## Title I, Part A 2019-2020 Parent and Family Engagement Plan

## VARSITY LAKES MIDDLE SCHOOL

## I, Matthew Mederios, 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 8101, 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 1116)];
* 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 1116)];
* 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 1116
* 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 1116)];
* If the plan for Title I, Part A, developed, 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 1116];
* 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 1116)];
* 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 [Section 1116)
* 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 1116)].

|  |  |
| --- | --- |
| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**  
Parental Involvement Mission Statement (Optional)

Varsity Lakes Middle School will provide a safe and secure environment that ensures the continued development of the whole student. Through successful partnering with families and community, students will have positive learning experiences, succeed academically, socially, physically, emotionally, and creatively.

|  |
| --- |
|  |

**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 [Sections1116)].

**Response:** Our SAC is comprised of administration, translators, parents, teachers, business, and community members who represent the ethnic, racial, and economic community served by Varsity Lakes Middle School. Members of SAC are selected by the process outlined by the Lee County School District. During SAC meetings, parents will be asked about their needs as it relates to their child's academic achievement. Decisions regarding the use of Title I funds reserved for parent involvement at the school level and the development and review of the Parent and Family Engagement Plan and the School-Parent compact will be made during the development of the School Improvement Plan by the School Advisory Council. Agendas, minutes, and sign-in sheets will be maintained in the Title I Toolkit and SAC meeting minutes.

|  |
| --- |
|  |

**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 1116].

|  |  |  |
| --- | --- | --- |
| **count** | **Program** | **Coordination** |
| 1 | 6th Grade Orientation | Varsity Lakes Middle hosts a 6th grade parent involvement student orientation meeting for all incoming 6th graders and parents. Students and parents are introduced to Middle School life, new technology and programs available to students and families. |
| 2 | Curriculum Night | VLMS will host a fall Curriculum Night to inform parents about what students will be learning, different learning resources, and how parents can help from home. |
| 3 | Technology Night | VLMS will host a Technology Night for parents to learn how to set up Focus accounts, sigh up for School Messenger & Peachjar, and how to navigate Google Classroom and related programs. |

**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 1116)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, sign-in sheets and Powerpoint presentation explaining Title I, programs, AYI and parent rights. | Title I Crate Rep & PI Specialist | Fall | Website & hard copies with posted agenda, PPT & parent feedback from surveys |
| 2 | Send School Messenger phone calls & Peachjar fliers to parents. | Title I Crate Rep & PI Specialist | Fall | Report of completed calls |
| 3 | Advertise invite on school website & front sign of school | Title I Crate Rep & PI Specialist | Fall | Survey how parents heard of event |
| 4 | Develop Exit Tickets & Parent Surveys | Title I Crate Rep & PI Specialist | Fall | Returned survey & Exit tickets |
| 5 | Make Presentation to parents/community members | Title I Crate Rep & PI Specialist | Fall | Exit tickets |

|  |
| --- |
| **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 1116)]. |

**Response:** Varsity Lakes Middle School administration and faculty believe that parent involvement is critical to student success and have scheduled many opportunities for parents to be involved by providing a flexible schedule of parent involvement events, such as morning and evening events. VLMS will offer monthly parent meetings before and/or after school to involve parents in curriculum issues, academic achievement, review programs, and provide information about after school opportunities. Translators will be provided at each meeting. Transportation will be provided using the Title I van, if it is needed. Families will be invited via School Messenger calls, Peachjar flyers, newsletters, website, and flyers. Home visits may be provided when necessary.

