**Pinellas Park Middle School**

**Parent and Family Engagement Plan**

I, Dr. Jason Shedrick, 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 1118 (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 schoolwide program plan under section 1114(b)(2) [Section 1118(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 1118(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 will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* 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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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| Pinellas Park Middle School will provide a world-class education for students preparing them for high school graduation, post-secondary opportunities including college, vocational training and the world of work. |

**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 parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| Pinellas Park Middle School believes in involving parents in all aspects of their Title I programs. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and PFEP. 50+ percent of the members of the SAC are parent (non-employee) representatives and community members. PPMS advertised on the website inviting parents to be a part of SAC. PPMS also invites parents to serve by posting it on the electronic sign in front of the school. The PFEP will be presented to the families and community members for review and input in May 2019. The input from parents will be documented by survey results. A parent survey will determine input on activities, trainings, and materials to support children. Results of parent surveys will be reviewed by the SAC to determine needed changes. SAC will also provide input on how the parental involvement funds will be used, based on parent input.  Strong responses include:   * Identification of the group responsible for the development, implementation and evaluation of the plans; * Description of the procedures for selecting members of the group; * Explanation of how the input from parents will be documented; and * Description of the process and involvement of parents in the development of required plans; and * Information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e) (14)] |
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**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 1118(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Individuals with Disabilities Education Act (IDEA) | Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP. |
| 2 | H.E.A.T. | Pinellas Park has a need for assistance with our families that are homeless. When the staff becomes aware that a student is homeless it is reported to the school social worker who then refers them to the homeless social worker. This social worker works with the families to find them shelter and jobs. The homeless social worker also helps people that have multiple families living in one home, and grandparents that are raising their grandchildren. This is through Title III for homeless families. |
| 3 | 21st Century | Pinellas Park Middle School students are able to sign up for a free after school program where they can receive free tutoring and other services. This program also works to involve parents in their child’s education. 21st Century is a grant funded by JWB from the DOE. |

Strong responses include:

* Identification of the specific federal programs; and
* Description of how the programs will be coordinated.

**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 [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Maintain documentation | Curriculum Specialist | September, 2019 | Title I audit box housed in Curriculum Specialist’s office and documentation will be uploaded to electronic audit box |
| 2 | Annual Title I Parent Meeting | Curriculum Specialist | September, 2019 | Agendas and sign-in sheets |
| 3 | Create sign-in sheets | Curriculum Specialist | August, 2019 | Sign-in sheets for meeting and individual classrooms |
| 4 | Advertise/publicize event | Principal | August, 2019 | School Messenger messages, school marquee, and posting on school website |
| 5 | Develop and disseminate invitations | Curriculum Specialist | August, 2019 | Flyer with date of dissemination and posting on school website |
| 6 | Develop agenda, handouts, and/or presentation materials that address the required components | Teachers and Curriculum Specialist | August, 2019 | Copies of agendas, PowerPoint presentation, and handouts |

Strong responses include:

* Identification of specific activities or tasks;
* Identification of the person(s) responsible for completing the task;
* Reasonable and realistic timelines; and
* Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**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 1118(c)(2)].

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| The leadership and staff of Pinellas Park Middle School have a strong belief in the importance of parental involvement. Measures are in place to offer parent meetings on a flexible schedule. PPMS will implement parent/student workshops in the evenings. PPMS will also offer parent/student workshops on different days of the week. The parent involvement committee will maintain records of parent participation. The meetings will be modified as needed based on parents’ participation. |

Strong responses include:

* Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
* Specific examples of the flexible schedule offered to parents.

**Building Capacity**  
  
Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, 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 parents 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 parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Annual Meeting/Back to School Night | Principal | Assist parents and students with school-wide and classroom expectations so that their child(ren) will be successful during and after school. | September 2019 | Sign-in sheets, handouts, agendas, and presentation materials |
| 2 | 6th Grade Orientation | Principal | Parents will have the opportunity to meet with the principal and learn about Pinellas Park Middle School. Incoming families tour the campus and familiarize themselves. The principal does a presentation of an overview about expectations, supplies, dress code, etc. | February 2020 | Sign-in sheets and handouts |

**Review Rubric:**  
Strong responses include:

* Description of the content and type of activity including the following: o The state’s academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child’s progress and work with educators to improve the achievement of their child;
* Identification of the person(s) responsible;
* Correlation to student academic achievement;
* Reasonable and realistic timelines; and
* Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

**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 programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Ongoing PLC | Principal, Assistant Principals, Instructional Coaches, Assistant Principals | Improve the ability of staff to work effectively with parents. | August 2019- May 2020 | Conference agenda and other appropriate documentation as required |
| 2 | Cross Content Parent Out Reach | Principal, Assistant Principals, Team Leaders, teachers | Work within cross content teams to identify students strengths and areas of support and reach out to parents to work with them to support their children throughout the year | August 2019- May 2020 | Cross Content meeting agendas |
| 3 | Building Bridges Effective Parent Communication | Curriculum Specialist | Strategies on communicating with students’ families. This training will also provide strategies on ways to increase parent involvement and effective communication. This will also increase student achievement in core curricular areas. | September 2019 | Sign-in Sheets |

