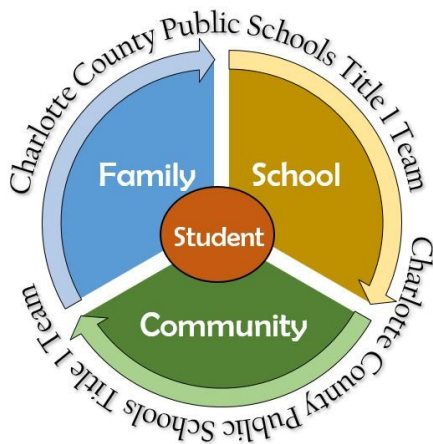


School Improvement and Parent & Family Engagement Plans

2019-2020

PORT CHARLOTTE MIDDLE



INSTRUCTIONS

1. Complete the following sections of the Parent & Family Engagement Plan (PFEP).
2. To be considered *complete* each section needs to have all the components included.
3. Upload to Google Doc [May 31, 2019](#) .
4. Complete the SIP section (found at the end) when your school SIP is completed. (There is always an exception, isn't there?)

Evaluation of 2018-2019 School Year PFEP

BUILDING CAPACITY

Content & Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
Family Reading Experience			
Career Night	1	278	Increase awareness of Career Opportunities and future educational goals
Annual Title I Meeting	1	323	To collaborate and brainstorm ideas and strategies to increase awareness
Communication- Parent Calls, Website, Twitter, Marquee	ongoing		Provide information about school events to parents
Muffins with Moms/Donuts with Dads	4	56	Develop relationships with parents
Poster contest/Science Fair	1	211	Increase literacy awareness through

			collaboration and engaging family activity.
FSA Parent Workshop			
Book Fair	1	20	Provide opportunity for families to purchase literacy
Family center opening	30	10	Increase awareness of literacy resources available to families

STAFF FAMILY ENGAGEMENT TRAINING SUMMARY

Content & Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
Hooked on Family Engagement Conference	1	3	Strengthening student achievement through staff gaining inspiration and knowledge about Parent engagement
Title I Informational Meeting			
Monthly Parent Involvement Team Meetings			
Faculty Meetings	2	50	Sharing information
PFEP	1	2	Developed plan to implement for the 19/20 school year
Family Engagement Conference	1	3	Strengthen student achievement through staff and parents gaining knowledge about parent engagement
District PFEP Training Day	1	2	Received information on

			how to proceed with planning for Title I activities for the 19/20 school year
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2018-2019

REVIEW

SCHOOL IMPROVEMENT PLAN GOAL

GOALS: 18-19 SIP	OUTCOMES & IMPACT ON STUDENT ACHIEVEMENT
Family Reading & Resource Center to go beyond reading information and materials offered.	
Family Reading & Resource Center will offer Clinic Center -eye glasses, trainings, Charlotte Behavioral Visits, Health Clinics.	
Increase Family Engagement	Yes brought in some activities to students and parents so more involvement happened
Decrease Student Discipline	Less referrals, students were in class learning more



PORT CHARLOTTE MIDDLE: OUR DEFINITION OF FAMILY ENGAGEMENT

How does your school define Family Engagement?

Family Engagement is our initiative to create and provide various opportunities for our families to connect and fortify our overall school and community culture.

FAMILY ENGAGEMENT MISSION STATEMENT

- ☐ The parent and family engagement plan is a shared responsibility.
- ☐ The parent and family engagement will assist in providing high quality instruction for all learners.

Port Charlotte Middle School's Family Engagement mission is to partner with our families and community as well as to empower and inspire all students to be critical thinkers by offering innovative and creative opportunities within our diverse community.



INVOLVEMENT OF PARENTS

- ☐ The school will involve the parents and families in 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.

Port Charlotte Middle School recognizes the importance of parent and family engagement in order

to successfully educate our students. Our goal for this upcoming school year is to improve the relationship with parents and families. We would also like to provide more opportunities for parents/families to be involved in the education of their child.

