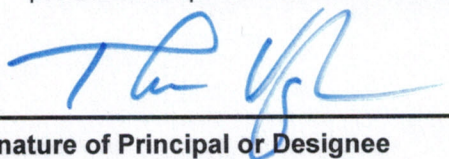


## Heritage Middle School Title I, Part A Parent & Family Engagement Plan (PFEP).

I, Thomas Vaughan, 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 and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan 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 parent and family engagement plan and the joint development of the schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's parent and family engagement plan;
- 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 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.



Signature of Principal or Designee

9.17.2019

Date Signed

### Mission Statement

Parent & Family Engagement Mission Statement (Optional)

**Response:** The spirit of Heritage Middle School embodies a community of students, parents, and staff working together. We believe in providing a secure and student-centered environment that empowers all to soar to the highest levels of personal and academic excellence.



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## 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 parent and family engagement will be used.

**Response:** The School Advisory Council (SAC) and Parent Teacher Student Association (PTSA) meet once a month. These committees are responsible for planning, reviewing, and updating the Title I program initiatives. All parents are invited to be members of the Heritage Middle School SAC and PTSA. SAC and PTSA members provide input on the development of the Parent Involvement Plan. The Title I budget and other parent involvement and school improvement initiatives are outlined to parents. Parent surveys are also used to solicit parent input. Parent comments are documented on SAC meeting minutes for review and implementation.

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## 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 I, Part C	Parent support is offered through Student Reach Out services such as food assistance programs
2	Title X, Homeless	Title X Coordinator provides services to families to ensure that students have school
3	Title I, Part D	Transition plans are coordinated with the Department of Juvenile Justice with Funds
4	Title I Part A	Under Title I Part A our school works with outside agencies that provide specific services to targeted children and their families. These organizations team with our school to provide specific services to students, parents, and staff, including all special needs groups. It is the expectation of those involved in these partnerships that the activities and services will benefit the students by providing the children served with the support, tools, and materials they need to be ready to learn.
5	Title II	The district provides ongoing Professional Development in the core subject areas to ensure quality instruction and student success.
6	Title III	Parent Leadership Council Meetings are held at the district level for parents of ELL

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## 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.

2019-2020



count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Advertise Open House/Meeting	Principal, and teachers	September 17, 2019	Number of attendees, Survey, News Letter flyer, website Volusia Connects Messenger
2	Train teachers about plans/goals of Open House/Annual Meeting	Principal and assistant principal	August 2019	Faculty meeting minutes and comments
3	Gather information on Title I such brochures and PowerPoint outlining services	Assistant Principal	September 17, 2019	Information prepared for distribution
4	Establish Open House/Annual Meeting dates and activates	Principal	August, 2019	Date set on School Calendar, sign in sheets and school marquee

### 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:** Flexible parent meetings will be scheduled at different times to accommodate parent's varying schedules and availability. Guidance services are available for students and guardians and may be scheduled throughout the school day. Meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as Open House, Annual Title I meeting, Social Studies, Science and Literacy Fairs are held in the evening. Generally, SAC and PTSA meetings are held after school. Input for development of the School Improvement Plan and The Parent Involvement Plan is solicited from parents. Time is scheduled for review and input on Title I initiatives and the Title I budget from parents. Parent Teacher Conferences are scheduled individually or by teams. During this meeting parents can get information on student progress and interventions that may be in place for a student.

### 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
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1	Open House and Annual Title I Program Information, Open House/ Annual Meeting.	Principal	Principal information to parents on expectations and how parents can help their children	September 2019	Sign-in sheets, surveys Sign-in sheets
2	Family Night	Sonia Pina	Provide information to parent concerning, Red Ribbon week, drug prevention and community resources	October 28, 2019	Sign-in sheets and surveys
3	Science Fair	Sonia Pina Jennifer Coll	Provide information on science and technology.	November 2019	Sign-in sheets and surveys
4	Literacy Night	Sonia Pina Michelle Manual Holly Glaspie Brenda Rayburn	Showcase student success	January 22, 2020	Sing-in sheets
5	SAC membership recruitment	SAC Chair Stacy Hahn	Development of school wide goals and initiatives	August-May	Sign-in sheets
6	Family involvement breakfasts'	Principal Sonia Pina	Create a partnership with parents and positive role models on how to facilitate student success.	September-May	Sign-in sheets

