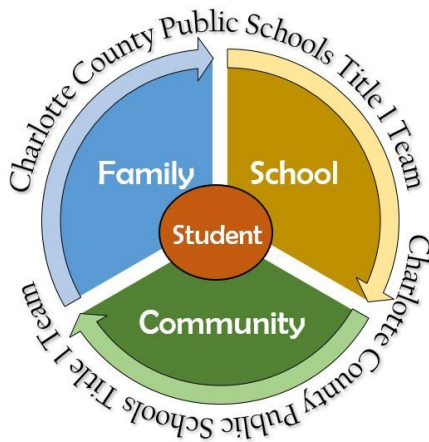


School Improvement and Parent & Family Engagement Plans



PORT CHARLOTTE MIDDLE SCHOOL

2018-2019

INSTRUCTIONS

1. Complete the following sections of the Parent & Family Engagement Plan (PFEP).
2. To be considered *complete* each section needs to have all the components included.
3. Upload to Google Doc [May 31, 2018](#) .

Evaluation of 2017-2018 School Year PFEP

BUILDING CAPACITY

Content & Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
Family Reading Experience	1	30	Increase awareness of literacy and literacy opportunities for families and students.
Career Night	1	263	Increase awareness of the literacy opportunities provided at PCMS through the Family & Reading Resource Center.
Summer Reading Engagement Activity	0	0	0
Annual Title I Meeting	1	5	To collaborate and brainstorm ideas and strategies to increase literacy awareness at PCMS.

Muffins with Mom and Donuts with Dad		16 & 42	Increase awareness of the literacy opportunities provided at PCMS and develop literacy relationships with families.
Poster Contest concurrent with Science Fair	1	213	Increase literacy awareness through a collaborative, fun and engaging activity at PCMS.
Book Fair (Media Center)	1	30	Collaborate with Media Specialist to increase literacy awareness at PCMS.
FSA Parent Workshop	1	4	Gain firsthand knowledge of the latest and most innovative literacy opportunities to provide through the Family & Reading Resource Center.
Family Center Opening	30	10	Increase awareness of literacy resources available to families.

STAFF FAMILY ENGAGEMENT TRAINING SUMMARY

Content & Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
Faculty Meeting	1	51	Increase awareness of the opportunities and resources housed in the Family & Reading Resource Center.

2018-2019

SCHOOL IMPROVEMENT PLAN GOALS

GOALS (anticipated in your 18-19 SIP)	How will this goal be communicated to families?	How will families support this goal?
Family Reading & Resource Center to go beyond reading information and materials offered.	Flyers, Marquee, NTI Phone Call, PA Morning Announcements	Attend events and activities offered through the Center. Obtain supplies and materials provided through the Center.
Family Reading & Resource Center will offer Clinic Center -eye glasses, trainings, Charlotte Behavioral Visits, Health Clinics.	Flyers, Marquee, NTI Phone Call, PA Morning Announcements	Attend events and activities offered through the Center. Obtain supplies and materials provided through the Center.

PARENT & FAMILY ENGAGEMENT PLAN

ASSURANCES

- ☐ The parents of Title I students are involved in decisions about how Title I funds are spent.
- ☐ A description of how your school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
- ☐ The plan was jointly developed/ revised with parent and made available to the local community.
- ☐ The parents and families are involved in planning, reviewing and improving the schoolwide program.
- ☐ How the plan uses the findings of the parent and family engagement plan to review design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- ☐ The school will 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.
- ☐ The school will 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 assigned out of field.
- ☐ The school will provide each family with an individualized student report about the performance of their child(ren) on State assessments. [ESEA section 1116]

_____John LeClair_____

Principal's Signature

_____May 30, 2018_____

Date Signed

MISSION STATEMENT

- ❑ The parent and family engagement plan is a shared responsibility.
- ❑ The parent and family engagement will assist in providing high quality instruction for all learners.

Port Charlotte Middle School's Family Engagement mission is to partner with our families and community as well as to empower and inspire all students to be critical thinkers by offering innovative and creative opportunities within our diverse community.

INVOLVEMENT OF PARENTS

- ❑ The school will involve the parents and families in 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.

