff build school/parent relationships? | **Implementation format:**  (Workshop, book study, etc.)  **Presenter?** | **Who is the audience?** | **Tentative Date/Time** |
| Designing Quality MYP Classroom Assessments for Differentiated Learning | Teachers can tailor assessments to students’ needs and use results to better communicate w/parents | Two day 16 hour workshop  Presenter: Lynne Coleman | Academic Core Subject Teachers | January 2018 |
| Training on Marzano’s Learning Framework | Engages parents/guardians and students in classroom learning and curriculum instruction | Presenter: Leon Williams | All Jewett Academy faculty | September 2017 – May 2018  Monthly |
| MTSS Process | Teachers look at whole child and communicate earlier with parents/guardians on class performance | Presenter: Garlyn Issac | All Jewett Academy faculty | September 2017 – May 2018  Monthly |

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| **Communication** | |
| The school will provide parents of participating children; 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 **[Section 1116(c)(4)(B)];** If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children **[Section 1116(c)(4)(C)];** | |
| **How do you notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field?** | Schools are required to notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant. |
| **How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals?** | We provide this information through our Title I Parent meetings throughout the year.  We strive to extend parents/guardians a welcoming school environment that affords them an open door policy with Administration and School Counselors to address parent/guardian questions and concerns. |
| ***Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?*** | Orientation, Annual Parent/Guardian Title I meeting, Open House, Newsletters, Website, School Messenger emails, Parent Information meetings, Assessment Day, Curriculum Nights and Portfolio Days.  We have front office personnel and teachers available if a parent/guardian requires a translator. |
| ***Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?*** | Assessment Day: an *annual* ALL day opportunity in October to meet one on one with a School Counselor, Administrator, Testing Coordinator or a Teacher to review your child’s 2017 FSA scores, STAR test data & receive web resources. Translators available. |
| ***How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?*** | In conjunction with all our Parent/Guardian and Family capacity building activities, we will provide Title I documents and explanation, if needed. We offer an annual Assessment Day and TWO Portfolio days during the school year to review and explain student test results and highlight student classroom assessments and writing assignments. |

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| **Coordination and Integration:**  The school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e) (4)]. | |
| **Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:** | |
| * ***Homeless*** | Jewett Academy has a Hearth Advocate that works with the District Hearth Director and receives training and resources about homeless students and families. Our Registrar works closely with our Hearth Advocate to assist families with resources and contacts if a family discloses their homeless status. Teachers are made aware of their homeless students and provided with information and resources that may help in the classroom. |
| * ***Migrant*** | Jewett Academy has a Student Success Coach assigned to assist our migrant students and families. |
| * ***Preschool*** | N/A |
| * ***ESOL*** | The School Counselor serves as our ELL contact and has yearly parent conferences to share ACESS ELL results and course grades with parents/guardians of ELL students. A translator is available for parent conferences if needed. |
| * ***SAC School Advisory*** | Our SAC committee meets eight times a year and serves as an advisory team to support Jewett Academy’s Curriculum and learning goals, They also offer support and insightful feedback on our Title I Compact and PFEP. Membership open to parents, teachers and community partners and follows guidelines set forth in our School Advisory bylaws. |
| * ***PTO/PTA*** | Our PTA works very closely with Jewett Academy’s Administration to provide service, funding and support for our faculty and students at Jewett Academy. All parents/guardians are invited and encouraged to become members in order to participate and contribute to our PTA. |
| * ***Community Agencies*** | Jewett Academy partners with many Community Businesses and Churches to enhance our real world experience and opportunities for our students. Community partners serve as mentors and volunteers in our school. They also provide leadership and inspiration to our students by participating in programs such as Great American Teach-In, College and Career Week and our World Cultures Expo. |
| * ***Booster***   ***Clubs*** | We are very fortunate to have community and parent support for our music, athletic and academic teams on campus. |
| * ***Business Partners*** | Business partners support our school both financially and as active volunteers. Our restaurant business partners donate to our 8th grade celebration and Teacher Appreciation Week. |

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| **Accessibility** | |
| The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. **Sec 1116(e)(5) and 1116(f)** | |
| ***What opportunities do parents have to participate in their child (rens) education?***  ***Volunteer?*** *Section 1116* (d) (c)***Mentor?*** | Parents/Guardians are welcomed and encouraged to participate in their child’s education. Information about school events, parent meetings, parent teacher conferences, and volunteer opportunities are shared with parents/guardians through emails, flyers sent home and our school website. Parents that work during the school day have availability to volunteer at evening events and participate in evening PTA meetings, as well as attend evening Portfolio led conferences, Assessment conferences and Curriculum nights. |
| ***What forms of communication do you provide parents, in an understandable and uniform format related to;***   * ***school and parent programs, meetings and school reports*** | Jewett Academy provides the Parent and Family Engagement plan and the School – Parent Compact. We also communicate with parents/guardians through school messenger emails, flyers, notifications and invitations to our events and workshops, our school marquee, PTA and SAC meetings, weekly newsletter, our website, parent portal and our Parent/guardian *Capacity building programs*: Assessment Day, Curriculum Nights and Portfolio days. |
| ***What barriers hinder participation by parents in parental involvement activities? What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)*** | Jewett Academy recognizes that parents/guardians struggle with several barriers that may hinder their participation in parent activities the school provides. Our strategies to overcome these barriers are:   * For limited English proficiency we provide documents in Spanish and translators for meetings and conferences * For economically disadvantaged families and students, we provide assistance for agenda fees, class dues and performance attire. We also have a clothes closet available that sells gently used uniforms at a discounted cost. * All students who fit into our homeless student category are eligible for free breakfast and lunch as well as backpack supplies. * The office and School Counseling department keep school supplies on hand for students in need. * Parents are offered the use of a computer in the office or media center to look up grades on parent portal if they do not have home interest access. Parents can also ask for hard copies of our newsletter if email is not available * Teachers provide hard copies of text materials if a students does not have home online access * If transportation to a music performance is not available, teachers will allow an alternate assignment if arrangements cannot be made to ride share with another student * For parents/guardians not able to attend conferences and meetings during the school day, we provide phone conference options or a one on one meeting with the School Counselor at a time convenient to parent/guardian |
| ***How does your school provide information to parents in their native language? What languages do you provide?*** *Section 1116 (e) (5)*  ***Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent’s native language? Explain*** | Jewett Academy provides parent invitations in both English and Spanish. We have a front office secretary who speaks Spanish and can translate for parents that drop in with questions, and/or have scheduled parent/teacher conferences. We have many teachers on campus who speak Spanish and can attend evening parent programs/workshops and serve as translators if needed. |
| ***How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.***   * ***Title I Parent/Family Resource Centers*** | We encourage families to take advantage of the opportunities, parent workshops, after school tutoring and resources at our local Parent Resource Center, located at Garner Elementary in the following ways:   * Include Parent Resource Center flyers and monthly calendars in our school office Parent/Family Informational Notebook (PIN) * Include the Parent Resource calendar on our Title I page on our School website * Include the Information in your weekly school newsletter * Send home Parent Resource center flyers   Email monthly calendars for the Parent Resource Center at Garner Elementary |