

## **CARVER MIDDLE SCHOOL Title I, Part A Family Engagement Plan**

I, Kinetrai C. Kelley-Truitt, 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 family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for family engagement are spent [Section 1118(b) (1) and (c) (3)];
- Jointly develop/revise with families the school family engagement policy and distribute it to families of participating children and make available the family engagement plan to the local community [Section 1118 (b)(1)];
- Involve families, 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 family engagement policy and the joint development of the school wide program plan under section 1114(b) (2) [Section 1118(c) (3)];
- Use the findings of the family engagement policy review to design strategies for more effective family engagement, and to revise, if necessary, the school's family engagement policy [Section 1118(a) (E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the families of participating children, the school will submit family comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- 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 [Section 1111(h) (6) (B)(i)];
- Provide each family 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 family 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)].

---

**Signature of Principal or Designee**

**Date Signed**

### **Mission Statement**

#### **Family Engagement Mission Statement (Optional)**

Our primary mission at Carver Middle School is to find ways of enhancing each child's learning opportunities by collaborating with families and community. We strive to help students nurture a love for learning and to become lifelong learners. Along with our Vision we encourage members of Raider Nation to BELIEVE in themselves and their ability to learn, ACHIEVE academically and personally, and SUCCEED at Carver Middle School, through high school, and beyond. We believe that each child should be given opportunities to achieve and be successful, we understand active participation by parents and family will help promote this success.

## Engagement of Families

Describe how the school will involve 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 family engagement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Carver Middle School will involve the School Advisory Council (SAC), which is made up of families, educators, and community leaders that represent the demographics of the school population. Members are nominated and/or volunteer. Teachers vote on teachers, staff vote on staff, families vote on families, and SAC meets monthly on the same day as Family Teacher Organization (PTO). The PIP, Title I Plan and the Compact are shared at the SAC meetings and the council members provide input on adding or removing items on these document to meet the needs of the school population. Both the agenda and minutes of all SAC meetings will demonstrate the decision making process that will take place throughout the 2018- 2019 school year as it relates to Title I funds and program offerings.

## Coordination and Integration

Describe how the school will coordinate and integrate family engagement programs and activities that teach families 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 Families as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

Count	Program	Coordination
1	IDEA	Carver collaborates with the District's ESE department to ensure that families of students with disabilities have the opportunity to participate in family_engagement programs and activities.
2	Title-IX	Carver collaborates with the District's Homeless Liaison in the student services department to ensure families of homeless students have the opportunity to participate in family_engagement programs and activities.
3	Title II	Carver receives support from the District's Curriculum Dept. with Title II funds to help provide appropriate training for teachers. Trainings are provided for families to learn how to help their child at home; Carver Expo, Academic Nights (Writing, Math and Science, Literacy, ESE, STEM). Title II money is used to provide teachers with time to plan.
4	Title III	Carver collaborates with the Title III Program Specialist to ensure families of ELL students have the opportunity to participate in family_engagement programs and activities.

## Annual Family Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform families of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), yearly progress, school choice, supplemental educational services, and the rights of families. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Capacity Building Team Meeting	Administration and Family School Liaison	September	Sign in sheets , Agenda, Title 1 brochures
2	Flyer sent home	Family School Liaison	September	Copy of flyer that was sent home, posted on school website, Facebook and Twitter
3	Presentation materials developed	Family School Liaison and Administration	September	Copy of presentation material
4	Prepare and Print Sign-in Sheets	Family School Liaison	September	Sign in sheets
5	Meeting held on campus	Administration	September	Sign in sheets

## Flexible Family Meeting

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 family engagement [Section 1118(c)(2)].