### 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 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	Title I Program Overview	Thomas Vaughan	Teachers will learn about what is offered through Title I services	August – September	Sign-in sheets/Survey
2	Florida Standards	Vaughan, Fidance, Owens, Robinson	Understanding of expected academic goals	August to June	Sign-in sheets/Survey
3	Mentoring Program	Crowe, Mills, Scully	Provide school, faculty and staff with strategies for encouraging students to participate in their own educational process.	August to June	Sign-in sheets/Survey
4	V-Portal Parent Portal	Mack, Fidance, Rodriguez	Provide school, faculty and staff with strategies for	August to June	Sign-in sheets/Survey



			encouraging students to participate in their own educational process		
5	De-escalation Strategies	S. Owens,	Provide school, faculty and staff with strategies for encouraging students to participate in their own educational process	October 2019	Sign-in sheets/Survey
6	District Focus	Vaughan, Fidance, Owens, Robinson	Provide school, faculty and staff with strategies for encouraging students to participate in their own educational process	August to June	Sign-in sheets/Survey
7	Visible Learning SLT	Brenda Rayburn Principal	Provide school, faculty and staff with strategies for encouraging students to participate in their own educational process	August to June	Sign-in sheets/Survey
8	Narrowing the GAP with SWD students	ESE District member and Owens	Provide school, faculty and staff with strategies for encouraging students to participate in their own educational process	September 2019	Sign-in sheets/Survey
9	District ERPL	Atkinson, Glaspie, Manuel and Coll	Standards Aligned instruction	August-June	IPG learning walk data

### Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more fully participating in the education of their children.

**Response:** Heritage Middle School has a Parent Resource Center that is open to families daily. The Center provides computers with internet access that families may use. Parents can check out books and educational materials to be used at home. Heritage Middle School holds numerous family activities throughout the year to encourage families to take an active interest in their child's education. Open House and Annual Meeting is held in September. At these events parents meet teachers and learn about curriculum and expectations for the year. Parents are encouraged to volunteer and to join SAC and PTSA. Information on Title I programs are shared at the Open House and Annual Meeting using brochures and an informational power Point presentation. Heritage Middle School host many family events, for example Family Fun Night, choir and dance recitals along with band concerts. These events showcase student talents and give parents the opportunity to see their student's work.



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## 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 include submit the parents' comments with the plan that will be made available to the local education agency.

**Response:** Information about Title I programs will be provided through face to face communication, the newsletters, school website, school marquee, Volusia Connect Messenger, booklets and brochures. An informational PowerPoint about Title I services is shown during Open House and Annual Meeting. 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 and Annual Meeting, and through newsletters. Florida Standards Assessment information is sent home to parents via backpack and is also available on our website. Parents may provide input to the school via parent input forms, interim reports, and student report cards.

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## 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, Volusia Connect Messenger, newsletters, parent/teacher conferences, student backpacks, workshops, and meetings. District information is available in English and Spanish. When requested, the District will provide a translator for other languages if school staff is not able to assist. Books and videos in Spanish are available through the ESOL teacher. ESOL paraprofessionals and other support staff and faculty translate information for parents over the phone and at conferences. Parents with special needs are accommodated. Heritage Middle School is handicapped accessible.

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## Discretionary Activities

Discretionary School Level parent and family engagement plan Components Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline	
1						



2						
3						
4						

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### Upload Evidence of Input from Parents

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

Please upload into SharePoint and keep copies for our records.

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### Upload Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

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### Upload Evidence of Parent and family engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

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### Evaluation of the previous year's Parental & Family Engagement Plan

#### 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	Parent Involvement Team	25	750	Family Engagement
2	PTSA Night	1	500	Family Engagement
3	Family Science Night	1	200	Family Engagement



4	Family Math Night	2	50	Family Engagement
5	Band performances	3	400	Family Engagement
6	Chorus performances	2	300	Family Engagement
7	Dance performances	2	200	Family Engagement

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### 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	Title One Program Overview	2	165	Increase access to funds to provide student support for increased achievement.
2	Florida Standards	4	80	Understanding of expected academic goals
3	Mentoring Program	2	32	Provide school, faculty and staff with strategies for encouraging students to participate in their own educational process

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### 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	Language	Continue supporting the access to Bilingual staff; increase communication in two languages when announcing events
2	Single Parent homes and/or parent work schedule	Continue to monitor input from parents flexible hours when events take place
3	Timing of some events	Continue finding ways to provide multiple events at varying times

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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 to your Parent & Family Engagement Facilitator.

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