

Avon Park Middle School Parent and Family Engagement Plan (PFEP) 2018-2019

I, Page Green, 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school shall submit parent comments with the such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- 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 [Section 1111(h)(6)(B)(i)];
- 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 is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)].

Signature of Principal or Designee

Date Signed

Parent and Family Engagement Statement

Avon Park Middle School is committed to the success of our students. Through training and systematic support, we will enable families to engage in and sustain the academic achievements of their children. We value our families and believe that all children can learn. Family engagement events are grounded in the needs of our families and in the strategic goals of Avon Park Middle School.

Engagement 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 1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

Response:

The APMS School Advisory Council (SAC), which represents all parents of students attending the school, meets throughout the year, developing and updating the APMS School Improvement Plan, Parent Family Engagement Plan, and Home/School Compact. Guidelines for the make-up of the SAC committee, which is comprised of parent representatives of the school's demographics, are adhered to in the selection process. Parents nominate other parents for the SAC positions and then those in attendance vote. The election of officers for the SAC committee were nominated and voted on for the selection. We have a District School Advisory Council (DSAC) representative for our school, and this person attends the DSAC meetings and shares school concerns if needed. All parents are invited via the Blackboard Connect call out system and an invitation /announcement is on the school's website and school social media sites for any school meetings, SAC meetings, and other parent/family engagement opportunities.

Parents are invited to attend the Title 1 Annual Meeting. An overview of "What is Title 1?" is shared through a PowerPoint presentation and discussed with parents in attendance. The Home/School Compact and Parent Family Engagement Plan is shared with parents also. The Parent Family Engagement Plan was discussed. Dates were discussed and shared with parents in attendance.

The committee addresses the importance of continued and increased parent family engagement in our school. The SAC committee will give input into the development of the Parent Family Engagement Plan (PFEP) and Home/School Compact. After revising the PFEP, the parents vote to approve the PFEP for the school year. Parents vote on the reviewed Home/School Compact.

The SAC is involved in reviewing and planning the use of Title 1 funds. Title 1 funds will be used to help support and implement the School Improvement goals, a tutoring program, professional development, and strategies voted on and approved by the SAC committee.

The revised PFEP will be explained and presented by the administration to parents during the SAC meeting in September and posted to the school website after the final vote to approve. Copies will be made available to parents in the front office or on the website.

APMS offers numerous opportunities for parents to become actively involved in their child's education. All parents are invited and encouraged to participate on the School Advisory Council (SAC), the volunteer program, and other committees and school programs designed to meet the needs of students.

Parent and Family Engagement allocations support parental involvement activities such as, staff, costs associated with academic parent workshops, postage, presenters, or registration for staff professional development related to working more effectively with parents.

Avon Park Middle School will implement a minimum of two activities for building capacity with the parents. Activities will be geared toward a core academic subject, college and career readiness, and/or meeting the goal of improving student achievement.

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 1116(a)(2)(D) and 1116(e)(4)].

Count	Program	Coordination
1	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Family Engagement Plans, and other items of concern.
2	District Parent Advisory for Advanced Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
5	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers, administrators, and parent family engagement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district.
6	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program.
7	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
8	Title II	Provides for teachers and administrators professional development and supports all teachers to be state certified.
9	Title III	Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
10	ELL	The ELL Parent Advisory Council is involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide

		quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FSA standards, graduation requirements and post-secondary career opportunities.
11	Title IV	Supports activities to assist students, teachers, staff, and administrators in the areas of well-rounded educational opportunities, safe and healthy schools, and effective use of technology
12	Title V	Supports students by giving opportunities to them for online courses through the Highlands Virtual School
13	Title IX-Homeless & Title 1, Part A-Homeless	Student Services coordinates with Title 1 Part A and Title IX to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title IX also funds a homeless advocate for homeless students.
14	Supplemental Academic Instruction (SAI)	Supplemental Academic Instruction (SAI) funds will be coordinated to provide summer school for Level 1 readers.
15	VPK	These programs are provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector.
16	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
17	Nutrition Programs	LEA participates in the federal Free/Reduced lunch program and the free breakfast for all students program. Snacks are also provided for after school care and after school tutoring programs. Summer food programs are provided at various school sites and community locations.

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 (school-wide or targeted assistance), opportunities for students, School grades, Student Achievements, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and presentation materials that address the required components.	Administration	September	Copies of agenda, PowerPoint presentation, handouts, and sign-in sheets.
2	Develop and disseminate invitations	Yvonne Gonzalez	August/ September	Date of dissemination posted on school calendars and flyer sent to students.

