

Apollo Middle School

School-Level Parent and Family Engagement Plan (PFEP)

2019-2020

Mission Statement

The mission of Apollo Middle School is to ensure an optimum teaching and learning environment that sets high expectations and enables all students to reach their maximum potential. Through a joint community-wide commitment, Apollo Middle will meet the diverse needs of our students and the challenges of a changing society.

Engagement of Parents and Families

Apollo Middle School will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

Parents are involved in the Title I program through monthly parent activities that begin early in the year with our *Annual Title I Public Meeting*. This meeting informs parents of the many components of the Title I program, introduces them to the school's curriculum and various assessments in each subject area, and recruits parents to become part of the school's decision-making process. Our procedure of *combining PTSA, SAC and TITLE I Family Nights* into one evening continue to be successful in providing parents a forum for participation in an organized, ongoing and timely manner. Parents have the opportunity to attend staggered activities that involve them on several levels. SAC meetings throughout the year offer parents a vehicle for input into how parental involvement funds are used, what items should be included in the *Title I Home-School Compact* and *Annual Title I Parent Survey*, and keeps parents informed as to the implementation of the *School Improvement Plan*.

Apollo Middle School's *Monthly Parent Newsletter* contains a "Title I Corner" to keep parents up-to-date on Title I issues and various ways to communicate with the school. A special "*Title I Bulletin*" is sent home via backpack with all students in early September to inform parents as to the location of the school and district *Parent Involvement Policies*, ways to access the *School Improvement Plan*. The Bulletin contains copies, in three languages, of the "*Parent Right to Know Letter*." Information is provided on *Parental Involvement Resource Centers (PIRCS)*. The *school's website* contains an extensive section on Title I activities and features each monthly parent night with photographs and news releases.

Coordination and Integration

Apollo Middle 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(e)(4)].

| Count | Program | Coordination |
|-------|-----------------|---|
| 1 | Title I, Part A | Title I funds at Apollo Middle School provide additional teachers to assist students, particularly low performing students. |
| 2 | Title I, Part A | Staff Development funds are used to develop a comprehensive professional training program to improve delivery of instruction through a variety of workshops designed to move teachers to mastery and improve student achievement. |
| 3 | Title I, Part A | Parental Involvement Funds are utilized to fund academic parent nights for Literacy (which includes Reading and Language Arts), Math, Science, Physical Education and Social Studies that provide parents with new skills and information to support student learning at home. Improving the frequency and quality of family participation and increasing family literacy are also goals of our parental involvement component. Monies are used to purchase food and provide stipends for teacher presenters. |

Annual Parent Meeting

Apollo Middle School will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

| Count | Activity/Tasks | Person Responsible | Timeline (Including frequency and duration) | Evidence of Effectiveness |
|-------|----------------------------------|----------------------------------|---|---|
| 1 | September Annual Parent Meeting. | Ayanna Whitworth-Barner, Title I | August 2019, 1-2 meetings, 2.5 hrs. long with flexible times. | Posted date evidenced by flyers, newsletters, emails to staff, website. |

| | | Coordinator | Saturday 10 -1130 and 5 to 7pm | |
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| 2 | Advertise date to staff, SAC, parents and community through flyers sent home via backpack with all students, post on website, include in school newsletter and sent parent link in two languages. | Ayanna Whitworth-Barner, Title I Coordinator | August 2019 beginning two weeks and continuing up to the date of the Annual Parent Meetings/ Orientations | Flyers, Parent Link notice, website page, newsletter, online "blasts" through Remind.com and on Twiter |
| 3 | Work with Leadership Team to plan agenda and PowerPoint Presentation that includes all aspects of the Title I Program including SES information, school choice, school grade, AYP data as well as grade and subject area curriculum and assessment. | Ayanna Whitworth-Barner, Title I Coordinator | Late August to Early September to date of Public Meetings in the beginning of the school year. | Copies of agenda, flyers, sign in sheets and, online "blasts" through Remind.com along with Multi-Media Presentation |

Flexible Parent Meetings

Apollo Middle School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].

Parent conferences are scheduled in the morning hours three days a week and offer flexibility in time slots. ESE parent meetings are conducted not only in the morning, but also throughout the day to provide convenience for parents. The Social Worker makes home visits where needed.

