## SCHOOL Title I, Part A Parent and Family Engagement Plan (PFEP)

I, **Dr. LaShawn Frost**, principal of **Booker Middle School**, 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 outlined in ESEA Section 8101;
* Involve the parents/families 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/families 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/families, in an organized, ongoing, and timely way, in the planning, review, and improvement of the schoolwide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective parent/family engagement, and to revise, if necessary, the school’s parent and family engagement plan;
* Provide to each family 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 out of field; 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. [ESEA Section 1116].

**Dr. LaShawn Frost** May 17, 2018

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

**Mission Statement**

**Response:** Booker Middle School will create partnerships amongst school and family by empowering parents to help their student(s) reach prominent levels of social and academic achievement. Booker Middle School will actively engage and welcome parental participation and advocacy in all aspects of the educational process.

**Involvement of Parents**

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

**Response:** Booker Middle School will create partnerships amongst school and family by empowering parents to help their student(s) reach prominent levels of social and academic achievement. Booker Middle School will actively engage and welcome parental participation and advocacy in all aspects of the educational process.

To foster parent involvement in an organized, ongoing and timely manner Booker Middle School will assess present practices of parent involvement through pre- and post-surveys to establish baseline data. Booker Middle will hold its annual meeting in which all parents will be informed of the school's participation in the Title I program, the requirements and their right to be involved. We will produce and distribute a Parent Involvement brochure to be given to Booker Middle School parents (in both English and Spanish).

The school-wide Parent Involvement Committee will continue to meet monthly to provide information about the program, share strategies for success and offer time for parents to ask questions and give feedback. Additionally, parent teams will be formed within each of Booker Middle’s Learning Academies to increase communication among parents, students and teachers within the same team. Booker Middle will ensure that parents understand all policies, rules, notices, parent compacts, notices, etc. by having them printed in both English and Spanish as well as conducting meetings in a language that the parents can understand.

Booker Middle will also have a mid-year Parent Extravaganza that will allow the Parent Involvement Committee to obtain parent feedback from surveys and parent input regarding school-wide data. During the Parent Extravaganza, we will facilitate community conversations, thus obtaining feedback from parents to help support the learning environment.

Finally, the school will provide a regular schedule of useful notices, memos, phone calls, newsletters, emails and other means communications. Training sessions will be provided for parents.

**Coordination and Integration with Other Federal Programs**

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.

[ESEA Section 1116]

**Response:**

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| **Count** | **Program** | **Coordination** |
| 1 | Tornado Achievement After-School Program | Booker Middle will give parents the tools to identify the needs of their student. They will also learn ways in which they can assist their student with homework and reading strategies. |
| 2 | Parent/Student Workshops | Girls Scouts of America in collaboration with Booker Middle will provide workshops for students and families regarding self-esteem and healthy eating. Parents will learn ways in which they can build their student's self- esteem. They will also learn ways to cook healthy and stay fit. Alpha Phi Alpha Fraternity will work collaboratively with students and parents to facilitate reading workshops. Parents will learn ways to better support their boys with reading. |
| 3 | Mentoring Program | Take Stock in Children will work with Booker Middle's families by having workshops on scholarships available for students. Parents will also learn the importance of supporting their student throughout their educational career. |
| 4 | SATOSS | Jewish Family Counseling Services in collaboration with Booker Middle will provide counseling services for families and students. Parents will learn how to support their student through tough times. They will also receive strategies for success in working with their student. |
| 5 | CINS/FINS | YMCA and Booker Middle will work in collaboration to counsel and assist parents with ways in which they can best support their student with attendance issues. |
| 6 | Newtown Library After School  Programs | Staff will work in collaboration with Booker Middle School to maintain reading programs and activities for parents and students. There will be weekend and evening activities designed for parents to support student achievement. |
| 7 | Parent University | Booker Middle will provide families with information, allowing for increased knowledge of the operation of the learning environment. These workshops will be based on a Parent Needs Survey. |
| 8 | Mentoring Programs | JFCS, Big Brothers/Big Sisters and Booker Middle will work with students and their families through a mentoring program. Parents will attend workshops teaching them the importance of their child being a productive citizen in the Booker Middle School learning community. Parents will also learn ways to stay involved in their student's education. |
| 9 | Project Prevent | Project Prevent will provide parents with the tools to facilitate healthy communication and relational practices in the learning environment and in the home environment. |
| 10 | United Way Parent Resource Center | United Way staff will work collaborative with Booker Middle School to provide parents with the tools to break the two-generational poverty cycle. Parents will be offered strategies and programs to not only support their students learning, but their own individual learning. |