3	Advertise/Publicize Event	Administration	August/September	Blackboard Connect5 message sent to all parents and on social media.
4	Develop sign-in sheet	Yvonne Gonzalez	August/September	Sign-in sheets for Orientation will be kept in Title 1 Notebook.
5	Title 1 Annual Meeting to inform parents about Title 1 programs, student assessments, parental rights, input and vote on PFEP.	Principal, Page Green	September	Sign in sheets/Minutes in Title 1 Notebook, PowerPoint Presentation

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 1116(c)(2)].

Response:

The leadership and staff of Avon Park Middle School strongly believe in the importance of family involvement, and therefore the administration took a survey at the end of the year SAC meeting on the best times for parent meetings. Teachers are also available before and after school when requested. Parent conferences are scheduled on Monday, Wednesday, and Friday mornings primarily, but some have been held on other days to accommodate parents' needs. With advanced notice, transportation can be arranged for parents without rides.

During the January report card pick-up night, between the hours of 4:30 and 6:30 P.M., parents can pick up their child's report card or they can pick it up the next morning. If parents do not pick them up during these two times, report cards will be sent home with students the following week.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(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 1116(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 1116(e)(14)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Student achievement is discussed during individual conferences	Classroom Teachers	Teachers will conduct individual conferences with parents to discuss student's academic achievement, expectations, and goals for	August-June	Conference Logs/Parent will have a greater awareness of the curriculum and the FSA, FSS and EOCs.

			the year. This meeting will help parents monitor their child's progress and work with educators to improve the achievement of their child.		
2	Progress Monitoring Plan Intervention Letter for Parents of Struggling Students	Administration	An individualized plan will be created to meet students' unique needs in order to increase their proficiency in ELA or Math.	Sept. - May	Letter and student data
3	Bring Your Parent to Breakfast	Faculty/CLT/ Principal	Parents and students will meet with teachers in a non-threatening atmosphere to discuss course expectations, resulting in clear expectations and support for student achievement.	Sept.	Sign-in sheets
4	Awards Receptions by Grade Level	School Guidance Counselor/ Administration/ LCRT/ District Psychologist	Students receive awards to celebrate accomplishments for the year, motivating students to perform their best.	May	Increase student achievement through MTSS/RTI process.
5	Progress Report Night with Students and Parents	Principal/ All Staff	Parents and students will meet with the staff in a non-threatening atmosphere to discuss student achievement, and create a plan to increase achievement prior to report card deadlines.	November/ April	Sign-in sheets/ Number of parents in attendance
6	MTSS/RTI Meetings	MTSS team members	Involve parents in creating a plan to meet academic concerns.	Sept - June	Meeting schedule.
7	SAC Meetings	Classroom Teacher/ LCRT	Parents are provided with strategies that they can use at home to help their child become successful at school.	Sept.- May	Sign-in sheets
8	Orientation	Administration/ Teachers	Teachers introduce students and families to classroom procedures and expectations.	August	Sign-in Sheets/ observation
9	AVID Parent Nights	Teachers	Teachers work with parents on the best way to assist students in the classroom, and organizational tools.	Oct./ March	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, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Curriculum Leadership Team	Administration	Review data to make school wide decisions and to build parent/teacher/student relationships.	August	Observations, Progress Monitoring, and Ongoing Professional Development.
2	Pre-Week Faculty Meetings	Administration/ CLT Members	Discussion of curriculum mapping and instructional strategies.	August	Pre-week schedule
3	Preparation for Progress Report Night	Administration	Bridging the gap between home and school to build better relationships between families and the staff at APMS. Progress Reports will be passed out at these events, so parents can schedule conferences with teachers if needed.	Nov. & April	Sign-in sheets of all parents in attendance
4	Preparation for Bring Your Parent to Breakfast	Administration	Bridging the gap between home and school to build better relationships between families and the staff at Avon Park Middle School.	August-Sep.	Sign-in sheets of all parents involved.
5	October Faculty Meeting	Administration	The value of parent communication and involvement in student's academics	October	Parent Contact Logs, Parent Conference Meeting Minutes, Observations

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 1116 (e)(4)].

Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(c)(4)(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)]; and
- If the school-wide program plan under Section 1114 (b)(2) 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(c)(5)].
 - Response:

Avon Park Middle School will hold its annual Open House on August 9, 2018. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers maintain sign-in sheets and provided a copy to the assistant principal who also maintains documentation on the dissemination of information, distribution methods, and timelines.

Parents are notified by the call out system of the Title One Annual Meeting and Orientation times for Avon Park Middle School. At the Annual Title One meeting of parents in September, Avon Park Middle School shared information about the Title I programs, the curriculum, and academic assessments. All notes/minutes from this meeting and all meetings will be kept in the Title One Resource Notebook.

