



2019- 2020

### Parent and Family Engagement Plan

School Name: Chiefland Middle High

LEA: Levy County Public Schools

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 in Title I, Part A in decisions about how Title I Part A funds are spent;	Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the schools' parent and family engagement plan;
Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;	Provide each family with timely notice information regarding their to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
Jointly develop/revise plan with parents and make available to the local community;	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;
Involve parents and families in planning, reviewing, and improving schoolwide program plan;	Provide each family with an individualized student report about the performance of their child(ren) on the State assessments (ESEA Section 1116)

### Mission Statement

We, the faculty of CMHS, believe our purpose is to challenge and prepare students to become productive, responsible citizens. We will encourage students within a caring and challenging community to set achievable goals and strive to reach these goals through personal excellence.

**Involvement of Families**

List and describe how the school will involve stakeholders (families, community members, school staff) in an organized, ongoing, and timely manner, in the planning, implementation, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used and the creation of School Improvement Plans (SIP) and Comprehensive Needs Assessments (CNA). (ESSA Section 1116)

Chieftland Middle High School will ensure the organized, ongoing, and timely manner of involving parents through the following methods:

- Monthly SAC meetings
- Parent Conference Nights
- Parent Involvement Surveys
- Activities throughout the year will be held to encourage and support families – 8<sup>th</sup> grade parent night, Freshman Invasion, Sophomore Night, Junior Night, and Senior Scholar Night

Chieftland Middle High School parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used. The do this by:

**Attending**

- Monthly SAC meetings
- Parent Involvement Surveys
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**Reviewing**

- PFEIP
- SIP
- **Student, Parent, Teacher Compact**

At the end of the school year, at the final District Advisory Council Meeting, the Title I Coordinator provides time for parents/families to provide input on the review and improvement of the schools Title I programs to including providing input on the next school year School Improvement Plan, Parent and Family Engagement Plan, and the School-Parent-Student-Compact Form.

**Coordination and Integration with Other Federal Programs**

How will the school coordinate and integrate parent and family engagement programs and activities?

How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? (ESSA Section 1116)

Studies have shown that when families are engaged in their children's education, the student achievement increases and drop-out rates decrease. Parents will be "partners" with the school working together sharing their knowledge and helping to make decisions, determination of goals and outcomes for student's success.

The Annual Title 1 Parent Night and flex meetings, parents will be encouraged to become SAC members and/or volunteers. At SAC Meetings parents will have input as to planning, review and improvement of the Title I programs. CMHS will encourage every parent to fill out Parent Involvement Survey for their input. Parent survey will be used to provide guidance in the completion of the School Improvement Plan (SIP) and Parent Involvement Plan (PIP). This will allow the School and the SAC to make informed decisions on the best use of our Title I funds to improve school programs.

We will have afternoon conference sessions for students that are performing below grade level or in danger of failing. As well as, scheduled parent/teacher conferences during the school day to discuss the specific learning needs of students. These meetings will also be used to discuss transitioning into new grade level.
We will invite students and parents to 8 <sup>th</sup> grade parent night to explain graduation requirements, registration process and CTE programs offered.
Parent Resource Center will be available through the year with educational materials for their use along with providing technology resources during their visit.
Teachers will keep Skyward up to date so parents can log in and see their child(ren's) progress.
We will hold a Summer ACT Boot Camp and ACT/SAT Prep Night to help students receive concordant score of 430 on the SAT or a 19 on ACT Reading.
We will help disadvantaged students and their parents by paying fees for at least 15 students to take ACT NCR in Fall and Spring (30 tests total)

Program	Coordination
Title I, Part A	Administrators and the Title I Coordinator will coordinate to provide opportunities for parent involvement at home, school and in the community. Professional development will be provided to teachers on effective parental involvement practices.
Title II, Part A	Provide professional development to teachers and provide information to parents should a teacher be out of field.
Title III	Supports ESOL teachers to support English Language Learners (ELLs) in the classroom setting as needed. Teachers participate in ESOL professional development.
Title X	McKinney Vento Program provides support to our homeless students. Our homeless students receive support for housing, curriculum and tutoring.
IDEA (Part B Preschool and K-12)	Our Pre K Teachers, Pre K Coordinator and administrators work together to coordinate a parent orientation and student transition program for students entering the regular public school program. IDEA funds support all students with disabilities (SWD) through the use of supplemental curriculum and manipulatives and provide professional development for school personnel that provide services to SWD.