**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 1116)]. 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 1116)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | VLMS 6th Grade Students Open House | Administration, Faculty, staff | Present school information and student expectations to incoming Varsity Lakes 6th Graders | July/August 2019 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 2 | Pancakes With Parents | Title 1 Parent Involvement team | Parents can enjoy breakfast and practice communication skills with their child(ren) and participate in Social Emotional Learning activities (Random Acts of Kindness). | Aug. 2019 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3 | Annual Title I Meeting | Title I Rep, Administration, staff, faculty, translators | Provide information regarding AYP status of most recent test scores, assist parents in understanding Title I requirements and funding. | August 2019 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 4 | SAC Meetings | School Administration | Parents participate in school decision making for increased student achievement | Monthly | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 5 | Curriculum Night | Administration, Faculty, staff | Prepare parents to assist students in their learning and supply basic needs to increase student achievement. | Aug/Sept 2019 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 6 | Technology Night | School Staff & PI Team | Prepare parents with knowledge of technology to assist their students with basic technology learning needs. | Sept 2019 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 7 | Muffins With VIP/Mom | Parent Involvement Team  GEMS Student Group | Parents provided opportunity to learn effective ways to communicate with their child(ren). Educate parents on Breast Cancer Awareness and GEMS student group social emotional learning components | Oct 2019 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 8 | Science Fair & Spaghetti Dinner | Faculty & PI Team | Parents will come and share dinner with students. Students will display and explain their science projects. Parents will learn Science Standards students are learning. | Dec 2019 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 9 | School Choice Open House | Administration | Provide information about VLMS to all 5th grade students and parents living in the East zone. Provide a Parent Packet of important information. | January 2020 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 10 | Career Night | Parent Involvement Specialist  & AVID | Guest speakers talk about a variety of career opportunities for students. | January 2020 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 11 | ESOL Parent Workshop | ESOL District Team & School PI Team | Provide instruction on ESOL and school resources for parents of the community. Teach parents of other languages about school technology, community services available, and learning resources (English classes) | Feb 2020 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 12 | Donuts With Dad | Parent Involvement Team  JROTC | Parents provided opportunity to learn effective ways to communicate with their child(ren). Discuss FSA and test preparation strategies & resources parents can assist their child(ren) with. | March 2020 | Notification on school website, marquee, School Messenger calls, sign in sheets, Agenda, handouts/slides, exit tickets |
| 13 | Goodwill Drive | Parent Involvement Team | Students, staff, and families will work together to collect items for the community and learn organizational skills setting up and running event to donate to Goodwill. | April 2020 | School Website, Peachjar flyer, School Messenger, amount of items donated |
| 14 | Field Day | PI Team & Faculty | Parent Volunteers, health care (personal trainer), PE | May 2020 |  |
|  |  |  |  |  |  |

**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)].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Castle Training | School PD Staff | Teachers will be instructed on how to use Castle, the BOLT Card, kudos to students. | Pre-School & throughout year | Powerpoint, sign-in, use of Castle |
| 2 | School Messenger | District & School PD staff | Teachers will be taught how to develop communication using the new School Messenger system. | Pre-School week | Sign-in sheets, school messenger reports |
| 3 | Chromebook Training | School PD Staff | Teachers will be trained on how to set up Google classroom, use lightning speed and other related apps and resources to use technology in the classroom. | Pre-School Week and throughout year | Sign-in sheets |
| 4 | APPLES Training | School PD Staff | New teachers will be instructed in communication routes to take with parents during different new teacher trainings | Throughout year | New teacher observations, sign-in sheets |

**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 1116)].

|  |
| --- |
| **The Parent Involvement Specialist and administration will pursue opportunities to educate parents on an ongoing basis throughout the year. Flyers & brochures (in multiple languages) containing information on a number of school and community events are housed in the Front Office for all visitors to take. Free Jeans Days for students are given to parents that attend SAC meetings. Uniform drives will be held multiple times throughout the year to help families in need of uniforms.** |

**Communication**  
  
Describe how the school will provide parents of participating children the following [Section 1116]:

* Timely information about the Title I programs [Section 1116];
* 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;
* 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
* If the schoolwide program plan 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 1116].

|  |
| --- |
|  |
| **Response:** At the annual Title I meeting, administration and staff at Varsity Lakes Middle School will provide parents with information about Title I programs. SAC Meetings, Open Houses, and Parent Trainings will help parents understand the school curriculum, classroom expectations, and required district/state assessments. Parents will also learn about school-wide academic programs, how to schedule parent-teacher conferences, and after school learning opportunities. A copy of the Parent & Family Engagement Plan will be uploading to the school website. Parents will be encouraged to attend SAC meetings to provide suggestions and to participate in decisions related to the education of their children. VLMS will communicate with our parents through the use of SchoolMessenger, Peachjar Fliers, emails, phone calls, and newsletters. The Parent Involvement Specialist will welcome parents and share a list of possible ways to be involved with students during school hours and during special events as a volunteer. Suggestions of other ways parents may participate will be added to the list. If the Parent & Family Engagement Plan is not satisfactory to parents of participating children, the school will submit the parents' comments on the plan that will be available to the local education agency.\*In the event that parents have found the school-wide Parent Involvement Plan unsatisfactory we will direct them to the District Title I office. |

**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 1116)].

**Response:** The Parent & Family Engagement Plan will be available in the office of Varsity Lakes Middle School. The complete PFEP will be linked from the school's website. Dates of all parent programs, meetings, and other activities will be published in the school newsletter, various flyers, School Messenger calls, Peachjar emails, and will be posted on the school website.   
  
