The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

**Assurances**

The above named school agrees to the following assurances:

* Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
* Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
* Jointly develop/revise plan with parents and make available to the local community;
* Involve parents and families in planning, reviewing, and improving schoolwide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school’s parent and family engagement plan;
* Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals;
* Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
* Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

**Mission Statement**

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| **1. Does the mission statement include:**  How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement plan will assist in providing high quality instruction for all learners? | It is the mission of Walker Middle School to lead our students to success with the support and involvement of families and the community. To increase parent and family engagement through attendance at PTSA and SAC meetings in order to include them in the decision making process of planning, review and improvement for student success. The Principal and the CRT will utilize the Connect Orange messenger system, and send home flyers to announce parental involvement opportunities. The school's marquee, website, FaceBook, lnstagram and Twitter accounts will be current and advertise all upcoming events and activities. The scheduling of activities and events will be at a time that allows parents to attend without hardship. The Title I Annual Meeting will be held at the beginning of September 2019 before Open House to ensure that all parents have the opportunity to learn about Title I and the programs and services that it offers. Parents are encouraged to attend and join PTSA and SAC so that they can be included in the decision process of the school to ensure student success. |

**Involvement of Parents**

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| **2. Does the plan include:**  How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]? | Walker Middle School involves parents in the planning, review and decisions regarding how funds for parental involvement will be used by inviting parents to the Title I Annual Meeting in September 2019. Information about Title I will be shared and parents will be invited to select a Parental and Family Engagement liaison. The liaison will meet monthly with the Parent and Family Engagement Coordinator. The Parent and Family Engagement liaison will report to the SAC monthly and be a critical part of the agenda in the planning and review of the School Improvement Plan and Parent and Family Engagement Parents will review the district Parent and Family Engagement Plan at the Annual meeting in March 2020. Following the examples of the district plan, parents will be invited to provide input for our school plan. This will be documented in the meeting minutes. |

**Coordination and Integration with Other Federal Programs**

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| **3. Does the plan include:**  How the school will coordinate and integrate parent and family engagement programs and activities?  How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]? | Walker Middle school will be onboarding a new Secondary Engagement Liaison that will specifically work with parent and family engagement. This staff member will coordinate parent events that help families with core subject content with specifics on how to help students at home. This staff member will have a focus group of 6th grade students to also track and reach out to their families to meet specific academic needs. |
| **Program** | **Coordination** |
| Pre-K Varying  Exceptionalities ESE - IDEA | Supplemental instructional support provided by Title 1 will be discussed with parents during development of student IEP. |
| Title I | Parent training sessions will be included in our Family Nights addressing strategies the parents can use at home with the students. |
| Title II | Parent training sessions will be included in our Family Nights addressing strategies the parents can use at home with the students |
| Title III | Training sessions will be part of each Parent Leadership Council meeting for our ELL parents. Available programs and interventions will be presented as part of these training sessions. |
| Title X | Parent training sessions will be included at our Title I family night, information is also provided for parents at the time of registration. |

**Annual Parent Meeting**

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| **4. Does the plan include:**  A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s  Title I program?  A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?  A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting? | The Title I Annual Meeting will be held in September 2019. The meeting will give information about the Title I programs and opportunities available to parents so that they can become involved in their student’s education. Parents are welcome to provide suggestions for parent and family engagement activities and will meet the Parent and Family engagement liaison. Parents and teachers will have the opportunity to continue to meet and discuss curriculum, academic assessments, and student expectations during parent conferences, family night's, orientation, open house, and SAC and PTSA meetings that are held on the third Tuesday of every month.  Parents will receive a copy of the PFEP and will be shown how to access the plan on the school website. At the annual Open House teachers will share information on curriculum, assessments, Skyward, Canvas, and how parents can be involved in and monitor their student's education. Translation services are available for parents who need it. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Schedule Parent meeting on school calendar | API and CRT | July 2019 | School Calendar |
| Create meeting plan: agenda, handouts, PowerPoint | CRT | September 2019 | Creation and copies of: agenda, handouts and power point |
| Advertisement of meeting | CRT | August 2019 thru  September 2019 | Copies of newsletter, flyer, website, marquee, phone messages. |
| Have translators available | ESOL Compliance Specialist | September 2019 | Meeting minutes |
| Conduct Title I Annual Meeting | CRT/Principal | September 2019 | Invitation Flyer/ Agenda/sign-in sheets/electronic newsletter |
| Maintain Documentation is ongoing | CRT | 2019-2020 School Year - following the Title I document upload schedule set by the district. | Flyer, Agenda, Minutes, Sign-in sheets |