**Review Rubric:**

 Content and type of activity including the following:

* Valuing of parental involvement,
* Communicating and working with parents,
* Implementation and coordination of parental involvement program,
* Building ties between home and school,; and
* Cultural sensitivity;

 Identification of person(s) responsible;

 Correlation to student academic achievement;

 Reasonable and realistic timelines; and

 Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

**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 1118 (e)(4)].

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| **Response:** Guidance counselors provide resources to parents and students.  Title I Family Resource Center is available to secondary families. More information is available on their website.  Parent Involvement Community Liaison working on getting the community involved and increasing volunteer participation. |

**Review Rubric:**  
Strong responses include:

* Identification of the type of activity;
* Specific steps necessary to implement this activity;
* Person(s) responsible;
* Timeline; and
* Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**Communication**  
  
Describe how the school will provide parents 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 parents, 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 schoolwide 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 1118(c)(5)].

Flyers and information about Title I parent/student workshops are on the website and in the front office. Personal invitations to target population to increase attendance.

PPMS disseminates information to its families by mailing postcards, giving flyers to students, sending automated messages and posting events on the electronic sign in order to invite parents to workshops.

PPMS sends out invitations at least two weeks in advance to parents and sends a reminder via automated message the night before.

PPMS monitors the dissemination of parent information by keeping sign-in sheets from the workshops.

PPMS gives the parents a survey to ask them their preference for ways of communication.

If PPMS’s parent involvement plan is not satisfactory to the parents of participating children the school will collect the parents’ concerns and submit the parent’s comments on the plan that will be available to the local education agency.

**Review Rubric:**  
Strong responses include:

* Process for providing information to parents;
* Dissemination methods;
* Reasonable and realistic timelines for specific parent notifications; and
* Description of how the school will monitor that the information was provided.

**Accessibility**  
  
Describe how the school will provide full opportunities for participation in parental involvement 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 [Section 1118(e)(5) and 1118(f)].

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| **Response:**  PPMS has Spanish speaking teachers and students to help translate when necessary. PPMS also distributes materials in a variety of languages. |

**Review Rubric:**  
Strong responses include:

* Process the school will use for translating information into a parent’s native language;
* Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
* Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
* Specific languages in which information will be provided; and
* Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

**Discretionary Activities**

School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

**Review Rubric:**  
Strong responses include:

* Identification of the activity which may include the following:
* Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
* Description of the implementation strategy;
* Identification of person(s) responsible;
* Correlation to student academic achievement; and
* Reasonable and realistic timelines.

**Upload Evidence of Input from Parents (into the Audit Box KIA Folder)**

* Upload evidence of parent input in the development of the plan

**Upload Parent-School Compact** **(into the Audit Box KIA Folder)**  
  
  
Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

**Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)**

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

**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 [Section 1118 (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 | New Student Orientation | 1 | Estimated 400 | To prepare new students and families for Middle School, inform families of curriculum and class expectations, provide opportunities for parents to receive portal information. |
| 2 | Pre- AICE/Cambridge Discovery Night | 2 | Estimated 110 | To raise awareness of the magnet program, to inform parents of entrance criteria and course work requirements. |
| 3 | TIPS Night-Talent Identification Program | 1 | Estimated 15 | Participants learn about their strengths with an above-level test (either the ACT or SAT) and receive benefits like specialized publications and resources, educational guidance, recognition of their abilities, and academic challenges. |
| 4 | Annual Title I Parent Meeting | 1 | Estimated 300 | Parents understand what it is to be a Title I school, where to find important information and how to get involved |

**Review Rubric:**  
Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**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 [Section 1118 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Ongoing PLC's with Instructional Coaches | 36 | 60 | Teachers worked together to analyze data to plan for differentiated instruction, target students, lesson plan and problem solve behavior issues in the classroom. |
| 3 | Cross Content PLCs | 36 | 60 | Work within cross content teams to identify student’s strengths and areas of support and reach out to parents to work with them to support their children throughout the year. |

**Review Rubric:**  
Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**Barriers**  
  
Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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) [Section 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Lack of parent involvement at Title I School  (economically disadvantage) | Offer alternate meeting times in the morning periodically throughout the year |
| 2 | Unable to contact parents/multiple calls from several teachers in one day (economically disadvantage) | Structured cross content teams with time built in to work with parents through parent calls, emails and conferences |

**Review Rubric:**  
Strong responses include:

* Identification of barrier which hindered participation by parents in parental involvement activities (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); and
* Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

**Best Practices (Optional)**  
  
Describe the parental involvement 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** |

* **Review Rubric:**  
  Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.