School Name Parent and Family Engagement Plan (PFEP) 2018-2019

I, Seth Lambert\_\_, 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).

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**Parent and Family Engagement Statement**

**Response: Effective schools are a result of the family and the school working together to ensure that students are successful in school. At Sebring Middle School, we are committed to working together with the home to provide a secure, nurturing environment in which all students can learn and develop to their maximum potential. This agreement is between the school and the home to work together toward one common goal . . . the success of each student. Parents are invited to be involved in partnership with Sebring 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 Sebring Middle’s School Advisory Council (SAC), which represents all parents of students attending the school, meets throughout the year, developing and updating the SMS School Improvement Plan. 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 parents for the SAC positions and then those in attendance vote. The election of officers for the SAC committee were nominated and voted on. We have a DSAC representative for our school that attends DSAC meetings at the district office. All parents were invited via Blackboard Connect call out system and an invitation/announcement was put on school website and school social media sites for parents to attend.**

**The council addresses the importance of continued and increased parent involvement in our school, incorporating parent involvement as a major objective in the plan and giving input into the development of the Parent Involvement Policy and Home/School Compact. At our April 30, 2018 SAC meeting, parents were provided a copy of the 2017-2018 parent involvement plan to review in preparation for revising the 2018-2019 plan. Parents, at the August 27, 2018 meeting, will discuss and revise the Parent Involvement Policy and Home/School Compact. The input from parents at SAC meetings are documented and stored with the Title One Resource Teacher in the Title One Notebook. After revising PIP, the parents will vote to approve the Parent Family Engagement Plan for the school year 2018-2019 in August. Changes were made on the Home/School Compact, and dates will be revised on the Parent Family Engagement Plan. The Parent Family Engagement Plan and the Home/School Compact will be voted on and approved by the parents in attendance at the August 27, 2018 meeting.**

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

**The revised Parent Family Engagement Plan will be explained and presented by the Title 1 School Coordinator to parents during the SAC meeting on August 27, 2018.. Members can make suggestions or changes. It will be posted to our school website after the final vote to approve. Copies will be made available to parents in the front office or on the website.**

**Parents were also invited to attend the Title 1 annual meeting after the SAC meeting. An overview of "What is Title I?" along with the Parent Engagement PowerPoint will be shown and discussed with parents in attendance at the August 27, 2018 meeting. The Home/School Compact will be shared and discussed with parents. The Parent Family Engagement Plan will be discussed. We will communicate parent event dates for the school year at this meeting.**

**Sebring Middle School 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, the volunteer program, and other committees and school programs designed to meet the needs of students. Title I funds are used to provide and support opportunities for parents, through workshops and other activities, to assist their child in the learning process. Plans are being made for Sebring Middle School to host a "Bring Your Parent to Breakfast" during the 2018/2019 SY. This event will take place on September 26, 2018**

**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)].

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| **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. Parents are invited and encouraged to attend these meetings. |
| 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.  Title 1 A will provide funds to Sebring Middle School to target academic assistance to all students, professional development for teachers and parent involvement activities. |
| 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 on-line 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. Sebring Middle School participates in the federal free and reduced lunch program and the free breakfast for all students program. Snacks are provided for after school tutoring programs. Summer food programs are also provided at various schools sites and community locations. |

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| 18 | SAC Meetings | To be held every other month to discuss various items, such as School Improvement Plan, Title 1 monies, and items from the District meetings (DSAC). |
| 19 | PTO Meetings | To be held every other month after the SAC meetings, to discuss how to help support teachers and activities that involve the families, such as Box Tops for Education. |
| 20 | Annual Title 1 Meeting | The Annual Title 1 meeting in September explained what Title 1 is and how it affects the school. |
| 22 | AVID Program | AVID, Advancement Via Individual Determination, is a college readiness system for elementary through higher education that is designed to increase school wide learning and performance and actively involves parents. Policymakers and school administrators now consider AVID an essential strategy for closing the achievement gap and making the college dream accessible to all students. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, handouts, and presentation materials that address the required components. | Administration | August 2018 | Copies of agenda, PowerPoint presentation, handouts, and sign-in sheets. |
| 2 | Develop and disseminate invitations | Lorie Mitten | August 2018 | Flyer with date of dissemination posted on the school website. |
| 3 | Advertise/ Publicize Event | Administration | August 2018 | Blackboard Connect5 message sent to all parents and posted on Facebook |
| 4 | Develop sign-in sheet | Lorie Mitten | August 2018 | Sign-in sheets for Orientation will be kept in Title 1 Notebook. |
|  | Title 1 Annual meeting | Principal Seth Lambert/ Shawn West | August 2018 | 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 Sebring 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 Wednesday mornings primarily, but some have been held on other days to accommodate the parents.**

**At the last School Advisory Council Meeting on April 30, 2018, after going over all the information with the parents in attendance, we voted about the number of meetings, making sure to have the meetings at a time that parents are most able to attend. 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 they don't pick them up during those two times, we will send home with students the following week. If home visits are needed, the District’s social workers are able to make home visits.**