### Annual Title I Parent Meeting

Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I Program.

A description of the nature of the school-wide Title I Program.

A description of how the meeting will cover the rights of parent

A description of how the Florida School Grades are calculated and the 2019 School Grade achieved by the school.

(Chieftland Middle High) will host an annual Title I Parent meeting to inform parents and families of children participating in Title I programs at the beginning of the school year.

Parents and families were notified of the meeting by:

- Facebook
- Remind
- Flyers
- Marquee

A description of the school-wide Title I Program is shared with parents at our Title I Annual Meeting by

- Matthew Mclelland and Jennifer Bray
- Informing parents what Title 1 is and that CMHS is a school-wide Title 1 school that the funding benefits all students. We also covered that funds are tied to student achievement, where we are currently at with school grade and what assessments the students are required to take. In addition, we reviewed the Parent rights under Title 1, The programs we offer students, Title 1 compact, curriculum we use, what the school-wide improvement plan is and how to access it, reviewed what a parent and family engagement plan entails and how parents can be involved, what the Florida standards are and how to access them, and finally what our School Advisory Council does and how to join.
- The presentation included a slide notifying them that All teachers that work at CMHS have college degrees and appropriate state teacher certification and that all Paraprofessionals that work at CMHS have an Associates Degree or adequate score on the paraprofessional assessment.
- The presentation included a slide to let them know that in 2015-2018, we were a "B" School. Our school grade for the 2019 school year is also a "B". We earned 59 percentage points, which was three (3) points from an "A".
- Our school grade is calculated based on the percent of students scoring proficient on the FSA in Reading and Math and Science, Math, and Social Studies Achievement; the learning gains of all students in Reading and Math on FSA; the learning gains of our bottom lowest 25% of students throughout the school in Reading and Math on the FSA; graduation data; middle school/college and career acceleration data; and state end of course exams.

Below are the specific steps that (school name) will take to conduct the Annual Title I Parent Meeting.

Activity/ Task	Person Responsible	Evidence
Invitation sent home to parents (English & Spanish)	Jennifer Bray & Donna Brock	Invitations uploaded to crate folder
Presentation materials developed	Jennifer Bray & Donna Brock	Presentation/ materials uploaded to crate folder
Presentation materials submitted to Title I coordinator for review	Jennifer Bray	Presentation/ materials time stamped when uploaded to crate folder
Conduct Title I meeting	Matthew Mclelland & Jennifer Bray	Rosters uploaded to crate folder

## Flexible Parent Meetings

How will the school offer a flexible number of meetings, such as meeting in the morning or evening?

The school will provide flexible meeting and training times throughout the year by scheduling morning, evening, and afternoon meetings and workshops. Records of parent participation will be maintained and meeting schedules will be adjusted based on parental needs

## Building Capacity

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?

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
8 <sup>th</sup> grade parent night, Freshman Invasion, Sophomore Night, Junior Night, Senior Scholar Night	Teri Edison & Stacy Drummond	Explain graduation requirements, registration process and CTE programs offered.	Fall 2019 & Spring 2020	Invitation/roster/content material uploaded to PFEPP crate folder
Parent Conference Nights	Teachers and Administration	Review students performing below grade level or in danger of failing	Fall 2019 & Spring 2020	Invitation/roster/content material uploaded to PFEPP crate folder
Positive Post Cards	Teachers and Administration	Provide parents positive feedback on their students' actions and achievements	All year long	Invitation/roster/content material uploaded to PFEPP crate folder
Student/Parent Resource	Guidance & Administration	Educational materials for parents about various educational topics, internet, computer, and printing access	All year long	Invitation/roster/content material uploaded to PFEPP crate folder
Monthly Newsletters and Daily Announcement	Joy Weeks & Donna Brock	Inform parents about activities at CMHS	Monthly/Daily	Invitation/roster/content material uploaded to PFEPP crate folder
				Invitation/roster/content material uploaded to PFEPP crate folder

## Staff Development

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.



Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
ELA cadre (6-10) will meet 10 times to collaborate and work with consultant from NEFEC to improve instruction by working to align curriculum and assessments to standards.	Trainer/Consultant-Rhonda Clyatt	Improve instruction by working to align curriculum and assessments to standards.	August 6, 2019 MS & HS September 10, 2019 HS September 11, 2019 MS October 22, 2019 HS October 23, 2019 MS November 8, 2019 November 21, 2019 MS December 5, 2019 January 14, 2020 HS January 15, 2020 MS February 6, 2020 February 18, 2020 HS February 19, 2020 MS March 18, 2020	roster/content material uploaded to PFEF crate folder
Danielson Evaluation Tool PD	Trainer/Consultant – Chris Pryor & Mark Bracewell	Improve Teacher instruction by modeling and reviewing Domain 2 & 3 in the Danielson rubric.	September 27, 2019	roster/content material uploaded to PFEF crate folder
Universal Design for Learning (UDL)	Ashley Gargulak (FDLRS)	Improve Teacher instruction by modeling and reviewing UDL	February 28, 2020	roster/content material uploaded to PFEF crate folder

## Other Activities

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). (ESSA Section 1116)

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Title I Resource Lab	Open to all school staff	ongoing	Resource lab sign-in roster

## Communication

How will the school provide timely information about the Title I programs?

How will the school 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, does the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

How will the school ensure that the PFEF, SIP, CAN and other documents are shared with community stakeholders?

The school utilizes the phone home system to communicate information to parents regarding activities that are going on at school. In addition, Facebook is used to share information and upcoming events.

A daily bulletin and monthly newsletter is sent home via email. Parents register their emails in order to receive this communication. Information is also posted on the school website for parents to access.

Teachers and parents email on a regular basis to communicate regarding scheduling parent conferences.

Teachers and Administration utilize Remind app to information parents of assignments, tests, and events.

During the Annual I Parent Meeting information will be shared with parents regarding Title I programs, curriculum and academic assessments will be presented. Parents will also receive information regarding opportunities for involvement, decision-making for their child. After the general meeting, students and parents will receive specific information regarding curriculum and assessment plans from the teachers. Sign-in sheets will be collected. Packets of the information presented will be sent home by students the first week of school to parents unable to attend the meeting.

## Accessibility

Describe 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.

Afternoon/Evening Parent/Teacher Conferences

Marquee

Brochures Home  
send home letters

Send home Bi-lingual formats

Robo Calls

Facebook

Remind

Daily Announcements/Monthly Newsletters  
Website

School office staff is trained regarding the legal rights of immigrant students, registration procedures, and right to attend school. The Parent Involvement Policy will be summarized in a brochure that will be printed in a language understandable to the parent and backpacked home during the first couple of weeks of school. The complete PFIP, SIP & CNA will be linked from the school's website.

Documents will be distributed in English and Spanish. A translator will be available at the school office and at parent events.

Information will be provided and assistance to parents and students with disabilities as needed.

## Barriers


Describe identified barriers that hindered the participation by parents 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) (ESSA Section 1116)

Barriers (including specific subgroup)	Step(s) to overcome barrier
Annual 1 Title 1 Parent Meeting - Parents with children at the elementary school wanted to be able to attend meetings for their elementary, middle and high school students	We scheduled a later time that did not overlap the other schools meetings.
Language Barrier	We have one bi-lingual teachers that are available for IEP, ESOL and parent conferences. As well as help translate documents

## Adoption

The Parent and Family Engagement Plan have been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC meeting minutes.

Signature of Principal 	
Date signed 8/28/19	