The Blackboard Connect system is used to notify all parents in Spanish and English of upcoming events such as: 7th grade vaccination update, Dress Code Policies at Avon Park Middle School, Report Cards going home, informing parents of important FSA testing dates, bus information, weather reports (when necessary), school start-up times and dates, holidays, early release days, and SAC/PTO meeting dates and times.

Parents that attend the SAC/PTO meetings gain valuable information about the School Improvement and Parent Family Engagement Plans. We share data with parents about test scores and behavior issues. We ask for input from them on how we can better support them.

Parents are notified through phone calls in English and Spanish, notes in planners, progress reports, and report cards about concerns teachers might have with individual students by suggesting a parent conference. The school phone number is provided, and a translator is provided upon request. The ELL Para notifies the Data Operator if progress or report cards need to be in Spanish or English. All call-out information will be kept in the Title One Notebook in the Title One Resource Teacher/Dean's Office.

Important information is shared with the community via our school sign in front of the office. Important dates and events are posted for all to see when driving through parking lot or in front of the school.

The school will notify parents on the first day of school through the "Right to Know" letter that parents have the right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals. The school will also notify parents when their student has been assigned or has been taught for four or more consecutive weeks by a teacher who is out of field. This notification will be a "Four Week Letter" to the parents.

The school will provide each family with an individualized student report of the child's performance on state assessments for those students taking the assessments. The score report

will be available to be picked up in the school front office when they are received from the state.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA 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 1116(f)).

Response:

Avon Park Middle School provides families with an interpreter for conferences and meetings. Our ELL para helps teachers communicate with parents via phone, notes, or home visits. The ELL para helps students better understand the curriculum in their native language (Spanish). The administration, with the help of the ELL para, will monitor the home languages and provide additional languages when that population percentage increases to a level that is necessary and feasible.

APMS uses the Blackboard Connect system, which sends out messages in English and Spanish for our non-English speaking families. The LEA's migrant recruiter will communicate with migrant families if needed.

APMS takes appropriate steps to ensure parents with disabilities have an equal opportunity to participate in and enjoy the benefits of all offered activities.

APMS had the Home-School Compact and Parent Family Engagement Plan transcribed in Spanish. The District has a letter of teacher qualifications and the code of conduct transcribed in Spanish for our parents' convenience.

Evidence of Input from parents- must have evidence of parent/family input in the development of the plan- Send District Office a copy of Meeting Notes

Parent-School Compact-Send District Office a copy of your 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)].

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 and families to help their children academic achievement [Section 1116 (e)(1-2)]. Include participation data on the Title I annual meeting.

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Assessments are discussed during individual conferences	100	150	Teachers will conduct individual conferences with parents to discuss student's academic achievement, expectations, and goals for the year. This meeting will help parents monitor their child's progress and work with educators to improve the achievement of their child.
2	8th Grade Awards Reception	1	180	Students will receive awards by maintaining their GPA and behavior.
3	Report Card Night with Students and Parents	1	225	Parents and students will meet with the staff in a non-threatening atmosphere to discuss middle school assessments and FSA assessments.
4	MTSS Meetings	52	68	Involve parents in creating a plan to meet student's academic concerns
5	Curriculum "Showcase" Night	1	300	To share with parents the quality of work we are expecting from our students. We invite the upcoming 5th graders to attend.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff 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 1116(e)(3)].

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Preschool Curriculum Leadership Team	1	10	Review data to make school wide decisions and to build

				parent/teacher/student relationships.
2	SAC/PTO Meetings	8	15	Prepare topics for the SAC meetings to communicate school topics with parents
3	Pre-Week Faculty Meetings	6	60	Discuss parent contact logs, positives and negatives, discipline, and re-do policy. School Improvement and Parent Family Engagement Plans were discussed and revisions were made on both documents.
4	Preparation for Report Card Night	1	75	Bridging the gap between home and school to build better relationships between families and the staff at APMS. Report Cards will be passed out at this event, so parents can schedule conference/s with teachers.
5	Preparation for Bring Your Parent to Breakfast	1	65	Bridging the gap between home and school to build better relationships between families and the staff at Avon Park Middle School.
6	Summer PD	1	48	Three day professional development for all teachers to collaborate as a faculty and by department to increase instructional strategies.

Barriers

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (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 1116(a)(2)(D)(i)].

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Time of Meetings	Discussed at May SAC meeting for different times that would better accommodate parents.
2	After care for small children	Offer after care for children, so parents can attend meetings.
3	Language Barrier	Offer interpreters.