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Assessments are discussed during individual conferences | Classroom Teachers | 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. | August-May | Conference Logs/Parent will have a greater awareness of the curriculum and the FSS and EOCs. |
| 2 | Progress Monitoring Plan Intervention Letter for Parents of Struggling Students | Administration | Reviewing curriculum, test scores, and ways to improve the achievement of students. | September-May | Sign-in sheets and minutes |
| 3 | Bring Your Parent to Breakfast | Faculty/CLT /Principal | To share with parents the quality of work we are expecting from our students. We invite the upcoming 5th graders to attend. | September | 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. | September- May | Increase student achievement through MTSS process. |
| 5 | Report Card Night with Students and Parent | Principal/All Staff | Parents and students will meet with the staff in a non-threatening atmosphere to discuss middle school grading criteria. | January | 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 | September-May | Sign-in sheets of Parents in Attendance. |
| 7 | Curriculum "Showcase" Night | Principal/All Staff | Parents will meet with staff in a non-threatening atmosphere. | May | Sign-in sheets |
| 8 | SAC Meetings | Classroom Teacher/Reading Coach | Parents are provided with strategies that they can use at home to help their child become successful at school. | August - May | Sign-in sheets |
| 9 | FSA Award Night | Admin/ Teachers | Recognize students for outstanding achievements on FSA | September | Increase student achievement |
| 10 | Orientation | Admin/Teachers | Teachers introduce students and families to classroom procedures and expectations | August | Sign-in Sheets/ observation |
| 11 | AVID Parent Nights | Teachers | Teachers work with parents on the best way to assist students in the classroom | September, February | 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Preschool Curriculum Leadership Team | Administration | Review data to make school wide decisions and to build parent/teacher/student relationships. | August | Observations, Progress Monitoring, and On-going Professional Development. |
| 2 | Pre-Week Faculty Meetings | Administration/ CLT Members | Discuss parent contact logs, positives and negatives, discipline, and re-do policy. School Improvement and Parent Family Engagement Plan were discussed and revisions were made on both documents. | August | Parent Contact Logs |
| 3 | Preparation for Orientation and Report Card Night | Administration | Bridging the gap between home and school to build better relationships between families and the staff at SMS. Report Cards will be passed out at this January event, so parents can schedule conference/s with teachers. | August and January | 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 Sebring Middle School. | August- September | Sign-in sheets of all parents involved. |
| 5 | October Faculty Meeting | Administration | The value of parent communication and involvement in student's academics and working as partners | 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**: The Sebring Middle School staff communicates with parents/guardians via phone calls, e-mails, teacher web pages, conferences, Parent/Teacher Breakfast, Parent Social, the Curriculum "Showcase" Night, sporting events, band/chorus concerts, and student planners. Sebring Middle School has a school website that notifies parents of upcoming events and provides links to content area resources. Sebring Middle School utilizes social media to communicate information to all parents.

During the Title 1 Annual meeting, the administration will provide information about the Title 1 program and explain how student assessments and achievements are measured. Parents will be invited and encouraged to participate in school activities and have a voice if the school wide plan is not satisfactory to them.

Every nine weeks, progress reports and report cards go home with students, so parents without computers can keep up with student grades. The staff through conversations with parents share the Skyward Website, so parents can keep up with student grades and assignment due dates.

A Parent Resource Area is located in the front office where various applications and/or brochures on the Health Department-Shot Information, Sporting Schedules, Box Top Information, PTO Information, School Advisory Committee Dates, School Shirts, Free and Reduced Lunch Information, Pinnacle Access, Insurance-Florida Kids-Care, Bus Schedules, Florida Virtual School, YMCA, and 21st Century After-School Program Applications. Parents of struggling students are directed to the Title One Resource Teacher or Guidance Department for the necessary help for their student. A sign-in notebook will be located in the front office to document parent visits and items of interest to them at the time of visit. Title One Resource Teacher will be responsible/monitor the notebook and the resource area. The Front Desk Receptionist monitors the sign-in sheet and fields questions. Evidence of effectiveness would be the replenishing of the brochures and the number of parents we serve during the day.

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:

Sebring Middle School provides families with an interpreter for conferences and meetings. School notices and flyers are sent out in English and Spanish. 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. SMS uses the ConnectEd 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.

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

SMS has had the Home-School Compact and Parent Involvement Plan transcribed in Spanish. The District has a letter of teacher qualifications and the code of conduct transcribed in Spanish for our parent's convenience. With advanced notice, transportation can be provided to families without cars.

**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.

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| **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 | Bring Your Parent to Breakfast | 1 | 180 | Parents will meet with staff in a non-threatening atmosphere. |
| 3 | 8th Grade Awards Reception | 1 | 180 | Students will receive awards by maintaining their GPA and behavior. |
| 4 | Report Card Night with Students and Parents | 1 | 350 | Parents and students will meet with the staff in a non-threatening atmosphere to discuss middle school assessments and FSA assessments.. |
| 5 | MTSS Meetings | 40 | 53 | Involve parents in creating a plan to meet student’s academic concerns |
| 6 | 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)].

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| **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 Plan 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 SMS. 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 Sebring Middle School. |

**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)].

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| **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. |
| 4 | Parents' Lack of Comfort | Open door policy; as well as inviting parents into events and school. |