With the retirement of PCMS's Achievement & Family Associate, it will be important for the new AFA to have training. At open house, we would like to invite more parents to become involved in the Parent and Family Engagement Team. Due to the change of AFA and possibly new parents on the Parent and Family engagement team, this plan will evolve over the 2019/2020 school year. The committee will consist of an administrator, teacher, parents, Achievement & Family Associate and the Instructional Coach. In addition to holding Parent and Family Engagement Committee meeting once a month, the committee will attend all PFEP county trainings.

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

- ☐ The school will coordinate and integrate parent and family engagement programs and activities.
- ☐ The school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Program	Coordination
Title I, Title III & Title X	The family center will be open one morning a week (8:00-9:30 AM). The school social worker and the Achievement & Family Associate will discuss a variety of topics to assist families with student success.
Title I, Title III & Title X	Florida Standards and assessment data will be shared through SAC meetings. The PCMS annual 6th grade riser night will be held in the Spring 2020.
Title I, Title III & Title X	Each quarter parents are invited to attend their child's honor roll assembly.
Title X	Community resources available to homeless families.
Title I, Title III & Title X	Connect students and mentor with parents to achieve student success.



ANNUAL PARENT MEETING (this is NO LONGER just Open House) and COMMUNICATION

- ☐ The school will provide timely information about the Title I programs.
- ☐ 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.
- ☐ Description and explanation of
 - ☐ Curriculum used at the school
 - ☐ Forms of academic assessment used to measure student progress
 - ☐ Achievement levels of the Florida State Standards
- ☐ Description of the nature of the Title I program that is shared with parents.
- ☐ Description of how the meeting will cover school choice, and the rights of parents at the annual meeting.
- ☐ If parents request, 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).
- ☐ The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]
- ☐ Could be grade level meetings, SIP meetings, SAC meetings
- ☐

Activity/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
Title I Annual Meeting and Open House	Assistant Principal of Activities, AFA and Staff	August 8, 2019	Materials obtained by families, Sign in sheet, parent survey
Six Grade Riser Night	Assistant Principal of Activities, Guidance, AFA and Staff	Spring 2020	Materials obtained by families, Sign in sheet, parent survey
Career Night	AFA and Assistant Principal of Activities	Spring 2020	Materials obtained by families, Sign in sheet, parent survey

Poster Contest	AFA	Fall 2019	Materials obtained by families, Sign in sheet, parent survey
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FLEXIBLE PARENT MEETINGS

- ☐ How the school offer a flexible number of meetings, such as meetings in the morning or evening.
- ☐ How the school provides, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement. [ESEA Section 1116]

The Family Reading & Resource Center is open to families on Tuesday mornings. Many of the family engagement activities are held in the evenings to accommodate our parents and families who are not able to attend activities in the morning. PTO and SAC meetings are held in the evenings. Resources available in the family resource center are also available for families on the Port Charlotte Middle School website.

BUILDING PARENT AND FAMILY CAPACITY for 2019-2020

- ☐ The school will implement activities that will build the capacity for meaningful parent/family engagement.
- ☐ The school will implement activities that will build relationships with the community to improve student achievement.
- ☐ The school will provide materials and trainings to assist parents/families to work with their child(ren).
- ☐ The school will provide other reasonable support for parent/family engagement activities.

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Family Reading & Resource Center	Achievement & Family Associate	Academic Information and access to community resources available to families	Tuesday mornings	Parent Surveys and Sign In sheets

Florida Assessment Parent Meeting	M. Kunder S. Kickbush	Parents will gain knowledge regarding the FSA	Fall 2019	Agenda, Handouts and Parent Surveys
Communication: Parent Calls, Website, Marquee, Remind AP & Facebook	Leadership Team and teachers	Increase parent/school communication	All year	Notes, Website, Agenda's and Parent Surveys
Parent Family Engagement	T Whisenant	Increase Student Achievement	Ongoing	Agendas, Sign in Sheet, Minutes & Parent Survey's
SAC Meetings	J. LeClair	Parents will gain knowledge regarding their child's education at PCM, within the Charlotte County School System and State	Monthly	Agendas, Sign in Sheet, Minutes & Parent Survey's
Family Night - High School Counselors present information regarding the registration process and scheduling	M. Kunder	Families will learn about high school requirements and prepare for the transition to high school	April	Agenda, Sign in
District PFEP Training Day	Title I District Coordinator	Increase parent involvement to increase student achievement	April	Agenda, Notes



