**LAKE WEIR MIDDLE SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Mission Statement:**

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

Describe how the parent and family engagement plan is a shared responsibility.

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| Our school has a School Advisory Council (SAC) that consists of parents, community members, and school staff. All parents are encouraged to become members of the SAC. Information is sent to families via school newsletters, Skylert phone messages, and the Lake Weir Middle School webpage. Members of SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Lake Weir Middle School. More than 50% of the SAC are parent (non-employee) representatives. The SAC meeting reviews and makes revisions to the School Improvement Plan, the Parent Involvement Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Lake Weir Middle School. The Local Education Agency (LEA) has a District Parent Involvement Review Committee. School Advisory Council (SAC) chairpersons from each of the Title I schools and other involved parents along with School Parent Liaisons, Community Leaders, Title I Parent Involvement staff, and Title I Instructional Support Personnel make up this committee. The DPIRC brings recommendations to our school to help in planning for meaningful family engagement and parent involvement opportunities.  |

Describe how the parent and family engagement will assist in providing high quality instruction for all learners.

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| At Lake Weir Middle School our vision is centered around: *Ambitious Instruction*- Instruction that is clear, engaging, and academically challenging. Classes are academically demanding and engage learners by emphasizing application of knowledge. *Collaborative Teachers*- Teachers work together to promote professional growth. Staff is committed to the school, receives strong professional development, and works together to improve the school. *Supportive Environment*- School is safe, orderly, and supportive of learners, teachers, and families. Teachers have high expectations for learners. Learners are supported by teachers and peers. Through this vision we will provide high quality instruction for all learners. |

**Engagement of Parents**

Describe how the school will engage the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

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**Coordination and Integration with Other Federal Programs**

Describe (*in the table below*) how the school will coordinate with other federal programs and integrate parent and family engagement activities that teach parents how to help their child(ren) at home.

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| Title I Part A | Our school receives Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations. Staff development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A. |
| Title I Part C (Migrant) | The administration will contact the Migrant Department of Grants & Federal Programs office. This office will provide academic support to the students and help families with resources they may need. |
| Title I Part D (Neglected & Delinquent) | N/A |
| Title II  | Staff and faculty members participate in district professional development opportunities. |
| Title III - ESOL | The administration will coordinate with Grants & Federal Programs, ESOL Department to identify students. ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language. The LEA and staff from the Multicultural Education department work together to provide translation for parent activities and communication at the district level and the school level. |
| Title IV Part A | N/A |
| Title IV Part B (21st CCLC) | The Coordinators of the program work with teachers to provide after school homework help, tutoring, and enrichment. The coordinators also work with parents in teaching them how to provide extra educational help for the student. |
| Title IX Part C - Homeless | The administration will coordinate with our District Homeless Liaison who will assist families with meeting the educational needs of students experiencing homelessness. This will reduce barriers that might impede parents’ active involvement. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | N/A |
| Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes |
| Voluntary Pre-Kindergarten Program | N/A |

**Annual Parent Meeting** *(Stand Alone)*

Provide a description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program.

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| Lake Weir Middle School will inform parents of the annual meeting by posting the meeting date and time on the school website, twitter account, parent newsletter, and front office parent board. We will also send out a call to all parents and inform students to tell their parents through the school’s media morning show program.  |

Provide a description of the nature of the Title I program that is shared with parents (school wide or targeted assistance).

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| Beyond the annual parent meeting, information as to the Title I program will be shared with parents through the parent newsletter, School Advisory Council meetings, visits from the Title I parent resource van, and through the parent-student handbook.  |

Provide a description of how the meeting will cover yearly progress, school choice, and the rights of parents.

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| The meeting will cover all required components of the annual notification, to include yearly progress, school choice and parent rights. This will be included within the handout literature, as well as the built into the annual meeting presentation.  |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

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

Funding does not support these services at this time.

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.