**Flexible Parent Meetings**

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| **5. Does the plan include:**  How will the school offer a flexible number of meetings, such as meeting in the morning or evening?  How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]? | Important parent meetings will take place in the morning (9:00am) and evenings (5:00-7:00pm) to meet the scheduling needs of members. Monitored activities will be available to younger children so that the parent may take part in the meeting without hardship. |

**Building Capacity**

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| **6. Does the plan include:**  How the school will implement activities that will build the capacity for meaningful parent/family engagement?  How will the school implement activities that will build relationships with the community to improve student achievement?  How the school will provide material and training to assist parents/families to work with their child(ren)?  How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | Our School Advisory Council (SAC) oversees the development, implementation, and evaluation of our School-Wide plan. This committee is comprised of parents and staff. (At least 51% of the membership must be parents or community members who are nominated and elected by their peers.) Throughout the year, as school needs are identified, revisions to our plan are made to meet those needs. At the end of the school year, the SAC drafts a new plan for the following year, which is presented, revised, and approved by the membership of the new SAC committee in the fall. The use of school funds is addressed at each monthly SAC meeting. Input from parents will be documented through SAC meeting minutes. The plan cannot be approved until approved by the district. It can be approved by the parents.  SAC is also involved with the creation of the Parental Family Engagement Plan (PFEP). The previous year's plan is reviewed and input from parents is analyzed to create a new plan for the current school year. This plan is reviewed and approved at a SAC meeting. The plan for the 2019-2020 school year will be approved at the September 2019 SAC meeting. | | | |
| **Content and Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Meet the Teacher | Leadership Team | Provide parents an opportunity to gather teacher contact information prior to the start of the school year and allow the parents to meet the teacher in a positive setting. | August 2019 | Agenda, Sign-in sheets, Parent Survey Results |
| Open House | All Faculty and Staff | Provide parents with an opportunity to meet the teachers and see how each classroom functions. This is also an opportunity for parents to provide and receive contact information. | September 2019 | Agenda, Sign-in sheets, Parent Survey Results |
| Family Digital Night | Media Specialist and SEL | Parents will learn about digital devices and curriculum here at Walker Middle. | October 3 2019 | Attendance, Agendas, Parent Feedback |
| Hispanic Heritage/Multicultural Celebration Night | ESOL Compliance Specialist and AP |  | October 15 2019 |  |
| Family Math Night | Math Coach and SEL | Parents and students will be able to participate in various activities related to math concepts and math skills. | November 14 2019 | Agenda, Flyer, Sign-in sheets |
| Family Arts Showcase | Arts electives teachers | Parents and students will be able to view a variety of performances and art pieces from our students involved in arts electives (Dance, Drama, Art, Band, etc.). In addition to this, they will receive information about how to support the arts academically at home. | December 17 2019 | Program, Agenda, Flyer, Sign-in sheets |
| Parent Academy | Principal and CRT | Parents will have the opportunity to attend the secondary schools only Parent Academy in order to increase knowledge | January 2020 | Flyer, Sign-in sheets |
| S.T.E.M. Night | Math/Science Teachers and Coaches, SEL | Parents and students will have access to the curriculum guide, FLDOE subject links, and various other content specific links via the website. This will provide both parents and students with additional support in these content areas. | January 16 2020 | Agenda, Flyer, Sign-in sheets |
| Family Literacy Night | Reading Specialist, CRT, and SEL | A celebration of Literacy Week, this will be an event filled with Literacy-based activities meant to support Literacy efforts at home | January 28 2020 | Agenda, Flyer, Sign-in sheets |
| Family Testing Night | Leadership Team | Provide parents with a better understanding of the various state assessments and ways they can support and prepare their children at home. | April 14 2020 | Agenda, Flyer, Sign-in sheets |
| 6th, 7th, and 8th Grade Awards Ceremonies | All Faculty and Staff | Provide an opportunity for the parents to see their students rewarded for their hard work and efforts throughout the school year. Additional information will be provided for ways that parents can support their children educationally over the summer. | May 26 2020 | Agenda, Flyer, Sign-in sheets |
| PTSA General Meeting | PTSA, Principal, Assistant Principals, and Parent Involvement Coordinator | Parent involvement in school and ways to support students with homework increases student achievement. | Monthly from September 2019-May 2020. | Sign-in sheets, agenda, notes |
| SAC Parent Meetings | SAC chair and members, Principal, and Parent Involvement Coordinator | Parent involvement in the SIP, PFEP and Compact increases student achievement. | Monthly from September 2019-May 2020. | Sign-in sheets, agenda, notes |
| ESOL Parent Leadership Council | Principal, CCT | Parents will be provided with strategies to help their students acclimate to the school as they learn English. Translation services will be provided for parents so they can understand how to participate in their child’s education. | Monthly September 2018-May 2019 | Sign-in sheets, agenda, notes |
| 6th, 7th, and 8th Grade Awards Ceremonies | All Faculty and Staff | Provide an opportunity for the parents to see their students rewarded for their hard work and efforts throughout the school year. Additional information will be provided for ways that parents can support their children educationally over the summer. | May 2019 | Agenda, Sign-in sheets |