**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, and the rights of parents.

**Response:**

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| **Count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop an ongoing marketing Plan | Assistant Principal | July | Copy of marketing plan |
| 2 | Develop an agenda, handouts and presentation materials that address the Title I components. | Principal | August | Copies of the agenda, PowerPoint presentation and handouts. |
| 3 | Develop flyers and invitations to annual meeting. | Administrative Assistant | August | Copies of flyers and newsletter |
| 4 | Develop a sign in sheet for the annual meeting | Administrative Assistance | August | Copies of sign-in sheet |
| 5 | Facilitate the Title I Annual Meeting for Parents | Principal | August | Copy of PowerPoint |
| 6 | Parent Extravaganza: Booker Middle School will invite parents out to evaluate mid-year progress | Administrative Team | December | Copies of sign-in sheet, Flyers, PowerPoint |
| 7 | End of the Year evaluation | Administrative  Team | May | Copies of sign-in sheet, Flyers, PowerPoint |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, child care, or home visits, as such services are related to parent and family engagement.

[ESEA Section 1116]

**Response:** Booker Middle will offer monthly meetings during the morning **(7:30 AM-9:30 AM)** and evening **(5:00 PM- 7:00 PM)** hours to accommodate a diverse group of parent's schedules. This will allow the school to have an increased number of parents involved in the instructional programs and activities at Booker Middle School. The Parent Resource Center will be open every day from **7:00 a.m. to 5:00 p.m. Monday through Friday**. The United Way Resource Director will be available to provide support and resources as necessary. Additionally, Booker Middle will offer diverse opportunities for parents to volunteer throughout the day. The Parent Involvement Committee will develop a yearlong calendar with varying opportunities for parents to get involved.

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**Building Capacity**

Describe how the school will implement activities that:

* Will build the capacity for strong parent/family engagement;
* Will build relationships with the community to improve student achievement;
* Provide materials and trainings to assist parents/families to work with their child(Ren);
* Provide other reasonable support for parent/family engagement activities.

[ESEA Section 1116]

**Response:**

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| **Count** | **Content and Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Presentation of materials that address Title I component. Distribution supplemental materials to assist parents in their student’s achievement. | Principal | The more parents can support their students with homework and or assignments | August | Distribution of Title I booklets, agenda and copies of supplemental materials. |
| 2 | Brief Title I information session. Parents meet with teachers to discuss student and parent expectations for the school year. | Principal | Parents who understand their role and responsibility can support the school. | August | Distribution of Title I booklets, agenda, teacher syllabus and presentations. |
| 3 | Informational meeting on importance of Parent Involvement. | Assistant Principal | Research shows that more Fathers are involvement in their student’s education the more likely the student will succeed. | September/May/June | Distribution of Title I booklets, agenda, resource documentation and sign in. |
| 4 | ESOL students/Informational meeting on Title I status and access to community service agencies. | ESOL Liaison/Assistant Principal | Parents who understand their role and responsibility can support the school. | October | Distribution of Title I booklets in Spanish, agenda. Materials from community agencies and sign in. |
| 5 | Informational event to support Literacy Across the Curriculum | Assistant Principal/Curriculum Coordinator | Parents that can access literacy materials to provide a print rich environment. Can positively impact Literacy in the home. | January | Distribution of Title I booklets in Spanish, agenda. Materials from community agencies and sign in. |
| 6 | Information session for Achievement Test Readiness. | Leadership Team | Parents that can understand strategies can positively impact student achievement. | January | Distribution of Title I booklets, agenda, and resource materials. |
| 7 | Status update towards meeting goals and objectives. | Principal | Parents that can understand strategies can positively impact student achievement. | March | Distribution of Title I booklets, agenda, and resource materials. |
| 8 | Interactive session on ways to increase student achievement. | Principal | Parents that can understand strategies can positively impact student achievement. | April | Distribution of Title I booklets, agenda and the parent involvement policy. |
| 9 | Progress monitoring update and data chats. | Principal/Assistant Principal | Parents that are well informed of student achievement will find ways to better assist their student academically. | April | Distribution of Title I booklets, agenda, teacher presentation and example of student data. |
| 10 | Family Engagement Night | Leadership Team | Parents that can understand strategies can positively impact student achievement. | March | Distribution of Title I booklets, agenda, and resource materials. |
| 11 | Student Lead Conferences | All Staff | Parents that are well informed of student achievement will find ways to better assist their student academically. | May | Distribution of Title I booklets, agenda, teacher presentation and example of student data. |
| 12 | Arts Master Classes for all Stakeholders | All Stakeholders | Funds raised will be used to support student achievement materials and family activities | September | Distribution of Title I booklets, agenda, sign-in sheets and resource materials. |