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| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Math Nights | Administration,Teachers,Parent Liaison | By helping parents to learn strategies for solving real world mathematical applications, students in grades 6-8 will increase their mathematics scores on FSAs and LEOCEs.  | Quarterly | Agenda,Parent sign-in sheet,Parent Evaluations |
| Science, and Special Areas Events | Administration,Academic Coach | Parents and families will learn about the scientific process and ways to integrate reading, science and math learning. Science scores on FSAs and Science LEOCEs will increase. | Quarterly | Agenda,Parent sign-in sheet,Parent Evaluations |
| District Family Engagement Workshop  | Administration, District Parent Involvement Staff | Parents will gain knowledge of Florida State Standards in Reading, Writing and Mathematics. Parents/families will become more engaged with students’ school work and involved in students’ home work/practice. Scores in RWAs, FSAs, and LEOCEs will show an increased level.  | TBA | Agenda,Parent Sign-in sheetParent Evaluations |
| Effective Parent involvement | Parent Liaison | Strengthen connection between teachers/staff and families to build a sense of community and support; Communication and working with parents | August 2018 | Agenda Teacher/Staff sign in sheets |
| Family Access (portal) registration at LWMS | Administration, Parent Liaison | Increase use of online portal so that families routinely review student progress | Ongoing | Parent registrations |
| Strengthening Families Program | Parent Liaison; Guidance Counselors | Helps parents learn nurturing skills that support their children | Feb 2018 | Agenda, Sign in sheets, Parent evaluations |
| Love of Literacy | Academic coaches, Reading Teachers, Media Specialist | Literacy Nights | Feb 2018 | Agenda, Sign in sheets, Parent evaluations |

Describe how the school will implement activities that will build relationships with the community to improve student achievement.

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| Activities to involve the community and build relationships include business partnerships, work with the Lake Weir Kiwanis Club, after school events (fall festival, dances), volunteer recruitment, and local business and civic organization community.  |

Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).

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| * Parent Resource Room - A Parent Resource Room is equipped with computers to allow parents/families to log on and register to the Parent Portal.
* Each parent will receive a Calendar of Events which provide important dates for parent involvement throughout the school year.
* A Parent-School Compact will be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this Compact in discussions with parents concerning their child’s progress.
* Each child will receive a planner that allows for written communication between the teacher(s) and parents. Planners will be updated daily with academic notifications and will require a parent signature.
* District Parent Surveys dates will be advertised on our school’s Marquee, website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.
* Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Dean of Students. At the end of the year {May} a breakfast will be held to celebrate their service and commitment by the administration team. Teacher input surveys are collected in May to gauge the effectiveness of the program.
* Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the Teacher Check Out program that the Center offers.
* Home School Connection Newsletters will be sent home monthly (Middle Years – 6-8) and a link will be shared on the school’s website.
* Our school will hold an Orientation Day in August or September to increase parent awareness of the school and teachers' goals and expectations.
* School will host a Twitter account for LWMS. Information and reminders will be posted.
* Our school will recruit additional SAC members to help research available resources, school needs, and establish a year-long plan.
* Open house will take place once a year to help families understand their child's routine and the expectations required for their children to be successful in school.
* The Title I Parent Resource Center on Wheels will visit the school campus during the school year. Notification of the date of the visit(s) of the Title I Resource Center on Wheels will be sent out via newsletter, Alert Now calls, and noted on Marquee/website for all parents/families.
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Describe how the school will provide other reasonable support for parent/family engagement activities.

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| Parents with disabilities will receive assistance with any/all special needs in order to have access to a full school experiences. Accommodations for other languages are provided upon request through the Marion County ESOL department. Employees in Lake Weir Middle School volunteer their services to provide translation when needed. Lake Weir Middle School will provide varying dates and times for SAC, parent training, and awards ceremonies. Parents with limited English proficiency will be provided information in Spanish. The SAC will be responsible for providing these varying times. SAC meetings will be held bi-monthly. Success will be measured through attendance lists of these meetings and/or events.Workshops and family nights to be held throughout year. Parents will also have access to parent handouts and materials needed.Our school is also ADA accessible for parents, children and staff with disabilities. All events are presented in buildings only appropriate to accommodate a disability. |

**Staff Development**

Provide a description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families.

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| The school will provide professional development that aligns to the contributions parents/families can make to assist with the goals of the school. They include: school wide expectation and procedures training, parent liaison training, family access parent portal training, and Florida state standards training.  |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners.