**Staff Development**

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| **7. Does the plan include:**  A description of 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 value and utility of contributions of parents/families?  - in how to reach out to, communicate with, and work with parents/families as equal partners?  - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]? | Professional development will be implemented in job-embedded delivery formats. Content specific PD is delivered through grade level planning periods. Full-day planning sessions are provided each semester for all content areas. Teachers participate in common planning, including professional development, multiple times per week. Title I professional development is provided by the Title I coordinator at faculty meetings. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Parent and Family Engagement Professional Development Module 1 | Title I Coordinator and SEL | Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships | October 2019 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 2 | Title I Coordinator and SEL | Improved ability of staff to work with parents and families | December 2019 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 3 | Title I Coordinator and SEL | Increased parent and family participation in school activities which support student achievement | February2020 | Sign-in sheets, exit slips |
| Parent and Family Engagement Professional Development Module 4 | Title I Coordinator and SEL | Improved relationship, communication and collaboration between  parents and school | April 2020 | Sign-in sheets, exit slips |
| Communicating and Working with Parents in Canvas and Skyward | Parental Involvement Coordinator, Principal, SAC representatives | Providing teachers with tools to improve parental communication will increase student achievement. | September 2019 | Sign-in sheets, Agenda, presentation materials |
| Data Meetings | Teachers and Leadership Team Placement | Focus on intervention and parental involvement during official MTSS meetings. | Monthly across various PLCs | Sign-in sheets, Agenda, notes/data |
| PLC Meetings | Principal, PLC committees | Build ties between home and school-based research | Monthly | Sign-in sheets, notes, agenda |

**Other Activities**

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| **8. Does the plan include:**  How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]? |  | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
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**Communication**

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| **9. Does the plan include:**  How the school will provide timely information about the Title I programs?  How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?  How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?  How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? | Information about school activities, meetings, academic reports, and other activities will be provided in languages that parents can understand. Translations will be provided by staff members on campus. Parents will also receive information through Connect Orange, also available in different languages. Translators will be accessible at school meetings and functions. |

**Accessibility**

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| **10. Does the plan include:**  A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?  A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand? | Parental and family engagement activities and/or services will be provided on our school campus, which provides access for parents and students with disabilities. Information and services for parent and family engagement will be posted and updated on the school website, marquee, and all other school sponsored social media outlets on a regular basis. |

**Discretionary Activities (optional)**

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| **11. Does the plan include:**  Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.) |  | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
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**Barriers**

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| **12. Does the plan include:**  A description of the barriers that hindered participation by parents/families during the previous school year?  A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]? |  | |
| **Barriers (Including the Specific Subgroup)** | | **Steps the School will Take to Overcome** |
| Communication of events to parents who are economically disadvantaged, have limited English proficiency and have limited literacy. Subgroup: Haitian, Hispanic, Black. | | Increased communications sent home in form of flyers, invitations, and connect orange in multiple languages. |
| Many contact numbers are not in service. Subgroup: Hispanic, Black, and Haitian. | | Create communication in the most beneficial way for the parents—email, and post on all school social media outlets. |
| Effective Communication | | Continue to increase communication with parents and community members all meetings, newsletters and trainings are advertised via hard copy flyers, electronic flyers, posts on our website, and posts on all school social media outlets. |

**School-Parent Compact**

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| **13. Does the plan include:**  As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement? | Included |

**Adoption**

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by

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| **Date TBD** |

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| **2019-2020** |

This policy was adopted by the school on and will be in effect for the period of

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| **Date TBD** |

The school will distribute this policy to all parents of participating Title I, Part A children on or before

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| **Signature of Authorized Personnel** |  |
| **Date** |  |

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year’s Parent and Family Engagement Plan, if applicable. The following documents can be scanned with this document and submitted as evidence:

* Parent surveys of previous year’s events and activities
* Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
* Parent Feedback Summary of PFEP Evaluation
* Parent and Family Engagement Activities Tracking Form