



2017-2018 Title I Parent and Family Engagement Plan

STAMBAUGH MIDDLE SCHOOL



General introduction of school's vision for parent and family engagement.

The Stambaugh Middle School is dedicated to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

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:

P. Butler

Date:

7/28/17

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 encouraged to participate in developing and revising this plan. The plan is reviewed/revised three times per year using input from parents.

How do you use the information from reviewing the plan to design strategies for more effective engagement?

Review of the plan throughout the school year allows for checking progress and making changes to better what has been planned with changes that arise. Reviewing student data provides valuable information to help determine where we need additional support to assist 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 are surveyed in the development phase and in revisions of the plan. We ask what types of trainings/workshops they would like to have the school provide them in assisting their child achieving academically. We also use feedback provided from evaluations from workshops and parent nights/events that we conduct. Funds usage is also discussed at PTISO and SAC meetings where parent input is given and voted on fund proposed budget items for parent 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?

Our plan helps us ensure that parents/families are provided with information, materials and resources to support their child's learning at home by offering parent workshops that include the Florida Standards, all core subjects as well as tested subjects. Parents are also provided with Test Taking Strategies to review with their child to support the high quality instruction that is provided during the school day.

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 is available to all parents, business partners, and School Advisory Council. The plan is also available on our school website and in the Title I parent informational notebook that is located in our front office.

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)**

<p><i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i></p>	<p>Parent calendar of events is provided at the Annual Meeting and posted on our Website. Stambaugh provides opportunities for parents to attend workshops and meetings by scheduling them at different times and weekdays in order to increase attendance.</p> <p>If parents cannot attend they may request a conference with teachers for a date convenient for them before school by contacting Guidance office. An appointment can also be requested with Guidance Counselor to receive any resource materials/information they may need. For PTSO and SAC meetings these occur after and before school respectively.</p>
<p><i>Describe what childcare, home visits and/or transportation services are provided by your school.</i></p>	<p>Our parent workshops and meetings allow children to accompany them or children's activities for younger children. Guidance should be contacted in advance if transportation is a barrier.</p>

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?

September 28, 2017

Notification and invitation:

- How will you inform and invite parents/families in a timely way about the Annual Meeting.

Parents will be invited by newsletter, flyer in Student Communication Binder, marquee in front of school, email/remind/DOJO along with TWEEET and FACEBOOK. The first newsletter will go out the first week of September and the reminders will follow so the parents 'save the date.' The Title 1 parent contact, Guidance, and Administrators will share in the presentation and answer questions. After the Title 1 Annual Meeting, parents are invited and encouraged to visit the classrooms.

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 with a Power Point Presentation that has Stambaugh Middle School's data incorporated and the 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. Stambaugh will elaborate on how Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum. Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter was sent home with all students via backpack the first week of school. There is a copy of the "Parents Right To Know" letter on the school website and in the parent and family information notebook kept in the front office.

Barriers:

- What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation

There will be and translator available to assist parents that have language barriers. Translation materials given out will be available in Spanish. Parents are welcome to bring their child(ren) to the meeting so childcare is not needed. The school is handicapped accessible and an elevator to the upper floor.

Evaluations:

- How will you get feedback from parents about the meeting?

There will be a sign-in sheet for the meeting. Every parent/family attending will be asked to complete an evaluation of the meeting. The evaluation is the ticketed their ticket out the door. It also asks for comments or questions they may have about Title 1, curriculum, or testing that they would like more details about and gives email to contact with questions.

Parents who do not attend?

- How will you get the information home to parents who do not attend the meeting?

Those not attending may access the power points on the school website. A recap of the evening will be in the October school newsletter again giving an email address where they can get information.