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| Communication expectations faculty training focus, faculty handbook, parent conference days built into the master schedule, guidance on parent communication for telephone and face-to-face conferences.  |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.

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

**Other Activities**

Describe other activities (ex: parent resource center) the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren).

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| **Activity**  | **Description of Implementation Strategy** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** |
| Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | The LEA invites Title 1 parents and other members of the community to attend meetings | Administration/ Parent Liaison | With parent at-home support, students will move from non-proficient to proficient readers | September  |
| Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | The LEA invites Title 1 parents and other members of the community to attend meetings | Administration/ Parent Liaison/ SAC | Parents will use conference feedback to improve support for at-home learning and subsequently help their student earn passing course grades | Throughout the school year |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities. [Section 1118(e)(13)]. | Good News Club meets weekly at our school.8th grade students participate in Junior Achievement, which emphasis life skills around careers and finance | Administration/Good News Club representatives. | Students will become more engaged in school work. Behavior referrals will decrease. | Throughout the 2018-2019 school year, starting in October. |

**Communication**

Describe how the school will provide timely information about the Title I programs.

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| Lake Weir Middle School will inform parents that we are a Title I school and inform parents of the rights they have in regards to Title I policy. An annual meeting will be held. Parents will be notified via newsletter, Skylert messages, at Orientation and at Open House. Parents will be updated at bi-monthly SAC meetings. At the parent's request and at other opportunities for regular meetings, parents are encouraged to provide suggestions and help make decisions relating to the education of their children. Parents will receive reasonable and realistic timelines for specific parent notifications. All school information is disseminated through a monthly newsletter, the schools SkyLert calling system, Twitter, the school website, as well as mass parent letter mailings. This is inclusive of those parents who did not attend planed events to ensure they receive all information. All school information is presented to families in a language that they may easily understand (free from jargon, educational acronyms) and translated to their native language.  |

Describe how the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.

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| After the annual meeting the parents will visit the classrooms. The teacher will provide additional information on the subjects they teach, curriculum information, assessment information, and resources for how parents can help at home. The same information will be available in an informational packet in the front office for all parents unable to attend as well as on the school’s website.  |  |

Describe how, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).

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| All parents are invited to attend a parent conferences and encouraged to request additional conferences when needed. Parents are also invited to all Problem Solving meetings to discuss the next steps for their child. Parents are provided with a parent report three times a year sharing their child’s strength and areas for growth along with a list of suggested resources from the math and reading diagnostic assessment.  |  |

Describe how the school will submit parents/families comments if the school wide plan is not satisfactory to them.

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| Lake Weir Middle welcomes parent feedback through parent/teacher conferences, meetings with the administration, and using a message/feedback sheet for parents that is located in the front office. Parents also provide feedback via the parent survey.  |  |

**Accessibility**

Provide a description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.

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| Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made. Communication is translated into the native language of families, as needed. ESOL translators are available to help meet the needs of Spanish-speaking parents. |

Provide a description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

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| The school informs parents of their child’s progress through: Progress reports with grades and comments every 4 weeks; Weekly updates on the parent portal; Parent conferences; iReady diagnostic parent reports are sent home and reviewed with students and parentsCommunication can be translated into the native language of families, as needed. ESOL translators are available to help meet the needs of Spanish-speaking parents. |

**Discretionary Activities** *(Optional)*

Describe any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.).

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| [Enter text here] |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year.

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| Barriers that hindered participation by parents during the 2017-2018 school year were times that events were available for working families, transportation for some of the families who have learners that ride the bus, and language barriers.  |  |

Provide description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

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| Steps to overcome the barriers:* Time/Transportation-
	+ Offer events at various times and give parents 3 to 4 week notice of events, along with reminders as the event approaches.
	+ Provide an electronic copy of the resources for parents who are unable to attend and/or a printed copy as needed.
	+ Record the event and make it accessible from our school website. This will allow for parents with transportation barriers to be included in the event.
* Language Barriers
	+ All invitations and flyers will be sent home in English and Spanish
	+ During the event, a Spanish speaker will be available to translate.
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