

**Title I, Part A Parent and Family Engagement Policy
W.D. Sugg Middle School
2018-2019**

Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy.

Review of 2017-18 Parent and Family Engagement

Describe which parts of your 2017-18 PFEP were the most effective and how you feel it positively impacted family engagement and student learning. Be sure to include any barriers and how you will address these barriers in the 2018-19 PFEP. Using the stakeholder input (parent/teacher surveys, meeting notes, evaluations, etc.), identify and briefly discuss the needs you will address this year through your PFEP.

Sugg Middle believe that involved families builds strong students our school see parents as partners, we value parents input and participation.

Barrier	Steps/Strategies to eliminate/reduce the barrier:
School Security	Parents want a Secure School for their children. Here at Sugg we take that matter serious, our principal and AP with the help of the school district create a plan to make our school a safe place. We have a limited point of entry, each of which is lock and monitored is controlled by our school personnel.
Topics of Interest	Complete multiple surveys throughout the year and make updates as needed.
Timely Notification	Parents will be informed at least 2 weeks prior to event. An additional reminder will be sent out the day prior to the scheduled activity via phone.
Parents Engagement	Parental engagement and attendance in school event is been one our challenge, we hold quarter parent workshops and SAC meeting, also our parent liaison spend the first two hours of the day in the front office to support parents & students. We want our parents to know we have the support they need.

Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. Describe how parent and family engagement will assist in providing high quality instruction for all learners. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parent and family engagement program;
- Be written in parent friendly language;
- Inspire stakeholders to be engaged and supportive of the program; and
- Be different from your school mission statement.

RESPONSE:

Our mission is to engagement parent and family with enrichment program, like parent workshops, meetings, SAC and events that bring parents to our school. As a multicultural school our goal is to achieve and maintain meaningful parent involvement, we recognize and respect the varied cultural perspectives of the communities we serve because our students and parents come from a variety of

backgrounds we believe that meaningful parent involvement enhances positive student learning outcomes and effective parent/educator communication, collaboration, and cooperation are critical components of meaningful parent involvement and positive student learning outcomes. Improving parent engagement is in the best interest of schools.

2018-2019 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

RESPONSE:

W.D. Sugg Middle School will take the following actions to 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 parental involvement will be used.

- Conduct an annual informational/involvement meeting for parents.
- Conducts an annual survey of parents regarding needs and concerns.
- Parents participate in the development/review of Title I funds through the School Council, Parent Meeting.

Count <i>(add or remove rows as needed)</i>		
1	Annual Title I meeting in conjunction with Open House	Increase the level of involvement of parents to become active in the decisions made at the school. Parents are provided information regarding school programs, Title I program, Parent workshops, Parent Portal, school compact, and the opportunity to meet their child teachers.
2	ESOL Parent Night	Parents are provided information regarding ESOL program, school programs and extracurricular activities for ESOL Students.
3	Parent workshops	In order for children to get the most out of their school experience, it's best if parents and teachers work closely together as a team. Our Parent workshops are design to provide parents with tools that they can implement with their kids at home. Parents have the opportunity to give their input into the School Improvement activities and expenditure of School Improvement funds.
4	SAC Meeting	Parent meet once a month with Principal and AP to be inform about school activities, parents are given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds.
5	Parent Involvement Opportunities	<ul style="list-style-type: none"> 1-Communication between home and school is regular, two-way, and meaningful. 2-Parenting skills are promoted and supported. 3-Parents play an integral role in assisting student learning. 4 Parents are welcome in the school, and their support and assistance are sought. 5- Parents are full partners in te decisions that affect children and families. 6- Community resources are used to strengthen schools, families, and student learning.

