**River Springs Middle School of Technology and Innovation**

**Title I, Part A Parent & Family Engagement Plan (PFEP)**

I, Stacy Gotlib, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition:
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
* Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community;
* 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 parent and family engagement plan and the joint development of the schoolwide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s parent and family engagement plan;
* If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
* 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;
* 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; 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.

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| **Signature of Principal or Designee** | Date Signed |

# Mission Statement

Parent & Family Engagement Mission Statement (Optional)

**Response:**

River Springs Middle School of Technology & Innovation values inclusivity and strong partnerships with parents. Our mission is to build an engaging and effective learning community. Through effective partnerships with our parents and families, we aim to strengthen our school community and enable all students to learn. We believe that feedback from all stakeholders, especially parents, is vital to informing our educational decisions for our students. Through collaboration with parents, students and school personnel, we hope to provide a vibrant learning environment that prepares our students for their next steps.

# Involvement 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 parent and family engagement will be used.

**Response:**

River Springs Middle School of Technology & Innovation has added the position of Parent Liaison to support parent engagement with school and involvement in their children’s education. The Parent Liaison will manage the Parent Resource Center and hold regular office hours to be available to assist parents. The School Advisory Council (SAC) is comprised of parents, faculty, administration, and members of the community. Members are either elected by the school community that includes parents, teachers, and community members or appointed by the School Administration with approval from the SAC. This group meets monthly to help plan, review, and improve the school's programs, create a budget, develop the Parent Involvement Plan, and monitor the implementation of the School Improvement Plan. At every meeting, minutes are recorded and previous minutes are shared and approved by the committee. An opportunity for public input is provided, and opportunities for parents to volunteer is presented. The Title 1 program overview is presented to parents during the school's Open House and other convenient times throughout the year with parents being encouraged to provide input. Sign-in sheets and exit surveys are used to document attendance and gather input at school functions.

# Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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.

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|  | **Program** | **Coordination** |
| 1 | Title I, Part C - Migrant | The district Migrant Education Program Coordinator, Migrant Advocates, and Migrant Recruiters work together to provide services and support to the migrant students and their parents. |
| 2 | Title II | The district provides ongoing Professional Development in the core subject areas to ensure quality instruction and student success. |
| 3 | Title III | The district ESOL Coordinator and staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized. |
| 4 | Title X - Homeless | The district Title X Coordinator provides ongoing support to ensure that homeless students have the materials and resources they need to be successful. |
| 5 | Supplemental Academic Instruction | The district provides remedial and supplemental instructional resources to students who fail to meet performance levels. River Springs utilizes these resources through after school tutoring. |
| 6 | Violence Prevention Programs | The school offers positive behavioral supports through PBIS. In addition, our social-emotional liaison provides lessons supports peer mediation and conflict resolution programs. |
| 7 | Nutrition Programs | River Springs offers a variety of nutrition programs including a Free and Reduced Meal Plan, Wellness Policy School Plan, as well as Health and Personal Fitness Lessons during Physical Education classes. |
| 8 | Individual with Disabilities Education Act (IDEA) | Supplemental instructional support provided by Title I is discussed with parents during the development of the students IEP. |

# 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 (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

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|  | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Establish Annual Title 1 Meeting dates and activities | Stacy Gotlib | Sept. 2018 | Dates set on school calendar and agenda |
| 2 | Annual Open House & Title 1 mtg posted on school marquee | Stacy Gotlib | Sept. 2018 | Sign in sheets and marquee picture |
| 3 | Prepare agenda for Open House/Annual Meeting | Stacy Gotlib | Sept. 2018 | Completion of Agenda |
| 4 | Gather information on Title I such as brochures and PPT outlining services | Brenda Beery | Sept 2018 | Information prepared for distribution |
| 5 | Disseminate invitations/flyers also using social media, connect ED, Website | Stacy Gotlib, Title I Contact | Sept 2018 | Flyer with date of dissemination |
| 6 | Train teachers about plans/goals of Open House/Annual Meeting | Stacy Gotlib, Brenda Beery | Sept 2018 | Faculty meeting minutes and comments |
| 9 | Open House/Annual Meeting | Teachers | Sept 2018 | Sign-in sheets, Title I exit-survey |

# 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 parent and family engagement.

**Response:**

Workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. Guidance services are available for students/guardians before school, during lunch, and after school. Meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as Open House and Curriculum Nights are held in the evening. Generally, SAC meetings are held in the late afternoon. Input for the School Improvement Plan is solicited from parents; and parents can offer input at meetings, via email, or at parent conferences. Teachers hold parent conferences individually or by teams in the morning and can be scheduled at different times as needed. Parents get information on student test scores and interventions that may be in place for a student that are used to assist in closing the achievement gap.

# Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child’s academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

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|  | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Project Based Learning Academy | PBL Academy teachers | Provide information to parents on how to help their children be better prepared for academics | Aug-May 2018-19 | Increase in Academy enrollment |
| 2 | Open House and Annual Title I Meetings | Stacy Gotlib | Increase parental awareness of program information (at open house) | Sept 2018 | Title I survey |
| 3 | SAC Membership Training | Jesika Butler | Increased parent awareness of academic expectations and foster parent/school connection | Sept 2018 | Sign-In Sheets |
| 4 | Science Curriculum & Project Night | Cindy McNairy & Jessica Roberts | Increased parent knowledge on the activities within SS classrooms & Science Project training & giveaway | March 2019 | Sign-in sheets |
| 5 | Math Curriculum Night | Cindy McNairy & Jenn Mohr | Increased parent knowledge on the activities within math classrooms | Dec 2018 | Sign-in sheets |
| 6 | Social Studies Curriculum Night | Jesika Butler | Increased parent knowledge on the activities within SS classrooms & SS Fair Training | Dec 2018 | Sign-in sheets |
|  | Social Studies Fair | Jesika Butler | Showcase students’ academic knowledge & projects | Feb 2019 | Sign-in sheets |
| 7 | Literacy Night | Lauren Marchione | Showcase students’ academic knowledge & projects | Jan 2019 | Sign-in sheets |
| 8 | WEB for Parents | Michelle Osterman | A program to remove barriers for new 6th grade parents, Parents learn about “A Day-In-The-Life-Of” their student | Aug 2018 | 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, in the value and utility of contributions of parents, and in how to implement and coordinate parent and family engagement programs, and build ties between parents and schools.

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|  | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Overview | Stacy Gotlib | Teachers will learn about Title I programs and services | Aug 2018 | Sign-in sheets, exit slips, & agenda |
| 2 | Shared Decision Making | Jesika Butler | Training provided to SAC members regarding shared decision making regarding school improvement decisions | Nov 2018 | Input of SIP Parent Compact, Improved student achievement |
| 3 | Volunteer and Business Partner Training | Candie Ezell | Training on how to implement parent programs and utilize volunteers appropriately | Sept 2018 | Increased parental involvement and parent programs |
| 4 | Depression and Suicide Prevention Training | Curtis Nash/District Training Video | School staff will learn about warning signs for depression and suicide and how to report those signs | Sept/Oct 2018 | Sign-in sheets, presentation materials |
| 5 | Bullying and Child Abuse Prevention | Curtis Nash/District Training Video | School staff will learn the warning signs for bullying and child abuse and how to report | Sept 2018 | Sign-in sheets, presentation materials |

# Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more fully participating in the education of their children.

**Response:**

River Springs Middle School of Technology and Innovation has a Parent Resource Center that is open to families daily. The Center provides computers with internet access that families may use along with books and educational materials to be checked out and used at home. We also have a Gator Closet which provides our school families with gently used clothes and shoes; the Gator Closet is opened to the entire community twice a year. River Springs Middle School holds numerous family activities throughout the year to encourage families to take an active interest in their child's education. Open House and the Title 1 Annual Parent Meeting is held in September. At these events parents meet teachers and learn about curriculum and expectations for the year. Parents are encouraged to volunteer and to join SAC, the chorus booster, and the band booster. Information on Title I programs are shared at the Open House and Annual Title 1 Parent meeting using brochures and an informational Power Point presentation. River Springs Middle School hosts many family events including Curriculum Nights, chorus recitals, and band concerts. These events showcase student talents and give parents the opportunity to see their student's work.

**Communication**

Describe how the school will provide parents and families of participating children the following:

* Timely information about the Title I programs;
* 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;
* 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; and
* If the schoolwide program plan 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.

**Response:**

During the annual parent meeting the district produced Title I presentation and school-produced Title 1 presentation will be shown. Title I information will be available to parents, and administration will be available for parents who may have questions about the programs associated with Title I. At SAC meetings, the Title 1 budget and goals are discussed at length. As part of the Open House procedures parents meet with student's classroom teachers, as well as the additional River Springs Middle School staff. During classroom visits teachers discuss curriculum, assessments, upcoming events, and provide ideas on ways parents can help their students at home. This information is shared several times by way of (including but not limited to) conferences, parent newsletters, and teacher websites. River Springs teachers strive to break down the parent involvement barriers by being flexible for conferences.

**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 school 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.

**Response:**

Information regarding parent activities are provided to parents via school website, Connect Ed phone messages, parent/teacher conferences, student backpacks, workshops, meetings and Open House. District information is available in English and Spanish. When requested, the District will provide a translator for other languages if school staff are not able to assist. Books and videos in Spanish are available through the ESOL teacher. ESOL paraprofessionals translate information for parents over the phone and at conferences. There is a Parent Leadership Committee meeting for parents of ELL students.

**Discretionary Activities**

Discretionary School Level parent and family engagement plan Components Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

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| --- | --- | --- | --- | --- | --- |
|  | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | 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)] | Parent Conferences, IEP meetings, PST meeting are scheduled, so that parents can be present and provide input. For parents that are unable to attend, phone conferences are available. | Teachers, Assistant Principals,  Principal, Guidance Counselors | Involved parents make the home to school transition complete and increase student achievement. | Ongoing through May 2019 |
| 2 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)] | Five Star Implementation | Office Specialist/Parent Liaison | Increase student, teacher, and parental participation, motivation which effects study habits and improves student achievement. | Ongoing through year |

# Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan.

Please upload into SharePoint and keep copies for our records.

# Upload Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

# Upload Evidence of Parent and family engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

## Evaluation of the previous year's Parental & Family Engagement Plan

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. 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 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

# Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; 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.

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

# Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the 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).

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

# Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| --- | --- | --- |
| count | Content/Purpose | Description of the Activity |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.