

I, Karen Chenoweth, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise with parents the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
- 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- 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;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; 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.

Karen Chenoweth

9/23/2019

Signature of Principal or Designee

Date Signed

****Please use the data from the school's survey(s) (*Advance Ed and 5Essentials*) to complete this Parent & Family Engagement Plan!**

Mission Statement

Parent & Family Engagement Mission Statement

Response:

Galaxy Middle School believes that parent involvement is essential to student achievement. The Parent Involvement Plan strengthens out partnership with parents as we work collaboratively to teach children. At Galaxy Middle School, we know that through the collaborative efforts of all people who support our students, we will continue to excel at teaching the skills children need to be productive members of society.

Engagement of Parents & Families

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 parent and family engagement will be used.

Response:

Parents will be invited and are encouraged to participate and become members of the School Advisory Council (SAC) which meets every month. During SAC meetings, parents will be provided information on the school's Title I allocation. SAC members provide input on the Parent Involvement Plan and the Title I budget, as well as all other plans related to school improvement. Parent surveys are also used to solicit parent input. Comments from parents are documented on SAC minutes. One component of being a Title I school is to review the Parent Involvement Plan and the School Improvement Plan. The PIP is available on our website and there's a hard copy located in the front office.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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.

count	Program	Coordination
1	Title X, Homeless	Title X Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation.
2	Title 1, Part D	Transition plans are coordinated with the Department of Juvenile Justice with funds from the Neglected and delinquent programs.
3	Title III	Parent Leadership Council meetings are held at the district level for parents of ELL students to provide them with different trainings and operations.

Annual Title I 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), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish Open House /Annual Meeting date and activities	Principal and SAC	May	Date set on School Calendar and parent sign in sheets
2	Prepare agenda for Open House/Annual Meeting	Principal	September	Completion of Agenda
3	Gather information on Title I such as brochures and DVD outlining services	Assistant Principal	September	Information prepared for distribution

4	Train teachers about plans/goals of Open House/Annual Meeting	Principal and Assistant Principal	September	Faculty meeting minutes and comments
5	Advertise open House/Annual Meeting	Principal, teachers	September	Number of attendees, survey, newsletter, flier, website, connect-ed message
6	Open House/Annual Meeting	Teachers	September	Sign-in sheets, Title I survey

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 parent and family engagement.

Response:

Workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. Guidance services are available for students/guardians before school, during lunch, and after school. Meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as Open House and Curriculum Nights are held in the evening. Generally, SAC meetings are held in the late afternoon. Input for the School Improvement Plan is solicited from parents; and parents can offer input at meetings, via email, or at parent conferences. Teachers hold parent conferences individually or by teams in the morning, and can be scheduled at different times as needed. Parents get information on student test scores and interventions that may be in place for a student that are used to assist in closing the achievement gap.

Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House and Title I Program Information, Open House	School Staff	Provide information to parents on expectations and how parents can help their children	September	Sign-in sheets, Title I survey
2	Galaxy Showcase	Event Coordinators	Showcase student accomplishments and building community	October	Sign in sheets

3	Science Fair Night	Contact, School Staff	Showcase student accomplishments	December	Sign in sheets
4	Social Studies Fair	Contact, School Staff	Showcase student accomplishments	February	Sign in sheets
5	Literacy Fair	Contact, School Staff	Showcase student accomplishments	April	Sign in sheets
6	Parent Training/SAC Membership training	SAC Chair, Principal	Increase parent knowledge of academic expectations and how best to support their children	October	SAC sign in sheets
7	Science Fair Training at SAC	Academic Coach	Increase parent knowledge	October	Agenda and Sign in sheet
8	Social Studies Fair Training at SAC	Department Team Leader	Increase parent knowledge of Social Studies Fair requirements	November	Agenda and Sign in sheet
9	FSA Practice Assessment at SAC	Reading Coach	Increase parent knowledge of curriculum	December	Agenda and Sign in sheet

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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 and family engagement programs, and build ties between parents and schools.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Shared Decision Making	Rosemary Stemberger LaRussa	Training provided to SAC members regarding shared decision making regarding school improvement decisions	November	Input of SIP Parent Compact, Improved student achievement
2	Volunteer and Business Partner Training	Tara Dean	Training on how to implement parent programs and utilize volunteers appropriately	December	Increased parental involvement and parent programs
3	Title I Program Overview	Jennifer Protnick/Rosemary Stemberger LaRussa	Teachers will learn about what is offered through Title I services	October	Sign-in sheets, exit slips, agenda, presentation materials

Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- 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; and
- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

Response:

Information about the Title I programs will be provided through newsletters, booklets/brochures, and an informational PowerPoint shown during Open House. The Title I Parent Involvement Plan brochure and Title I booklet are sent home with each student. Curriculum and assessment information is shared by teachers at Open House, during parent conferences, during the Galaxy Showcase, and through newsletters. Florida Standard Assessment information is sent home to parents via backpack and is also available on our website. Connect Ed messages are sent out regularly to increase parental participation. Communication is also completed through Galaxy Homework Hotline. The marquee displays meetings dates, times and topics. Parents may provide input to the school via parent input forms and surveys.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement 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.

Response:

Information regarding parent participation is provided to parents via school website, Connect-ed phone messages, newsletters, parent/teacher conferences, parent portal, student backpacks, workshops, meetings and online gradebook. District information is available in English and Spanish. When requested, the District will provide a translator for other languages if school staff are not able to assist. Books and videos in Spanish are available through the ESOL teacher. ESOL paraprofessionals translate information for parents over the phone and at conferences. There is a Parent Leadership Committee meeting for parent of ELL students. The Parents-to-Kids program is offered yearly in English and Spanish. Parents with special needs are accommodated. Galaxy Middle School is handicapped accessible.

Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

Please upload into SharePoint and keep copies for our records.

Upload School-Parent Compact

Note: As a component of the school-level PFEP, 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.

Please upload into SharePoint and keep copies for your records.

Upload Evidence of parent and family input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload into SharePoint and keep copies for your records.

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (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. 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	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)];	Parent conferences, IEP meetings, and PST meetings, are scheduled so that parents can be present and provide input. Phone conferences are available for parents that are	Teachers, Administrators, School Counselors	Involved parents make the home to school transition complete.

		unable to attend.		
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Five Star Implementation	Tara Dean	Increased student, teacher, and parental motivation which effects study habits.

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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Gradebook-What parents see	1	70	Increased homework and/or class assignment completion
2	Ways Volunteers can benefit teachers in the classroom	1	70	Individual tutoring for struggling students.
4				

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Times of meetings	Adjust times to accommodate working parents.
2	Child care	Events created that allow for siblings.

3	Language	Translated information / bi-lingual presenters on hand.
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Best Practices (Optional)

Describe the parent and family engagement 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		
2		
3		
4		

**Please return completed Parent & Family Engagement Plan (PFEP)
to your Parent & Family Engagement (PEF) facilitator by**

***PFEP must be signed by the Principal and approved by PEF
prior to upload to CIMS***