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.
- 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.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
AVID & Parent/Family Engagement Night	Parents aware about communication to home & student organization improves learning	Student binder for Home to School Communication & Parent Family Engagement Plan	Aug 24, 2017 @530		X		X
Curriculum /Florida Standards	Parents will be able to have and locate Florida Standards to enhance and reinforce student learning at home having positive impact on classroom work. Grades 6, 7, and 8 take assessments	Provide information to parents in understandable format on standards by grade level and subject and how they can assist their child at home. This is an academic workshop done for each grade level. Curriculum overview will be provided.	Oct 23, 2017 @6pm 6 th grade night Jan 18, 2018 @530pm 7 th grade night Apr 2, 2018 @6pm --8 th grade night		X X X		X X X
State Tests & Achievement Levels (Report Card Night)	Parents will be shown how they can work with educators to improve the performance of their child by monitoring progress and understanding tests. Stressing FSA prior to testing highlights importance of academic achievement application of knowledge.	Parents will be given information on state and local assessments and how to monitor their child's progress. They will be given information on where to view practice tests and websites to work with their child. Sample test questions will be provided. (This will also be done on grade level nights as well).	Apr 2, 2018 @6pm All grade levels		X		X
Showcase Night	Parents will be motivated to be more involved in student's achievements.	Parents will be given information on how electives, i.e. Leadership; Business; Medical Academy; etc. elevate student skills to improve scores.	Mar 20, 2018 @ 630pm All grade levels		X		X
Transition to 6 th Grade	Understanding of Middle School & GPA	Handouts on transition to 6 th , grading, etc.	May TBA Incoming 6 th grade		X		X
8 th Grade to High School	Provided info on transition to HS, Graduation Requirements, KUDA	Info on HS, higher education preparations, goal setting, and inspiring careers	Apr 2, 2018 @6pm 8 th grade		X		
ESOL Breakfast and Night	TRST Specialist explains all testing to parents and rubrics. Students try harder.	Specialist (District) provides power point & handouts. Provided in various languages.	Nov 8, 2017 @530p 6 th , 7 th , and 8 th Jan 25, 2018 @ 7pm 6 th , 7 th , and 8th		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?		We survey them at each event on the evaluation form and ask for input in newsletters. We ask parents at SAC and PTSO meetings for input.					
How do you evaluate effectiveness?		We review all parent evaluations, look to data after parent nights—i.e. student focus, parent feedback.					
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.		Teachers make contact with parents on a recurring basis to give positive as well as constructive comments on student actions and learning. During these contacts they offer websites and let parents know about online books available to students so parents can also have access. School-to-home binders contain materials to assist parents. On family nights portfolios of student specific data are given to parents as well as standards and testing info.					
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?		Community, business partners, and churches are part of the SAC. Through communication and participation in events and being voting members of SAC and donations they enhance student achievement.					

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?	Implementation format: (Workshop, book study, etc.) Presenter?	Who is the audience?	Tentative Date/Time
Dealing with Diversity	How does this help staff build school/parent relationships? Teacher's awareness and skills sharpened in dealing with various socio-economic levels and cultures.	Training session Ms. Wilder, VP	All staff	Oct 11, 2017 1:45p
Student Binders as a Tool and Cornell Notes/DOJO	Student binders are communication tool	Training session in conference room Ms. Diggs	Teachers and paraeducators	Aug 23, 2017 During planning periods
Data Chat Training	Effective and meaningful data chats with parents for parent buy-in and stress importance of parent involvement in student success.	Training Data Day Ms. Wilder, VP Workshop	Teachers, coaches, and administrators	Sep 18, 2017 8:30a – 2:00p
Importance of Parent and Family Engagement and Effective Conferences	Welcome front office and staff, parents will feel welcome and more willing to be involved. Parents/Family will feel comfortable in inquiring about issues concerning students. In turn students will be inspired to strive to perform at or above expected levels.	Training Session, Ms. Wilder/Mrs. Keefer/Mrs. Davis	All Staff	During PLCs in Fall 2017 Date TBD and after hours meetings 4:20pm – 6:20pm