**Staff Development**

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 parents/families in the following areas:

* How to reach out to, communicate with, and work with parents/families as equal partners;
* The value and utility of contributions of parents;
* How to implement and coordinate parent programs; and
* Build ties between parents and schools.

[ESEA Section 1116]

**Response:**

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| **Count** | **Content and Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parents as Equal Partners | Assistant Principal | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | September | PowerPoint |
| 2 | Training in Recognizing the value and utility of parent contributes | Assistant Principal | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | August | PowerPoint |
| 3 | Training on how to implement and coordinate parent programs | Assistant Principal | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | February | PowerPoint |
| 4 | Training on building ties between parents and schools | Assistant Principal | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | January | PowerPoint |
| 5 | Training on Making Family and Community Connections | Assistant Principal | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | October | PowerPoint |
| 6 | Training on Home School Communication | Administration | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | August | PowerPoint, AS400 data, Newsletters |
| 7 | Training on Family-School Partnerships for Reading success | Administration | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | December | PowerPoint |
| 8 | Helping Every Student Succeed: Schools and Communities working together | Administration | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | November | PowerPoint |
| 9 | Training on Creating the School Climate and structures to support parent involvement | Administration | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | March | PowerPoint |
| 10 | Reaching all families | Administration | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | April | PowerPoint |
| 11 | Strategies for involving parents | Administration | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | May | PowerPoint |
| 12 | Strategies for Developing Resilient Learners | Administration | Teachers, who have a better understanding of how to empower parents, will have a greater impact on student achievement. | May | PowerPoint |

**Other Activities**

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

[ESEA Section 1116]

**Response:** Booker Middle will conduct activities that will encourage and support parent in more fully participating in the education of their children. These activities include the following: I-Ready Training, Parent University, Parent Workshops/Building self-esteem, Expansion of Parent Resource Center, Expansion of Data Room and data chats, Parent Tours of School, College and Career Resource Center and Master Classes for Parents. These activities will take place throughout the year. To demonstrate the effectiveness of the above-named activities, Booker Middle School will develop agendas, collect sign-in sheets of the parents in attendance and complete parent surveys throughout the year.

**Communication**

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

* 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 obtain;
* If requested by parents/families, 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/families of participating children, the school will include submit the parents/families’ comments with the plan that will be made available to the local education agency.

[ESEA Section 1116]

**Response:**

Booker Middle will provide timely information about the Title I program through effective communication with parents via Newsletters, School Websites, Emails, Phone Calls, Home Visits, Progress Reports and Student Planners. Booker Middle School will provide active leadership in increasing the level and quality of parent involvement in their student's education through a diversity of course offerings, Creative Writing, Real Men Read Cave, Princess Reading Palace, progress monitoring, RTI, PBS, Weekly Team meetings, DIVAS Program, letters mailed home at the end of 9 weeks for failing grades, Parent Involvement Committee, Administration has an open-door policy, Administrators are accessible during bus duty and parent pick-up and the 21st Century after-school program. Booker Middle School will monitor the information being provided to parents by connect-ed phone logs, sign-in sheets and surveys.

**Accessibility**

1. Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (including parents/families with limited English proficiency, disabilities, and migratory children).

