

Lake City Middle School Title I, Part A Parent Family Engagement Plan

I, _____, 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.

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement

Response: Lake City Middle School is committed to creating and maintaining a climate where families actively participate in meaningful activities in order to promote the educational process of the student . Our goal is to educate, equip, and partner with our students and their support systems by offering a wide variety of relevant and effective programs and resources that will make a positive impact on the individual and the community. By building strong parent-learning communities we will increase student achievement in our school.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Parent information and opportunities to become involved is given to all parents throughout the year. LCMS will offer the following activities to all parents: Meet the Teacher Day, Open House, Title 1 Annual Meeting, Volunteer Orientation, Parent Workshops, and PTO meetings. Information on the times, dates and activities will be available in newsletters, on the automated marquee, through take home flyers, on the website, on the Facebook page, and through the school messenger call outs.

Open enrollment for the School Advisory Committee (SAC) will begin during Open House in September. It will also be highlighted on our Facebook page. Members will be voted on at the first SAC meeting. Parents are encouraged to join and participate in the decision making process for LCMS. SAC representatives, comprised of teachers, other school personnel, parents, and business partners are the decision making entity for the school. Parents are given surveys seeking input on activities, training and materials that they need to help their child. The SAC will review and discuss strategies and activities for the SIP and the PIP. The SAC will also be responsible for creating the School Improvement Plan (SIP) and its midyear review. As part of SAC, the use of Parental Involvement funds will be discussed at SAC meetings. Parental input and suggestions on allocation of funds are discussed and taken into consideration by the school. The documentation will be agendas and minutes from the SAC meetings, as well as surveys and sign in sheets.

Coordination and Integration

Describe how 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 1118(e)(4)].

count	Program	Coordination
1	Title III	When applicable, information will be provided to parents in their home
2	Title II	Professional development resources are available on increasing parent involvement and for activities to provide parents with effective teaching strategies and educational tips for their child.
3	Title X	This program provides services and resources for families of homeless children, a social worker to visit the family, tutoring services, and other assistance to these children and their families.
4	IDEA	Exceptional education teachers will provide assistance to the parents of students with disabilities. (I.E.P.)
5	FDLRS	Florida Diagnostic and Learning Resource System provides resources and trainings to staff and to parents on a variety of subjects.
6	Public Library Programs	The school will be provide information to parents on literacy and parenting programs scheduled by the local library through backpack flyers, and postings.

Annual Parent Meeting

Describe the specific steps the school will take to 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 (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Conduct Annual Title 1 Meeting to discuss all Title 1 requirements and the rights of the parents	CRT/Principal	September 2017	Many parents were present for the meeting and gave input on survey sheets
2	Develop agenda, and/or handouts that will address the Title 1 requirements	CRT	September 2017	Copies of agendas, flyers/ handouts ,school Facebook page, and School Messenger alerts will document that parents were notified and have the opportunity to attend, which will inform them about Title 1.

3	Title 1 Brochure	CRT District Liaison	September 2017	Increase awareness of the Title 1 program based on the content given
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Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response:

Lake City Middle School will offer a number of parent meetings at different meetings at different times, both morning and evening, in order to accommodate various parent schedules. Title 1 funds will be used for these meetings when necessary to provide items such as learning materials, snacks, child care, or meals.

Building Capacity

Describe how the 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 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House	Robert Cooper Principal	When parents and school work together and communicate effectively, there will be an increase in student achievement.	September 2017	Parent sign- in sheets
2	Volunteer Orientation	Angie Witt CRT	Provide information to parents on how to assist in the classroom, in sports, and on field trips. Student achievement will be enhanced when additional support is provided.	September and as needed	Parent sign- in sheets.
3	Parent/ Teacher Conferences	Teachers/CRT	When parents and school work together and communicate effectively, there will be an increase in student achievement.	September-May	Signed Compacts
4	School Messenger (phone call out)	Principal and Assist. Principal	Increase parent/community awareness and involvement regarding the events/activities at LCMS; students have a greater opportunity to be successful when there are more stakeholders involved in their educational experiences.	On-going	School messenger Delivery Report
5	Parent Resource Room	CRT	Provide parents with information and materials to assist their child academically.	On-going	Check out list
6	School Advisory Council	A.Witt, SAC Chair.	Increase parent/community awareness and involvement regarding the events/activities at LCMS; students have a greater opportunity to be successful when there are more stakeholders involved in their educational experiences.	Quarterly	Parent surveys, sign-in sheets