**Response:** Carver Middle Administration and Capacity Builder Team will meet continuously on a monthly basis with the SAC for input into the development, implementation, and evaluation of the current School Improvement Plan, Title I Plan, and Family Engagement Plan. Meeting times will be flexible to meet family needs and schedules. Meetings are offered in the evenings and daytime. In the Spring, the SAC will review the current Title I Plan and Family Engagement Plan and offer revisions for the following school year. The revised plans will be presented to the SAC for approval in May. All programs for academic assistance are offered in the evenings and daytime for the convenience of all families. A day meeting is offered in the summer for incoming students.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong family engagement, in order to ensure effective engagement of families and to support a partnership among the school involved, families, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help families work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for family engagement activities under Section 1118 as families may request [Section 1118(e)(14)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Annual Meeting Evening	Administration, Educators, Family School Liaison	Parents will be informed about Title 1 Federal program, Family Engagement, Parent Resource Center and content specific sessions will be provided for families. Information will include grade level proficiency, strategies families can use at home, and assessment methods. This information should increase students' achievement.	September 2018	Family and student participation, Title 1- Family Engagement Event Sign in sheets,, agendas, handouts and presentation materials will be documented.
2	Student - Led Teacher Conference	Administration, Educators, Family School Liaison	Student lead family conference discussing academic progress and semester goals. Families and teachers can discuss curriculum and receive pertinent information regarding available resources to improve student achievement.	November 2018	Family and student participation, Title 1- Family Engagement Event Sign in sheets, agendas, handouts and presentation materials will be documented.
3	AVID & ETS Family Outreach Day	Administration, Educators, and Family School Liaison	Families will learn of the curriculum, assessments, the school's participation under Title I Part A, and their rights to be involved so that they can help their child improve student achievement.	January 2019	Family and student participation Title 1- Family Engagement Event Sign in sheets, agendas, handouts and presentation materials will be documented.
4	Parents in classroom day	Administration, educators, and Family School Liaison	Families will learn about curriculum, assessments, the school's participation under Title I Part A, and their rights to be involved as a support to help improve their child's academic achievement.	February 2019	Family and student participation Title 1- Family Engagement Event Sign in sheets, handouts and presentation materials will be documented.
5	Health Family Night	Administration, Physical Education department, and Family School Liaison	Families will receive information and actively engage in physical activity to learn the importance of fitness and health and how it can help increase student achievement.	March 2019	Family and student participation, Title 1- Family Engagement Event Sign in sheets, agendas, handouts and presentation materials will be documented.
7	Family Informational workshops	Administration & Family School Liaison	Families will be able to participate in tutorial session to better understand Skyward Family Portal, and Carver's communication to better assist their child in their academic progress.	April 2019	Family and student participation Title 1- Family Engagement Event Sign in sheets, agendas, handouts and presentation materials will be documented.

### 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 families as equal partners, in the value and utility of contributions of families, and in how to implement and coordinate family programs, and build ties between families and schools [Section 1118(e)(3)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Presentation on the importance of family engagement	Administration and Family School Liaison	Family engagement increases student achievement	November 2018	Title 1- Family Engagement Event Sign in sheets, handouts, Agenda Student achievement scores
2	SAC meetings including increasing family engagement.	Administration, Family School Liaison, and SAC Chairman	Student achievement will increase as a result of family training.	Ongoing	Title 1- Family Engagement Event Sign in sheets, handouts, Agenda Student achievement scores Student data obtained from testing.
3	PTO meetings including input on increasing family engagement.	Administration, Family School Liaison, and PTO Officers	Student achievement will increase as a result of family training.	Monthly	Title 1- Family Engagement Event Sign in sheets, handouts, Agenda
4	AVID including input on increasing family engagement.	Administration, AVID Coordinator, Family School Liaison	Student achievement will increase as a result of family training.	Ongoing	Title 1- Family Engagement Event Sign in sheets, handouts,

### Other Activities

Describe the other activities, such as family resource centers, the school will conduct to encourage and support families in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:** Title I funds a Family School Liaison (FSL) to manage and operate a Family Resource Center on the campus of Carver Middle School. In the resource center, families have access to computers to follow academic programs and services and other resources to help their child succeed academically. In addition the Family Resource Center, has a technology loan program, College and Career Resources. Families in need of clothing, food, and other items are supported through the Family Resource Center. The Family School Liaison encourages families to attend SAC, PTO, and extra-curricular activities. Families are informed of upcoming family events through the school's website, facebook and Twitter, Family School Liaison page, flyers in both English and Spanish, and the telephone call out system.

### Communication

Describe how the school will provide families of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(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 1118(c) (4)(B)];
- If requested by families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c) (4) (C)]; and
- If the school wide program plan under Section 1114 (b) (2) is not satisfactory to the families of participating children, the school will include submit the families' comments with the plan that will be made available to the local education agency [Section 1118(c) (5)].

**Response:** Carver will notify families about all academic programs and Title I events and policies no less than one to two weeks prior to activities via.

- School messenger- phone call out
- School's website, Facebook and Twitter
- Notices of events sent home with students (both languages English & Spanish)
- Mail communication
- Text alerts (Remind 101)
- Monthly electronic newsletters in both English & Spanish
- Carver will hold Carver Expo in the beginning of the year where the curriculum is explained to families.

Tests are used to evaluate academic areas. We also explain the proficiency levels along with the school goals.

Copies of the school improvement plan, the Title I plan, and the Family Engagement Plan will be available in the front office, the Family Resource Center and school website. The plans and/or summaries will be available in English and Spanish.