PTSA/SAC/TITLE I Parent Nights are conducted and supported other events such as SAC meetings, Open Orientation and Open Houses for new students, Fairs (such as Science and STEM fair and Social Studies Showcase) so parents have an opportunity to participate in all or selected events. SAC parents have approved this collaboration for several years and point to it as a "best practice" that has increased parent involvement in Title I parent-student activities. Complimentary food is provided at each PTSA/SAC/TITLE I parent night activity.

Some teams conduct parent "team conferences and ceremonies" each quarter in the morning before school begins and in the afternoon to selected students and parents to discuss progress and success monitoring of students who meet

proficiency or exceed mastery. Interims are passed out at that time, a day in advance of the school distribution, to afford parents a one-on-one opportunity to discuss strengths and weakness with team teachers.

STEM Magnet Coordinator provides tours of the school at times convenient to parents. These occur during the school day, with an appointment or on a walk-in basis.

Title I sponsored events that focus on Social Emotional Learning components, such as parent information sessions for mentoring students. Students and parents meet with mentors, school social workers and counselors as well as our community liaison to discuss barriers and challenges. These students are those who demonstrate in need in one of three areas: attendance, achievement, and behavior.

Building Capacity

Apollo Middle School will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].

| Content and Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline (Including frequency and duration) | Evidence of Effectiveness | Evidence-based Research |
|-------------------------------------|---------------------------|---|---|---|---|
| Monthly SAC Meetings | Shawn Aycock, Principal | Empower stakeholders by providing curricular and assessment info, training on data analysis and ways to monitor the School Improvement Plan. Train members of SAC on shared decision- making. Seek input from parents on the planning and implementation of action plans for the SIP and Title I Parental Involvement Plan. Student outcomes should demonstrate an increase due to incentives, enrichment | August 2019 to May 2020 Monthly 10 1 st Wednesdays throughout the year. 6 to 8 pm | SAC Agendas SAC Minutes SAC Sign-Ins Achievement Data Parent Survey | Diverse Partnerships for Student Success, By Decker, Decker & Brown |

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| | | programs, and PI opportunities. | | | |
| 4 Family/ Parent Information Nights | Ayanna Whitworth- Barner Angelic Seely Lachandra Hogan Diana Dworzan Erick Stachowiak | Train parents on ways to help students improve skills in reading, math, science and social studies skills and standards. comprehension PIRCS, Goal for Improvement on student outcomes is 3 to 4% increase in all core content areas | October 2019 November 2019 December 2019 February 2020 1-2 hours per event with flexible times ranging 8:15 to 9:15am, 5-7pm, 7-8:30pm | Flyers Agenda Sign-In Achievement Data Parent Survey | Visible Learning, by J. Hattie – involving parents in students' learning improves achievement and enhances the culture and climate of a school community |
| 2 Mentoring and Interventions Breakfast | Ayanna Whitworth- Barner | Provide parents with information on a variety of mentoring, counseling, extra-curricular programs, clubs and teams that serve as interventions that are geared specifically to address the needs of our male population. We offer, TRUTH Mentoring Ministry for Leaderships (all grades); Rites of Passage in/out of school grade monitoring program (all grades); DIYM (Distinguished Intelligence Young Men) mentoring program for 8 th grade boys elementary to middle school expectations. The goal is to impact achievement, attendance, and behavior. Anticipated impact on student | Feb. 2020 & April 2020 2 events provided during flexible times (5:15 to 9:15am) on Tuesday and Thursday for parents that cannot attend parent night. | Flyers Agenda Sign-In Achievement Data Parent Survey | Transforming Ourselves, Transforming our Schools, by Doda and Thompson, Social Emotional Learning trainings mandated through BCPS RMG |

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| | | outcomes: ELA & Math – 6 to 10% gains in level 1-2 students. 1 to 6% decrease in absenteeism for target population, 6 to 10% decrease in minor/ classroom behavior infractions. | | | |
| College and Career Readiness / On Track to Graduation | Ayanna Whitworth-Barner Winston Symonette and Equity Liaison | Provide parents and students with training on how to effectively use computers, smart phones, tablets, pads and video games to effectively support academic success with enrichment and academic activities, school and community services, etc. Anticipated impact on student achievement is high for graduation rates and an increase of students pursuing career or college after school. | January 2020 1 family night 6 – 7:30pm | Flyers Agenda Sign-In Achievement Data Parent Survey | Career and College Readiness, BCPS BEST practices |

Staff Training

Apollo Middle School will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

| Content and Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline (Including frequency and duration) | Evidence of Effectiveness | Evidence-based Research |
|--|--------------------|--|---|---------------------------|---|
| Mental Health and Social Emotional Workshops for | Ayanna Whitworth- | "Best Practices" for faculty and staff when working with our diverse student | August, January 2019, March 2020 and | Agenda Sign-In (100% | BCPS provides this course on Youth Mental |