All written communication will be provided for parents in English, Spanish, and/or Creole. Translators will be available at all parent meetings and in the school office during the school hours and special events.  
  
Varsity Lakes Middle School has many bilingual teachers to help in communicating important information to parents.  
  
Electronic Talk-Speakers are accessible to students and parents.  
  
American Sign-Language translation services will be available if there are parents who would benefit from this service. We will make every effort to provide full opportunities for parents with disabilities and those with special needs.

|  |
| --- |
|  |

**Discretionary Activities**

Discretionary 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:

\_\_\_Not Applicable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Maximizing parental involvement 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 parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Providing opportunities on Thursday and Friday of each week to hold Parent/Teacher conferences | School Counselor | Improve student performance, and behavior | August-May |
| 2 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Teacher will survey other schools and research other alternatives to effectively implement more activities for parent involvement | Parent Involvement Specialist/Administration | Improve student performance through active participation from parents | Aug-May |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | The School Advisory Council will bring forth ideas or suggestions during the first meeting that would bring forth more parent involvement. What activities would they wish to bring to the school. | SAC | Improve student performance and parent involvement | September |

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the school year

|  |
| --- |
|  |

**Upload Parent-School Compact**

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 1116].  
  
Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the school year

|  |
| --- |
|  |

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

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 1116)].  
  
Upload evidence of parent input in the development of the compact to the Title 1 Crate for the **2018-2019** school year

## In this section you are reviewing the 2018-2019 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

**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 1116)]. 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 | Annual Title I Meeting followed by Open House | 1 | 964 | Provide AYP status and information on funding for the school |
| 2 | VLMS 6th Grade Student Open House/Orientation | 1 | 330 | Present incoming students with school expectations, how to change classes, how to read a schedule, etc. |
| 3 | Pancakes With Parents | 1 | 114 | Parents presented with Random Acts of Kindness and school counselor services |
| 4 | Curriculum Night | 1 | 609 | Prepare parents with what students are being taught. |
| 5 | Muffins With Mom | 1 | 182 | Promote Female Wellness, introduce GEMS |
| 6 | Science Fair & Spaghetti Dinner | 1 | 180 | Families can have dinner and then learn about student projects, science concepts, and talk with science teachers. |
| 7 | Toy Drive | 1 | 30 | Community service through volunteering hours to sort and wrap toys. |
| 8 | Donuts With Dad/ Book Fair | 1 | 160 | Dads and students learn about testing information, have breakfast, and support reading through book fair visit. |
| 9 | 6th Grade Choice Open House | 1 | 224 | Provide families of incoming 6th graders with information and resources. |
| 10 | Career Night | 1 | 87 | Guest speakers discuss different career tracks and opportunities |
| 11 | Goodwill Drive | 1 | 30 | Students, families & staff work together to collect items for community. |
| 12 | FSA Night & dinner | 0 | 0 | Combined event with Donuts with Dad |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Total 11 | Total 2,910 |  |

**Please submit total number of Parent Involvement activities and total number of parent involvement participants to Annette Tartaglia by May 8,2019**.

## In this section you are reviewing the 2018-2019 staff training activities. You will need to put in the number of times you offered the events and how many participated

**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)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Restorative Practices | 1 | 95 | Teachers will be trained on effective uses of language and relationship building with students & parents to increase student success. |
| 2 | Castle Training | 1 | 95 | Teachers will be instructed on how to use Castle, the BOLT Card, kudos to students. |
| 3 | Chromebook Training | 1 | 95 | Parents were informed of basic Chromebook procedures and workings, Google classroom |
|  |  |  |  |  |

**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 1116)].

|  |  |  |
| --- | --- | --- |
| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Parent Work Schedule | Provide a variety of times for events. Send flyers home & ParentLink early. |
| 2 | Transportation | Send flyers home early so families can plan for transportation. Send out information to families via email, phone, reports. |
| 3 | Limited Language | Provide translators at every parent involvement event. Provide all written communication in English, Spanish, and Haitian-Creole. Provide ParentLink calls in English and Spanish. |
|  |  |  |

**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)

|  |  |  |
| --- | --- | --- |
| **count** | **Content/Purpose** | **Description of the Activity** |
| **1** | Effective Communication | Parents were given monthly newsletters, ParentLink’s, and flyers reporting any progress or upcoming events for the school |