Communication

<p>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)].</p>	
<p>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?</p>	<p>Stambaugh notifies 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 by letter sent home with student. 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.</p>
<p>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?</p>	<p>Students are provided with letter from the District informing right to request information on the professional qualifications of student's classroom teacher and paraprofessionals in English and Spanish to take home in student binder. These letters are on our website.</p>
<p>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?</p>	<p>During Annual Meeting, family nights, newsletter, and conferences. They are given portfolios and data chats are conducted by teachers.</p>
<p>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</p>	<p>Reports are available for pick-up from Guidance, mailed, or given out with report cards.</p>
<p>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?</p>	<p>Parents and teachers can set conferences for individual students throughout the school week to discuss detailed progress of students. SMS Compact is provided and discussed during conferences. During the 1st quarter of the school year, teachers will contact each student's parent/family by phone and invite parents to be part of our Stambaugh family. They will be informed briefly on academics, behavior and parent involvement.</p>

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	The Hearth program, funded through Title X, provides support for identified homeless students. Title 1 provides support for this program and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program funded through the Title 1, part C.
○ Migrant	Students enrolled in Stambaugh MS will be assisted by the school and District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on the need and migrant status. MEP Teacher Advocates, assigned to schools monitor the progress of these high need students and provide supplemental support as well as these students benefiting from Title 1 funds for additional academic support.
○ ESOL	Parents presented with explanation of WIDA tests by TRST Specialist, explanation of rubric which helps gauge their child's work in categories for correctness. Parents are told about Title 1 Parent centers and the resources available to help their child at home. Parents are invited to be involved in Stambaugh. Parents are given supplemental resources by Title 1 and Title 11, as well as professional learning opportunities for the school staff.
○ Title 11	District receives supplemental funds for improving basic education programs through the purchase of small equipment to supplement education programs. Professional development resources are available to Title 1 schools through Title 11 funds. In addition, School Technology Services provide technical support, technology training, and licenses for software programs and web-based access view Title 11-D funds. New technologies in the classrooms will increase the instructional strategies provided to students.
○ PTSO	PTSO is integrated into our parent involvement. They do fund raising for incentives and funds items that cannot be purchased with other programs. All parents and families are invited to become members and receive notice of meetings via email, Class Dojo, Facebook, and the Remind App. Monthly.
○ Community Agencies	Parents can receive referrals to various community agencies from the guidance department. The guidance office can offer information about housing, financial assistance, mental health assistance, and the like upon request or demonstrated need by the parent. Some of the community agencies include Catholic Charities, Peace River Center, and Winter Haven Behavioral Health.
○ Business Partners	Several of our business partners, including Beef's and Chili's, offer our families discounts and gift cards for their attendance at our family engagement events. In addition, we have partnered with Harvest meats and Publix to provide donations of food items for our family events. We plan to use our business partners as hubs for information for our families. We will inform them of upcoming events and drop off some of our flyers there to have on hand to give to our families.
○ ESE	Stambaugh Middle School provides IEP meetings for our students and parents to discuss the individual Educational Plans (IEP) for students. The goal of the meeting is to strengthen home-school relationships and keep parents informed about issues related to special education and the progress of their child.

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)

<p>What opportunities do parents have to participate in their child (ren)s education? Volunteer? Section 1116 (d) (c)</p> <p>Mentor?</p>	<p>Parents (Family) are encouraged to become volunteers. Parents (Family) are apprised of the mentor program available for Polk County and encouraged to participate in their child's education.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • and other activities 	<p>At family nights and SAC meetings the school has multiple translators. The Annual Meeting is available in Spanish. Copies of the power point, agenda, and evaluation is available at the meeting in Spanish.</p>
<p>What barriers hinder participation by parents in parental involvement activities?</p> <p>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)</p>	<p>We have an elevator for parents that need to visit classrooms on second floor, handicapped parking and sidewalks that are handicapped accessible. We have multiple translators at family nights. Sufficient staff is at family events to work with persons with limited literacy. Staff assisting at parent/family events are of various racial and ethnic minority background.</p>
<p>How does your school provide information to parent's in their native language?</p> <p>What languages do you provide? Section 1116 (e) (5)</p> <p>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p>	<p>Parents are provided handouts in Spanish as well as English at Annual Meeting. We have teachers and staff that speak multiple languages that offer translations. The ESOL workshops are in native language as much as practicable.</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Parent University • Other 	<p>We inform our parents/families about Books Bridge Buses, Family Resource Centers and Parent Universities. It is advertised in newsletters and through our TV production announcements.</p>