7	Annual Title 1 Meeting	A. Witt, CRT	Increase parent/community awareness and involvement regarding the events/activities at LCMS; students have a greater opportunity to be successful when there are more stakeholders involved in their educational experience.	September 2017	Sign-in sheets
8	Newsletters/Facebook page to inform parents of tips, updates, reminders, and strategies that parents can use at home to help their child.		When parents and schools work together and communicate effectively, there will be an increase in student achievement.	on-going	At least 4 of the newsletters will have strategies/tips for parents to help at home with their child.
9	High School Info. Meeting for 8th grade parents	Guidance Counselors	Increase parent and student understanding about the graduation requirements for high school.	Spring 2018	Attendance / Sign-in sheets
10	Mornings with CRT/ Coach for Coffee Breakfast with Cooper	Principal with men. CRT/Coach with ladies	Provide parents with tips and information to help their child academically or socially. (different topics each meeting)	every 6-8 weeks	Parent attendance and sign-in sheets

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	PLC meetings	Coach/CRT	Inform teachers, staff, on various ways, tips for communicating scores with parents, conferencing guidelines, teacher/parent compacts and promoting interaction with parents to enhance student performance	September-April	Sign-in sheets and surveys
2	Title 1 Meeting for teachers	CRT	To inform teachers and staff what a Title 1 school is, how it is funded, how LCMS students can benefit from it, and answer questions about Title 1. Gather input needs assessment.	September	Attendance at the meeting and input on assessment

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response:

The following activities will be implemented :

Lake City Middle School will encourage and monitor the effective use of the school's Parent Resource Room. Parents may check out materials to be used at home with their child to help with reading, math, language arts, civics, history or science. Self-help books will also be available also. A computer will be available for parent use also,

Parent night events will be held that are content specific with snacks.

Literacy week is held to support reading. The school will have a visit from a local author.

School Website and School Facebook page will be updated regularly for parents to access school events, give important dates, ask for input, and keep them informed on current test standards.

School Newsletter will be sent home 6-8 times each year to keep parents updated on school events, provide academic tips for parents, and build relationships with our parents.

School Message call system is another way LCMS notifies parents of upcoming events, meetings and important deadlines.

Communication and Accessibility

Describe how the school will provide full opportunities for participation in parental and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 111f(f)].

Response:

Communication: Parents will receive communication through the SAC meetings, the School Messenger notification system, student-delivered handouts, emails, school marquee, and regularly scheduled parent conferences. Documentation will be monitored through agendas and sign-in sheets. A copy of the Family Engagement Plan will be in a notebook in front office, and a link to view it will also be placed on the school website for also viewing it. Parents will be able to also monitor progress via Focus; and have the opportunity to formulate suggestions and participate in decisions relating to their child's education via PTA and SAC meetings. Information on Title 1 programs will be made available to parents at Open House in September. Information will also be made available through take home flyers and on the school website. A description of the curriculum, assessments and grade level expectations that are used to measure student progress and proficiency levels will be made available in the District Pupil Progression Plan. At LCMS, student Compacts will be signed by the student, the teacher, and the parent as a means for communication and enhancing student achievement. Progress reports are sent home each nine weeks with midterms sent halfway in between.

Accessibility:

All mailings, Title 1 information and school documents, will be made available in English, unless otherwise requested. Parent conferences and meetings will have translators, if needed. American Sign Language and Braille translations can be provided also, if these services are needed. LCMS will provide opportunities during and after school to encourage parent involvement. Activities will be advertised on the school marquee, school newsletter, Facebook page, automated callout system, and through flyers sent home with students. We also use the school planner to post upcoming events and activities.

Parents are also provided regular reports of academic progress through report cards, progress reports and weekly on completed assignments.

Results from state and local tests are sent home with parent reports. Invitations to school meetings and conferences are done through calls made

by our guidance department. It is recommended that teachers and parents meet for conferences a minimum of twice per school year. If a translator is needed, the district or school provides one.

Discretionary Activities

Discretionary School Level Parental and Family Engagement Policy Components

The school parent and family engagement policy may include additional discretionary activities that the school, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement [Section 116(e)].

List all activities the school plans to implement:

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title 1, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training.[Section1118(e)(7)];and	Public Library Literacy Programs	Public Library Contact and Curriculum Resource/Title 1 Contact	Increased literacy skills in parents attending sessions at the library;evidence by sign-in sheets	Throughout the year
2	Maximizing parental involvement and participation in their child's education by arranging school meetings at times convenient for the parent, or conducting in-home conferences between teachers or other educators who work directly with the children whose parents are unable to attend conferences at the school. [Section1118(e)(10)]	Flexible meeting times	Curriculum Resource Teacher	Flexible meeting times will allow for more parent conferences maximizing parent involvement as noted on yearly surveys.	Throughout the year

Supply Evidence of Input from Parents

Upload evidence of parent input in the development of the plan in the FA399 folder.

Supply Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact in the FA399 folder.

☐_X_ Uploaded to PFEP 399 Folder

Supply Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact in the FA399 folder.

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

☐_X_ Not applicable

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

☐_X_ Not applicable

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the 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) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
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☒ Not applicable

Best Practices

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective.

count	Content/Purpose	Description of the Activity

☒ Not Applicable