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| Educators & Effective classroom management | Barner, Title I Coordinator Kimberly Williams, Coordinator of Social and Emotional Learning (SBBC) | and parent population as it pertains to mental health Information is useful when communicating with parents, supporting and educating them on how to improve their child's academic success. Impact on student achievement is immeasurable, as it address underlying issues that prohibit academic and social emotional growth. | May 2020 | Faculty and Staff participation) | Health First Aid designed to teach methods of assisting young people in the stages of a mental health problem. |
| Conducting Effective Parent-Teacher Conferences | Maria Desmond, Guidance Director | Guidance Director will train faculty during preplanning to share ways on how to effectively hold parent-teacher conferences and how to help parents support their children at home academically. | August 2020 Planning Week and Curriculum Trainings including RtI | Agenda Sign-In Student Achievement Data Parent Night Sign-In Sheets Parent-Teacher Conference Sign-In Sheets | Transforming Ourselves, Transforming our Schools, by Doda and Thompson, Social Emotional Learning trainings mandated through BCPS RMG |

Other Activities

Apollo Middle School involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].

Parents will be encouraged to attend ESE meetings and workshops on ways to help their children succeed in school. The Guidance Department will reach out to parents of low-performing students to meet with them one-on-one and offer ways to provide academic assistance at home. These workshops include Title I Family Engagement events throughout the district.

The STEM/ Magnet schools of America has named Apollo, "distinguished" and schedule on-site learning museums and learning lab to take place on campus, when available, in addition to our monthly parent nights. Parent flyers, brochures and Parent Involvement Policy will be available for parents in the front office and in the Guidance Center.

Communication

***Insert School Name** will provide parents of participating children the following [Section 1116(c)(4)]:*

- ***Timely information about programs under this part [Section 1116(c)(4)(A)];***
- ***A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(c)(4)(B)];***
- ***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 respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and***
- ***If the school-wide program plan under Section 1114 (b is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].***

Apollo Middle School will begin the year with a "Title I Bulletin" that will be distributed via book bag to all students. This Bulletin will contain "Right to Know Letters," information about the "Home-School Compact," location of the School Improvement Plan and Parental Involvement Policy, and information related to Parent Resource Centers. Additionally, each month, information is posted on the school's website in the "Title I Link" and also included in the "Title I Corner" of the school's monthly newsletter. These documents contain up-to-date information on parent activities, policies, and procedures related to the Title I Program.

The Title I Annual Public Meeting provides descriptions and explanations of the school's curriculum and academic expectations for proficiency in all subject areas and grade levels. This information is shared at monthly SAC meetings via Department Head presentations and the Principal's report.

Our monthly SAC meetings provide the forum for parents to provide input and formulate suggestions related to decisions affecting the academic program. Parents are actively recruited for SAC, beginning with the Title I Annual Public Meeting and throughout the year at Title I Family Activities.

Parents have the opportunity to provide input through the year-end evaluation survey. Comments and suggestions will be taken into consideration and included in the annual "Review of the Parent Involvement Plan."

Parents will have the opportunity to provide input on the Home-School Compact. Comments and suggestions will be taken into consideration and included in the coming year's compact.

Accessibility

***Apollo Middle School** will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with*

limited English proficiency, 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 [Section 1116(f)].

To ensure accessibility, particularly for our Hispanic/ELL population, flyers for parent involvement activities are sent home in Spanish to the extent possible. Parent informational brochures are also provided at the sign-in table in English and Spanish. Interpreters are on hand for each parent activity, and many sessions are held in both languages so parents have a full understanding of the activities.

In order to increase the involvement of students with disabilities, additional invitations will be sent home this year to encourage additional participation and the ESE Specialist will take an active role in calling and personally recruiting parents.

School-Parent Compact

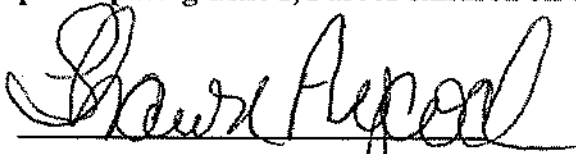
As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on April 25, 2019 plan available to all parents of participating Title I, Part A children on or before September 30, 2019.


Signature of Principal

5/2/19
Date


SAC Chairperson

5/2/19
Date