

**Parkway Middle School**  
**Parent and Family Engagement Plan (PFEP)**  
**2019-2020**

## **Mission Statement**

Parkway Middle School is committed to providing an emergent college and career readiness education to all of its students with an emphasis on twenty-first century skills.

## **Engagement of Parents and Families**

*Parkway 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** during Open House. This meeting informs parents of the many components of the Title I program, introduces them to the schools' curriculum and various assessments in each subject area, and recruits parents in becoming part of the school's decision-making process. Through our SAC, PTSA, and Title I Family Nights, parents have the opportunity to attend staggered activities that involve them on various 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, the Parental Involvement Plan, and our School Improvement Plan. Parents also provide feedback on our yearlong activities through the Title I Parent Survey.

Parkway Middle School of the Arts quarterly Parent Newsletter, as well as its website contains a "Title I Corner" to keep parents up to date on Title I issues and various ways to communicate with the school. Along with flyers, we also have a Cavalier Week-at-a-Glance updates sent by email and phone communication weekly. A special Title I bulletin is sent home with all students in September to inform parents of School and District parent involvement policies, and how to access our School Improvement Plan. The bulletin also contains copies of "Parent Right to Know Letter" in English, Spanish and Haitian Creole. Our website, <https://www.browardschools.com/parkway> also contains Title I information with activities and information for all school events.

## Coordination and Integration

*Parkway 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	21 <sup>st</sup> Century Grant	Ms. Dixon, Ms. Walker
2	Literacy/Science Fair Night- Internet resources, Cyber Safety, Pinnacle, FSAssessments.org	SBLT (School Based Literacy Team-Curriculum Coaches/Dept. Chairs)
3	Family Fun Nights (Parent nights)	Literacy Coach, Dept. Chairs, SAC Co-Chairs
4	Parent Resource Center	Title I Liaison
5	High School Expectations/ Choices	Guidance Director/ Guidance Team
6	Barnes & Noble Night	Literacy Coach

## Annual Parent Meeting

*Parkway 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	Annual Title I Parent Meeting	Title I liaison	September 2019	Parent sign-in sheet, agenda, flyers
2	SAC/SIP Meeting	SAC Co-Chairs	September 2019- May 2020	Parent Sign-in, agenda, minutes
3	Welcome Open House Public Meeting	Leadership Team	September 2019	Parent sign-in sheet, agenda, flyers
4	Parent Orientation	Assistant Principal	September 2019	Parent sign-in sheet, agenda, flyers

## Flexible Parent Meetings

*Parkway 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)].*

Morning and afterschool parent conferences are available and Evening parent nights. Parents are also given opportunities to meet with teachers and administration throughout the day.

## Building Capacity

*Parkway 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
SAC Meetings	SAC Co-Chairs M. Clark, K. Jay	Having increased parent attendance will allow for more parents to be aware of programs that are taking place at the school, therefore ensuring that students are participating in programs designed to assist them improve academically.	Monthly meetings to be held from September 2019 through May 2020	SAC core members and guest attendance sign-in sheets at all meetings	- Have adequate and welcoming space to engage families.  - Two-way communication between families and schools
PTSA Meetings	PTSA president, Administrator	Having increased parent attendance will allow for more parents to be aware of programs that are taking place at the school, therefore	Monthly meetings to be held from September 2019 through May 2020	PTSA Sign-in Sheets	- Connect families to each other, to the program staff, to schools, and to other community

		ensuring that students are participating in programs designed to assist them improve academically.			institutions.  -Have adequate and welcoming space to engage families.
School Improve ment Plan Review	Principal, SAC Co-Chairs, Assistant Principals, Department Chairs, and Literacy Coach	Interpreting School SPAR report for parents and reviewing SIP goals with them, will help parents better understand what the goals of our school are. With this understanding, parents will be able to help the school reach those goals.	September 2019 - ongoing	Copy of SIP plan	- Establish policies and procedures to promote family engagement.
Volunteer s and Partners	Sharen Payberg	Establishing a volunteer and partner network to assist teachers and the school in the implementation of school projects, field trips, and providing time or funding donations	September 2019 - May 2020	Sign-in sheets	Communicate and build trusting relationships.  Establish policies and procedures to promote family engagement.
High School Expectat ions	Marci Bennett-Barnes, Maddox	High School prep, Graduation Requirements	January 2019	Incorporation of strategies	Connect families to each other, to the program staff, to schools, and to other community institutions.
Family Fun Nights/ ESPN	Curriculum Coaches, Department Chairs, Title I Liaison	Parents will be provided material and training in strategies that they may implement at home to help their child improve academically.	Quarterly 2019-2020	Sign-in sheets, agenda, flyers	Encourage parents to actively teach their students
Literacy	Literacy	Parents will be	January 2020	Agenda, sign-	Linking parental involvement to

Night	Coach	updated on state testing information and view Literary projects.		in sheets, flyer	student learning.
Science Fair Night	Science Chair	Parents will be updated on science testing information and view science fair projects.	January 2020	Agenda, sign-in sheets, flyer	Linking parental involvement to student learning.
Parent Resource Center	Title I Liaison	Parenting skills, resources for parents	Monthly August 2019-June 2020	Sign-in sheet, flyer	Help support families and their basic needs.  Connect families to each other, to the program staff, to schools, and to other community institutions.