An annual survey will be sent to families to determine their satisfaction with the school-wide program. Families will receive handouts identifying the curriculum, academic assessments used to measure student progress, contact information for their child's teacher, instructions in the Skyward Family Portal, where families can access student homework, grades, and test scores as well as the ability to ask teachers questions on their student's performance in class

### **Accessibility**

Describe how the school will provide full opportunities for participation in family engagement activities for all families (including families with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language families can understand [Section 1118(e)(5) and 1118(f)].

**Response:** Families will be notified in the following ways:

- SAC
- PTO
- School Website, Facebook and Twitter
- School Messenger-phone call out
- Text Alerts
- Flyers sent home with students (notices will be sent home in English and Spanish). Families with disabilities may contact the Family School Liaison to make arrangements for transportation to school meetings.
- Family School Liaison will serve as translator as needed.
- Hard copies of the PIP and Title I Plan are available for families who cannot attend meetings. These will be located in the front office and the Family Resource Center and the school website.
- Families of migrant student are offered flexible meeting times and the opportunity to attend meetings in daytime hours.

## Discretionary Activities

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

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e) (6)];and	School Advisory Council and PTO meetings.	Principal	Family Engagement increases student achievement.	Monthly meetings
2	Training families to enhance the engagement of other families [Section 1118(e)(9)];	Title I Family meeting, SAC, PTO, and specific academic area meetings.	Administrators, Instructional Coaches, and Family School Liaison	Supports increased student achievement.	Quarterly family meetings
3	Maximizing family engagement 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 families who are unable to attend those conferences at school [Section 1118(e) (10)];	Annual Title I meeting, home visitations, and family conferences	Administration, Guidance Counselors, Teachers, Social Worker, and Family School Liaison	Student achievement will increase due to increased family knowledge	Ongoing
5	Adopting and implementing model approaches to improving family engagement [Section 1118(e)(11)]; and	School-Based Academic Nights and Family Resource Center	Administration, Instructional Coaches, teachers and Family School Liaison will work together to coordinate monthly activity.	Increased student achievement on FCAT	5 meetings per academic year.
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities [Section 1118(e) (13)].	Family Resource Center	Family School Liaison	Increased student achievement and growth	Ongoing

## Upload Evidence of Input from Families

### Upload Family-School Compact

Note: As a component of the school-level family engagement policy/plan, each school shall jointly develop, with families for all children served under this part, a family-school compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Family-School Compact.

[Uploaded Document](#)

### Upload Evidence of Family Engagement in Development of Family-School Compact

Note: As a component of the school-level family engagement policy/plan, each school shall jointly develop, with families for all children served under this part, a family-school compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of family input in the development of the compact.

[Uploaded Document](#)

## **Evaluation of the previous year's 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 families to help their children [Section 1118 (e) (1-2)]. Include participation data on the Title I annual meeting.

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Annual Meeting	1	393	Families will learn of the curriculum, assessments, the school's participation under Title I Part A, and their rights to be involved so that they can help their child to be academically successful.
2	PSAT College Board	1	1	Content specific sessions will be provided for families. Information will include grade level proficiency, strategies families can use at home, and assessment methods. This process will help to ensure that students are career and college ready.
3	AVID Family Night	1	71	Families can discuss curriculum with teachers and receive pertinent information to increase student achievement. This activity is designed to encourage more participation in advanced classes in Middle School, in preparation for High School.
4	Transition to Middle School Family Night	1	305	Families will learn of the curriculum, assessments, the school's participation under Title I Part A, and their rights to be involved so that they can help their child to be successful. This event will have emphasis with transition from Elementary School to Middle School.
5	IPad Workshops	1	1	Information provided will enable families to utilize technology to increase student's ability to access curriculum. Also, families learn how to help the student utilize the device to practice Math exercises and Vocabulary words.
6	Title 1 Literacy FSA Family Night	1	36	Families will learn of the curriculum, about the Title I Tutoring Program, how it will benefit student academically, and how to sign up.
7	STEAM Night	1	260	Families will learn of the Science, Technology, Engineering, Math and Culinary Arts curriculums by participating in team building exercises alongside students.

### **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 families; how to reach out to, communicate with, and work with families as equal partners; the implementation and coordination of family programs; and how to build ties between families and the school [Section 1118 (e)(3)].

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Presentation on the Importance of Family Engagement PowerPoint	1	48	Family Engagement Increases student achievement.

### **Barriers**

Describe the barriers that hindered participation by families during the previous school year in family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of transportation	Offer different meeting times and dates
2	ELL families do not understand the language	Family School Liaison will attend meetings, conferences, and family events. If FSL is not available then an interpreter will be provided.
3	Economically Disadvantaged students have low test scores	Remediate and offer tutoring
4	Communication does not always get home with students	Update website, call out to parents, Remind 101.

### Best Practices (Optional)

Describe the 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)

count	Content/Purpose	Description of the Activity
-------	-----------------	-----------------------------