School Name: Clewiston Middle School

Parent and Family Engagement Plan (PFEP) 2018-2019

I, Lisa Brookins, 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 (h)(6)(A)].

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**Parent and Family Engagement Statement**

**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 [Sections1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Within the first few weeks of school beginning, Clewiston Middle School holds a Title One Parent Night. At this meeting we explain that we are a Title 1 School and we give a description of how this benefits our school and students. In addition, this is when we initially invite parents to submit their names for our School Advisory Committee. We also explain the importance of this committee and how it helps us make decisions on how we use our parental involvement funds and make academic improvements.

Our teachers are encouraged to invite parents into their classrooms for special events. These events may include AVID parent night, Parent-Teacher conferences, and various others.

A letter is sent home, and also shared via our website and Facebook page, to all parents to invite them to be part of CMS’ School Advisory Committee. The letter is in English and Spanish to ensure effective communication.

Members of the school advisory Committee are nominated, accepted and then the slate of nominees is voted on.

All minutes and agendas will be kept on record for documentation purposes.

**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 Involvement 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. |
| 5 | Migrant Parent Advisory | The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs. |
| 6 | Homeless-Title X Part C & Title 1 Part A | Student Services coordinates with Title 1 Part A and Title X 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 X also funds a homeless advocate for homeless students. |
| 7 | 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. |
| 8 | Adult Education | Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available. |
| 9 | Nutrition Programs | LEA participates in the federal CEP 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.  |
| 10 | Supplemental Academic Instruction (SAI) | Supplemental Academic Instruction (SAI) funds will be coordinated to provide after school tutoring and summer school for Level 1 readers. |
| 11 | Title III | Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education. |
| 12 | Title II | Provides for teachers and administrators professional development and supports all teachers to be highly qualified. |
| 13 | 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 involvement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district This grant is also the funding source for implementing the requirements of NCLB which have not been waived by the FLDOE's waiver. |
| 14 | 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. |
| 15 | 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. |

**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), 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 [Section 1116(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title One Parent Night | Lisa Brookins | September 6, 2018 | Explanation of Title 1 requirements and benefits, explanation of curriculum, and opportunity to ask questions. Agendas will be used as evidence. |
| 2 | School Advisory Committee | Sandi Perry | October 18, 2018 | Parents are given information about changes of Clewiston Middle School. Parents are given the opportunity to ask questions. Agendas and minutes will be used as evidence. |

**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:** We have an open door policy at Clewiston Middle School where parents are welcome and encouraged to come throughout the day to meet with administration. Teachers are able to meet with parents during their planning time, afterschool, or a designated time agreed upon by both parties.

All School Advisory meetings are conducted in the evening so that more parents can be involved. Translators are available.

The Parent/Teacher Conferences times vary in order to accommodate the parents, including and evening session from 5:30 – 7:00

Parents may also request to have a conference at any time during the school year with their child’s teacher to be updated as needed on the progress of the student.

**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 | Student Planner | Classroom teachers | Students will complete assignments and open communication between parents and teachers. | Ongoing | Completed assignments and documented communication |
| 2 | Student Viewer/Grades | David Villarreal | Allow students to see real time student grades. Enable parents to monitor their child’s progress. | Ongoing | Students’ completion of assignments in all classes. |
| 3 | Website/Facebook | Samantha Ortiz and Virginia Vasquez | Informs parents of events that pertain to their child  | Ongoing | Website Counter |
| 4 | Phone Call Outs | Sandra Perry and Lisa Brookins | Reminders to parents of upcoming events | Ongoing | Parents attendance & student awareness |
| 5 | Parent/Teacher Conferences | Lisa Brookins | Cooperation between the school and home to improve academic achievement. Scheduled conferences will take place after each progress report. Additional conferences will be on an “as needed” basis. | Ongoing | Continued academic achievement. Sign in sheets will be used as evidence of completion |
| 6 | Open House | Lisa Brookins | Communication between teachers and students | August, 2018 | Completion of student information and 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 | I-Ready Training | Sandra Perry  | Teachers will use data to drive intervention instruction | September 7, 2018 | Sign in sheets and growth assessments throughout the year |
| 2 | Marzano Learning Scales | District Coaches | Teachers will use learning scales to increase student engagement  | September 11 & 18, 2018 | Sign in sheets and growth assessments throughout the year |
| 3 | Study Island | Tina Wills | Teachers will use data to drive intervention instruction | October 23, 2018 | Sign in sheets and growth assessments throughout the year |

**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)].

**Response:** The classroom teachers meet with parents’ throughout the year on an “as needed” basis. They meet to look at the data of their child and to make suggestions on how they can help their child at home. We provide several means of communication for both the teachers and parents to communicate. We use a call-out system where the messages are in both English and Spanish. We also purchased student planners, again this year, so there can be open communication between teachers and parents.

**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: Parents are informed about the Title 1 programs during our Title 1 parent meeting in September, open house, and School Advisory meetings.

**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:** All written communication will be sent home in English and Spanish. A translator will also be provided to all parents during meetings, phone calls, or any other needed communication. For our students with disabilities, meetings are conducted where the parents, along with school personnel, make decisions focused on the individual needs of the student. Annual meetings are also conducted with all students in our ELL program.

**Evidence of Input from parents-**The Parent Involvement Plan is presented at the first Student Advisory Committee meeting to be approved by the committee. At this meeting parents have the ability to ask questions about the plan and ask for additions or deletions.

**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 | Open House | 1 | 450 | Increase parental awareness of classroom expectations and activities |
| 2 | 6th Grade Parent Meeting | 1 | 54 | Informative meeting for parents to create awareness of curriculum, expectations, and how to help their child be successful |
| 3 | 7th Grade Parent Meeting | 1 | 47 | Informative meeting for parents to create awareness of curriculum, expectations, and how to help their child be successful |
| 4 | 8th Grade Parent Meeting | 1 | 52 | Informative meeting for parents to create awareness of curriculum, expectations, and how to help their child be successful |
| 5 | Parent Teacher Conferences | 3 | 100 | Provides an opportunity for parents and teachers to discuss student progress as well as give feedback on ways for students to increase their achievement. |

**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 | iReady Training | 2 | 55 | Teachers were able to learn how to use the iReady program and the data from it to create the most effective small groups. Additionally, teachers learned how to present the necessary data to parents, |
| 2 | Teacher Evaluation System | 2 | 55 | Teachers were given professional development on the new Teacher Evaluation System to ensure they knew the expectations to be considered highly effective. |

**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 | Parent does not have transportation | The school will try to encourage parents who are friends to ride together to school events. |
| 2 | Parents are not aware of activities | Encourage parents to provide the school with updated contact information (email and phone) so that the call-outs make it to the correct person as well as use the school remind app, website, and Facebook page. |
| 3 | Parents have other obligations | Schedule events on different days of the week and different times so that all parents have an opportunity to attend events. |