## Staff Training

*Parkway 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
Conference Etiquette	Guidance Director	Preparing for successful conferences	Preplanning week, August 2019	Teacher professional etiquette during conferences.	Establishment of effective school-home communication.
MTSS (Multi Tiered systems of support/RTI response to	Guidance Director, social worker, school psychologist,	Review of process documents and logs for all teachers to document RTI	August 2019-ongoing	Team meeting minutes, RTI documentation , and sign-in	Establishing rules and procedures using thorough

interventions	District support	process.			teacher training.
Easy IEP, EP Training	ESE specialist, gifted services coordinators	Assist teachers in preparation of guide sheets.	August 2019 preplanning	Completion of guide sheets and IEP's and EP's	Establishing rules and procedures using thorough teacher training.
Volunteers/ Partners	Sharen Payburg, community Liaison	Assist teachers, project implementation, field trips, chaperoning, and financial assistance for incentives.	Preplanning, Open house, August 2019-june 2020	Staff sign-in sheet, Training agenda and handouts, volunteer database.	Communicate and build trusting relationships.  Establish policies and procedures to promote family engagement.
ESOL and ESE student strategies and accommodations	ESOL contact and ESE teachers	Accommodations and strategies for ESE/ESOL.	August 2019 preplanning	Lesson plans/ PLC minutes	Establishing rules and procedures using thorough teacher training.
Florida State Standards - Unpacking the Standard and implementing RIGOR according to the DOK	Department Chairs	PLCs focused on strengthening CCSS knowledge based and creating assessment based lessons/ assessments.	August 2019 - May 2020	LAB - roster, Training agenda and handouts, Lesson plans.	Establishing rules and procedures using thorough teacher training.
Social emotional learning/ Strategies on parent communication	Social Emotional Committee	Increase parental involvement in student learning and addressing all the students' needs.	Preplanning and faculty meetings thought the school year. August 2019 - May 2020	Staff sign-in sheet, Training agenda and handouts	Establishment of effective school-home communication.

## Other Activities

*Parkway Middle School will develop appropriate roles for community-based organizations and businesses in parent 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)].*

Parkway Middle School will implement additional activities that will encourage and support parents to participate more fully in the education of their children.

These activities include:

- The implementation of the Parent Resource Center.
- Literacy Night, which invites all stakeholders to join our campus and hear and participate in fun literacy activities.
- Doughnuts for Dads, to encourage dads to bond with their children while enjoying breakfast in our schools Media Center.
- Hosting a High School Expectations Night – Parents of 8<sup>th</sup> grade students will learn about high school magnet programs, high school athletics, advanced placement classes, dual enrollment, as well as other programs available to students in high school. They will be able to speak with high school counselors and BRACE advisors.
- Math Night – Parents with students enrolled in the GEM program will learn more about this program. They will be informed about EOC exams that these students must take. Resources will be offered to these parents so that they may assist their child in these courses.
- Parent Breakfast – An opportunity for parents to immerse themselves in their child's learning environment and observe learning goals from various curricula.
- ESPN (Empowering Students and Parents Night) - Parents will be provided material and training in strategies that they may implement at home to help their child improve academically.

## **Communication**

*Parkway Middle School 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)].*

Parkway Middle School will provide parents timely information about Title I programs by doing the following:

1. A link to the Title I website will be placed on the school website.
2. Additional Title I training information will be handed out at the start of the school year during Open House, at all SAC and PTSA meetings and also on the school website.
3. Calls via parent link will be made informing parents of Title I trainings taking place throughout the district.
4. Parents will be provided an individual report about the performance of their child on the state assessment in math, reading, writing, and science.
5. A detailed description of curriculum will be available during open house and will be posted on the school's website.
6. Annual Parent Meeting where parents will view the power-point that explains all about Title I.
7. Parents will give input in our schools SIP, Parents and Student Compact, and Parental Involvement Plan.

### **Accessibility**

*Parkway 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)].*

1. Having teachers serve as translators for Spanish and Haitian Creole speaking parents at monthly meetings conferences and trainings.
2. Have dictionaries available in Spanish, Creole, Portuguese, and Turkish in the parent resource center.
3. Written communication will also be sent home in Spanish and Haitian Creole.
4. Sessions will be offered at our Parent Nights to assist parents of ESOL/ELL students.

### **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.

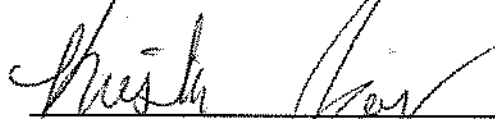
### Adoption

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 4/10/19 and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2019.

  
Signature of Principal

4/16/19  
Date

  
SAC Chairperson

4/10/19  
Date