**Response:** Booker Middle School respects each family's experience and culture are respected and valued by teachers and other instructional staff. Therefore, we will provide full opportunities for participation in parental involvement by offering various activities and events. These events include but are not limited to: Poverty training Workshops, ELL teacher conferences, Multicultural workshops, Literacy Night, Student Led Conferences and more. Interpreters/Translators will be available to assist our Spanish speaking families. We will also provide parents with multiple communication tools such as e-mails, websites, surveys, letters, newspapers and connect-ed messages. These communication tools will also be translated in Spanish. All parents will be invited to serve on school committees and will be offered a support person and/or translator as needed. Booker Middle is also handicap accessible facility.

1. Describe how the school plans to share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent feasible, in a language parents/family can understand.

**Response:** We will also provide parents with multiple communication tools such as e-mails, websites, surveys, letters, newspapers and connect-ed messages. These communication tools will also be translated in the families’ native language. All parents will be invited to serve on school committees and will be offered a support person and/or translator as needed. Booker Middle will continue to develop programs and services that will meet the needs of all cultures.

**Discretionary Activities** (optional)

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

**Response:**

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| **Count** | **Description of Implementation Activity/Strategy** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** |
| 1 | Open House/Report Card Nights | Assistant Principal/Administrative Secretary | Parents that are well informed of student education will find ways to better assist their students and parents. | Ongoing |
| 2 | Show parents how to share books with their student. Help build confidence for parents to be able to work with their student. Literacy Night. | Assistant Principal | Parents that are well informed of student education will find ways to better assist their student. | January |
| 3 | Open House/Parent Meeting | Assistant Principal | Opportunities to help formulate for parents who can share and participate appropriately in decisions involving students’ education. | Ongoing |
| 4 | Parent Involvement Meeting and Parent Workshops | Assistant Principal | Opportunities to help formulate for parents who can share and participate appropriately in decisions involving students’ education. | Ongoing |
| 5 | Teach parents about the programs and services that will benefit their student. Help build confidence for parents to be able to work with their student. Fall Fest: Parent Volunteer Sign-Up | Assistant Principal/Administrative Assistant | Parents that are well informed of student education will find ways to better assist their student. | October |
| 6 | Mentoring Program | Assistant Principal | Stakeholders that are well informed of student education will find ways to better assist students. | Ongoing |
| 7 | Home Visits | Support Staff | Home Visits will be facilitated to help clarify to parents and students that the relationship is more than that of an educator. We will work in Partnership to see student success. | Ongoing |
| 8 | Childcare | School Staff | Booker Middle will provide Childcare for parents to attend school-wide events and activities. | Ongoing |

**Barriers**

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

**Response:** Some of the same group of parents being actively involved, Engaging more African America and Latino Parents, A need for more financial resources, Level of Education, Limited English Proficiency, Parent Work Schedules, Transportation issues.

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

**Response:** Booker Middle will work in collaboration with Project Prevent and United Way to provide support for all families. This support will involve ways to eliminate language barriers, disability barriers and any other issues that hinder student success. We will have representatives to support each subgroup, hold more parent fundraisers, Invite Parents to Participate in Parent University Workshops, Have Interpreters at all or most activities and facilitate activities throughout the day. In addition, Booker Middle will offer many more ways to get involved. Booker Middle will also offer a variety of transportation support, such as bus passes, carpooling, BMS Van, etc.

**Best Practices**

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.

**Response:**

1. Monthly Parent University Workshops: Designed to provide parents with information to support student success
2. Parent Resource Center: Designed to support families with individual needs
3. Step Up Volunteer Program: Designed to help parents stay connected to their student’s educational program.

**PLEASE NOTE THE FOLLOWING DOCUMENTS ARE TO BE UPLOADED**

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents/families for all children served under this part, a parent-school compact that outlines how parents/families, the entire school staff, and students will share the responsibility for improved student academic achievement.

[ESEA Section 1116]

**Upload Evidence of Input from Parents/Families**

Upload evidence of parent/family input in the development of the parent and family engagement plan. Include the meeting agenda, the meeting minutes and the sign-in sheet.

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**Upload Parent-School Compact**

Upload an electronic version of the Parent-School Compact for 2018-19.

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**Upload Evidence of Parent/Family Input in Development of Parent-School Compact**

Upload evidence of parent/family input in the development of the compact. Include the meeting agenda, the meeting minutes and the sign-in sheet.