Port Charlotte Middle School recognizes the importance of parent and family engagement in the successful education of our students. Our number one goal for this year is to develop a successful and sustainable plan to involve more parent and families in the future. We will establish a way to train new members of our Parent and Family Engagement Team as members move out. Our Achievement & Family Associate and leadership team will work closely to lay out a road map of success. Since we are in our third year of Title I we will build on what we started during our first year. A parent call was made to invite and attract parents interested in joining our Parent and Family Engagement Team. As our road map begins to take shape we will update this document. We will consider this a living document. We will create a Parent and Family Engagement Team and invite members to attend the "Hooked on Family Engagement" Conference in the fall. The committee will consist of an administrator, teachers, parents, Achievement & Family Associate, and Instructional Coach. PFEPT members will attend the PFEP training day in the spring to review and revise the year's PFEP, school brochure, and Compact. Best practices in family engagement to increase student achievement, school website, ELL strategies, and use of Title I Parent and Family Engagement funds will be discussed. All meeting agendas, sign in sheets, and minutes will be maintained in the Title I monitoring files. We will also have a Parent and Family Engagement Committee meeting once a month.

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

- ☐ The school will coordinate and integrate parent and family engagement programs and activities.
- ☐ The school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Program	Coordination
Title 1, Title III, Title X	Family Center will be open every Thursday morning from 8:00-9:30 & 3:00 - 4:30 pm for Power Hour - A variety of topics will be offered to help parents and families, (including ELL families), ensure their child's success.
Title 1, Title III, Title X	Through SAC meetings, we will conduct a Family Night entitled - Florida Standards. We will also host our annual 6th Grade Riser Night and Open House.
Title 1, Title III, Title X	Each quarter we will invite parents to attend their child's honor roll assembly.
Title X	Community resources available to homeless families.
Title 1, Title III, Title X	Connect students and mentors with their parents to achieve students success.

ANNUAL PARENT MEETING

- ☐ 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.
- ☐ Description of the nature of the Title I program that is shared with parents (schoolwide or targeted assistance)
- ☐ Description of how the meeting will cover (AYP), school choice, and the rights of parents are covered at the annual meeting.

Activity/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
Open House Event	Assistant Principal of Activities, D. Lanovara, Staff	August 9, 2018	Materials obtained by families, Family/Parent Sign up sheets for events, Parent Surveys, etc.
Sixth Grade Riser Night	Assistant Principal of Activities, Guidance Counselors, Staff	Spring, 2019	Materials obtained by families, Family/Parent Sign up sheets for events, Parent Surveys, etc.
Career Night	D. Lanovar, Assistant Principal of Activities, Staff	Spring, 2019	Materials obtained by families, Family/Parent Sign up sheets for events, Parent Surveys, etc.

FLEXIBLE PARENT MEETINGS

- ❑ How the school offer a flexible number of meetings, such as meetings in the morning or evening.
- ❑ How the school provides, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement. [ESEA Section 1116]

We will offer our parents & families the Family Reading & Resource Center in the morning and afternoons. We will also look at some evening activities that will accommodate our parents & families who are not able to come in the morning. Our Family Nights will be held in the evening in conjunction with our SAC meetings. Our monthly PTO meetings occur in the morning once a month. Most Family Reading & Resource Center packets or flyers will be added to our website for parents who are not able to attend the Family Reading & Resource Center. Our PFEP meetings will occur once a month in the mornings which is most convenient for our PFEP members.

BUILDING CAPACITY for 2018-2019

- ☐ The school will implement activities that will build the capacity for meaningful parent/family involvement.
- ☐ The school will implement activities that will build relationships with the community to improve student achievement.
- ☐ The school will provide materials and trainings to assist parents/families to work with their child(ren).
- ☐ The school will provide other reasonable support for parent/family engagement activities.

