**CRYSTAL LAKE MIDDLE SCHOOL**

**School-Level Parent and Family Engagement Plan (PFEP)**

**2019-2020**

**Mission Statement**

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**Engagement of Parents and Families**

***Crystal Lake 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 [Sections1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].***

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| |  | | --- | | **Crystal Lake Middle School will review with parents during parent meetings (PTSA, SAC, SAF and monthly meetings with the principal) different activities that are planned during the year. The staff will solicit suggestions from the parents as to when and which activities should be continued or discontinued. Discussion of how to disburse the parent involvement funds will also be discussed with the parents.** | |

**Coordination and Integration**

***Crystal Lake 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)].***

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| **Count** | **Program** | **Coordination** |
| 1 | N/A |  |
| 2 |  |  |
| 3 |  |  |
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**Annual Parent Meeting**

***Crystal Lake 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)].***

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| **Count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| **1** | **New Principal meet & greet** | **Asst. Principal** | **August 2019** | **Sign-In sheets & agendas** |
| **2** | **Open house** | **Asst. Principal** | **September 2019** | **Sign-in sheets & agendas** |
| **3** | **Science Night** | **Mr. Turner** | **September** | **Sign-in sheets & agenda** |
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**Flexible Parent Meetings**

***Crystal Lake 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)].***

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| Parent meetings will be held during the morning, evening, and on Saturdays. The flexible schedule will allow parents a chance to participate in different family activities. Childcare will be available for our Parent University. Parents are encouraged to participate with their children for family nights. Siblings are welcome to participate. |

***Building Capacity***

***Crystal lake 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)].***

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline (Including frequency and duration)** | **Evidence of Effectiveness** | **Evidence-based Research** |
| Cougar Connection/Principal meet and greet | Asst. Principals | Students receive schedules, tour Title I bus and browse reading materials and hear informative and inspirational talks from county and school board representatives. Parents network with business and community partners | August 2019 | Sign-in sheets & agendas | Building effective relationships |
| Open House | Asst. Principals | Inform parents via teachers, handouts, pamphlets how they can prepare students for college and careers. | September 2019 | Sign-in sheets & agendas | Building effective relationships |
| Science Night | Science Dept | Strategies for parents to assist their children with science fair and hand-on activities | September 2019 | Sign-in sheets & agendas | Informing all stakeholders |
| Cougar Magnet Open House | Asst. Principals & Magnet Teachers | Magnet students showcase and explain their projects and academic clubs to parents and community members | November 2019 | Sign in sheets and agendas | Building effective relationships |
| Multicultural/Magnet Showcase night | Asst. Principals & Magnet Teachers | Students showcase Chinese, French and Spanish cultural experiences through skits, dance, projects and authentic food and beverage. Interactive STEM and robotics activities. | January 2019 | Sign in sheets and agendas | Building effective relationships |
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**Staff Training**

***Crystal Lake 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)].***

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| **Content and Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Parent/Staff University | Guidance counselors and social workers | Staff will learn effective methods for engaging parents & increasing parental involvement | September 2019 | Surveys for feedback |
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**Other Activities**

***Crystal Lake 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)].***

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| Crystal Lake will provide workshops that focus on parenting skills and mentoring programs. |

**Communication**

***Crystal Lake 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)].***

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| All staff members will discuss the curriculum, forms of assessment used to measure student progress as a well as the proficiency levels of the students at the Open House during the first week of September. Parents are invited to attend the SAC/SAF/PTSA and First Tuesdays meetings to formulate suggestions and participate in decisions relating to their children’s education. Any concerns shared at the meeting will be addressed by administration and shared with the local education agency. |

**Accessibility**

***Crystal Lake 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)]***

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***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 *\_\_\_(05/16/19)*\_\_\_ 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 28, 2018.**

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***Signature of Principal Date***

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***Sac Chairperson Date***