BUILDING STAFF DEVELOPMENT for PARENT & FAMILY ENGAGEMENT

- ❑ Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contributions of parents/families. [ESEA Section 1116]

- ❑ Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in how to reach out to, communicate with, and work with parents/families as equal partners. [ESEA Section 1116]
- ❑ Describe the STAFF 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 parent/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Title I Informational Meeting	Monier	PFEP team will have direct input as to how to increase student achievement and parent involvement based on data	August	Agenda, Sign in Title 1 Survey
Monthly Parent Involvement Team Meetings	AFA T. Whisenant Parents	Parents will participate in planning activities to increase parent/home involvement	Monthly	Agendas, Sign In
Faculty Meetings	Leadership Team, Teachers	To keep PCMS staff updated on activities and how they relate to student success	Monthly	Agendas and Hand-outs
Family Engagement Conference	AFA and Parents	Gain knowledge as it relates to the Title I program statewide and district wide	Fall	Agenda and Survey
Staff FE PD	AFA	Provide awareness of ongoing activities for family engagement	Once a semester	Through department meetings



FAMILY SURVEY (Replacing the Action Plan)

Using your school survey results, choose a question from each topic listed below to address this coming school year.

Family Efficacy

TOPIC: How confident are you in your ability to make sure your child's school meets your child's learning needs?

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Workshop on accessing FOCUS and developing a family plan for monitoring student progress	ADMIN	Develop a clear instructional guide Distribute to Families Workshop/presentation for families Online access	Complete by Sept 1, 2019 Midyear	Increase parent usage of FOCUS Attendance of families at workshop

Learning Behaviors

TOPIC: how much effort does your child put into school related tasks?

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness

School Climate

TOPIC:

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness

OTHER ACTIVITIES

- ☐ 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]

- Back to School Night
- Honor Roll Assemblies
- Band and Chorus Concerts
- Middle School Sports Program
- Spirit Nights
- 6th grade Riser Night

COMMUNICATION

- ☐ The school will provide timely information about the Title I programs.
- ☐ 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.
- ☐ If parents request, 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).
- ☐ The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]

- School Website
- Monthly Newsletter
- Marquee
- District Parent Guide/Calendar
- Flyers sent home/available in front office
- Title I and School information is in a binder located in the front office reception area
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ACCESSIBILITY

- ❑ Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.
- ❑ 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.

“to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.” [ESEA Section 1116]

Parents will be notified of engagement activities through parent connect calls, fliers sent home with students, and the school marquee. Activities will be offered at different times to meet the needs of family schedules. Parents can also access student grades through the FOCUS portal.

DISCRETIONARY ACTIVITIES (optional)

- ❑ Any activities that are not required, but will be paid through Title I, Part A Funding (for example, home visits, transportation for meetings, activities related to parent/family engagement. etc.)

Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
Math Carnival	Assist Math Department with event	Math Department AFA	Engage students in fun math learning activities	Spring 2020
Scholastic Reading Event	Assist Media Specialist with event	Media Specialist AFA	Engage students and families in literacy events throughout the week with an evening event	Fall 2019

BARRIERS

- ☐ Describe the barriers that hindered participation by parents during the previous school year.
- ☐ Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, or are parents /families of migratory children).

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Time	Provide a variety of times to accommodate parent/family schedules	AFA	All year
Languages	Translate all documents	AFA	All year

	and messages sent home		

2019-2020

SCHOOL IMPROVEMENT PLAN GOALS

[illegible]

PARENT & FAMILY ENGAGEMENT PLAN

ASSURANCES

- ☐ The parents of Title I students are involved in decisions about how Title I funds are spent.
- ☐ A description of how your school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
- ☐ The plan was jointly developed/ revised with parent and made available to the local community.
- ☐ The parents and families are involved in planning, reviewing and improving the schoolwide program.
- ☐ How the plan uses the findings of the parent and family engagement plan to review design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- ☐ The school will 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.
- ☐ The school will 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 who is assigned out of field.
- ☐ The school will provide each family with an individualized student report about the performance of their child(ren) on State assessments. [ESEA section 1116]

THIS PAGE WILL BE AVAILABLE TO PRINCIPALS TO SIGN IN CRATE.

Principal's Signature

Date Signed