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Family Center	D. Lanovara	Parents will gain knowledge regarding academics	Every Thursday am and pm	Flyers, Parent Surveys, and Handouts
Parent Institute link on Website	S. Kickbush	Increased student achievement	All year	Website
Florida Assessment Parent Meeting	M.Kunder S.Kickbush	Parents will gain knowledge regarding the FSA	Fall	Agenda and Handouts, Parent Surveys
Communication- Parent Calls, Website, Twitter, Marquee	Leadership Team	Increase parent/school communication	All year	Notes, Website, Agendas, etc.
Family Engagement Conference	Title I District Office AFA Leadership Team Conference attendance is paid for from school Family	Learning ways to increase student achievement	Fall	Conference Agenda, Survey

	Engagement funds.			
PFEP	M. Kunder	Increase student achievement	Ongoing	Agendas, Sign-in, Minutes, Parent Surveys
SAC Meetings	J. LeClair	Parents will gain knowledge regarding their child's education at PCM, within the Charlotte County School System and State	Monthly	Agendas, Sign-in, Minutes
Family Night - High school counselors present information on registration process and scheduling	SAC	Families will gain knowledge about the transition to High School	April	Agenda, Sign-in

District PFEP Training Day	Title I District Office	Increase student achievement	April 2018	Agendas, sign-in, minutes, Parent Surveys
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STAFF DEVELOPMENT for 2018-2019

- ☐ Describe 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 parent/families, in the **value and utility of contributions of parents/families.**
- ☐ Describe 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 parent/families, in **how to reach out to, communicate with, and work with parents/families as equal partners.**
- ☐ Describe 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 parent/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.** [ESEA Section 1116]

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Title I Informational Meeting	A. Monier	PFEP Team will have direct input as to how to increase student achievement and parent involvement as they analyze data	August	Agenda, Sign-in sheet, Title I survey
Monthly Parent Involvement Team Meetings	D. Lanovara M. Kunder	Parents will gain first-hand information as it relates to PCMS and how to enhance the parent/home partnership	Monthly	Agendas, Sign-in sheet
Faculty Meetings	Leadership Team	To keep the PCMS faculty abreast on latest topics as they relate to the success of student achievement	All year	Agendas, Handouts, Sign-in sheets
PFEP	Title I Staff, Leadership Team	To review and develop the PCMS plan as it relates to family involvement and student achievement	As needed	Handouts and Agendas
Family Engagement Conference	Family Achievement Associate and Parent(s)	To gain knowledge as it relates to the Title I program statewide and district wide	Fall	Agenda, Survey
District PFEP Training Day	District office Title I Team	Increase student achievement	Spring	Agenda, Notes, Sign-in sheet

OTHER ACTIVITIES

- ❑ Other activities, such as the 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). [ESEA Section 1116]

Family Reading & Resource Center,, Family Nights, Back to School Open House, Honor Roll Assemblies, Band and Chorus Concerts, Middle School Sports Program, Culvers Spirit Nights, Chick fil-A Spirit Nights, 6th Grade Riser Open House, 6th Grade Riser Parent Mtg., documentation of activities will be maintained in the Title I monitoring file, Activities will be coordinated through PFEP and SAC.

COMMUNICATION

- ☐ The school will provide timely information about the Title I programs.
- ☐ 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.
- ☐ If parents request, 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).
- ☐ The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]

Monthly parent calls, Website, Monthly Newsletter, Twitter, Marquee, District Parent Guide/Calendar, Flyers for Parent Involvement activities, information for FL Standards and FSA, documentation is maintained in Title I file, unsatisfactory comments will be submitted to Title One office, During the Title I annual meeting Title I information will be shared, "We Are A Title I School Read All About It", Binders are located in the front reception area and in the Family Reading & Resource Center.

ACCESSIBILITY

- ☐ Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.
- ☐ Describe 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 he parents/families can

understand.

Parents will be notified of engagement activities through parent connect calls, fliers, and marquee announcements. Activities may be offered at varied times in order to accomodate parent/family schedules. FOCUS will also be utilized to convey student grades,

DISCRETIONARY ACTIVITIES (optional)

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

Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
Math Carnival	Assist Math Department with event through Family Center Resources	Math Department, D. Lanovara	Engage students in fun math learning activities	Spring, 2019
Scholastic Reading Event	Assist Media Specialist with event through Family Center Resources	Media Specialist, D. Lanovara	Engage students and parents in literacy events throughout week and culminating evening event.	Fall, 2018

BARRIERS

- ❑ Describe the barriers that hindered participation by parents during the previous school year.
- ❑ Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents /families of migratory children).

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Time	Provide varied times to accommodate parent/family schedules.	D. Lanovara	All year
Languages	Translate all documents and messages sent home.	D. Lanovara	All year