2018-2019 Coordination and Integration

Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Include how the school will coordinate and integrate parent and family activities that teach parents how to help their children at home. [ESEA Section 1116]

Count (add or remove rows as needed)	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Resource Center Parents may check out resources for practice of skills in the home.	Mrs. Jenny Rodriguez School Parent Liaison	Provide an accessible parent/family information and resource center to support parents and families with training, resources, and other services. Schools will show an increase in parent involvement.	August 2018 May 2019	Parent Survey Data, Sign in Sheets, Focus Forms
2	Meeting to assist parents in understanding how students can improve skills, get help when needed	Mrs. Jenny Rodriguez School Parent Liaison	1-Teach parents to identify signs of students who are struggling. 2-Do parents understand benchmark assessments? 3-Send an email or call parent/family if student grades decline 4-Build teacher/parent relationships by increasing communication and contact time	August 2018- May 2019	Sign in Sheets, Agenda, Power Point, handouts and/or any document related to meetings.
3	Develop partnerships with local business	Mrs. Jenny Rodriguez School Parent Liaison and Mr. Spahn School Assistant Principal	Meeting with Partners in Education and Business to Promote partnerships	August 2018 May 2019	Sign in Sheets
4	Develop partnerships with local service groups to advance family engagement	Mrs. Jenny Rodriguez School Parent Liaison and Mr. Spahn School Assistant Principal	Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education.	August 2018- May 2019	Sign in Sheets and any document related to activities, family events or meetings.
5	Sponsor workshops	Mrs. Jenny Rodriguez School Parent Liaison, Ivanna Ruiz School GET and Mr. Conrad School Counselor	Workshop will equip parents/guardians with knowledge and skills. Through a series of hands-on activities, parents will learn how to use proven communication skills and strategies to encourage their children to talk with them effectively.	October 2018 April 2019	Sign in Sheets, Agendas, Parent Survey
6	Making the Transition to High School	Mr. Conrad School Counselor, Mrs. DeSears School Register and Mrs. Rodriguez Parent Liaison	Helps families understand the school environment as well as requirements for promotion and graduation.	May 2019	Guidance and registrar have opens doors for parents all school year for any question or concerns with student transition to High School. Student and parents are provide with all document to have a successful transition.
7	Partnership with local library	Media Center specialist, Parent Liaison and Administration	We invited Manatee County Library to set up a table during our open house and family events. Parents and students have the opportunity to sign up for library cards. This bring our community together through the public library and Sugg.		Sign in sheet

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

RESPONSE:

- Title I Annual Parent Meetings is held at Sugg to increase the knowledge of parents and families about Title I program. In our meeting we inform parents the purpose of Title I funding, that "is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments."
- Sugg will invited parents to become involved in their child's school by been part of SAC meeting one per month,
- Follow up communications and support to parents are given through parent conference, parent portal, parent conference, progress reports, Coned- ed, Family and Student access portal or by other appropriate means and school marquee.
- Bilingual staff available for meeting to translate as needed. Additional translation services (other languages, sign language) will be provided if requested and available.
- Sugg will provide all parents a copy of their School Compact on back to school night and at the Annual Parent Meeting and also we will have it available at the front office all school year
- Information about the Title I program at Sugg Middle School will be disseminated to parents at the Annual Title I meeting both English and Spanish.
- Parents will also be provided with information of academic assessments, and state expectations of student proficiency at each grade level.

Count	Activities and Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials that address the required components	Principal or designee	July/August 2019	Copies of documents uploaded to the online crate
2	Develop and disseminate invitations (flyers, Connect-Ed calls, texts, newsletters, etc.)	Principal or designee	August	Copies of invitations, call logs, and sign-in sheets uploaded to the online crate
3	Hold the Meeting	Principal or designee	August/September 2018	Agenda/Sign-in Sheet uploaded to the online crate
4	Evaluate the Meeting	Principal or designee	August/September	Aggregated Evaluation Form/Notes uploaded to the online crate

Parent Notifications

Describe how the school will provide each family with timely notice information regarding the following:

- the parent's right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals
- ☐ how the school will provide each family with an individualized student report about the performance of their children on the State assessments
- ☐ how the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field? [ESEA Section 1116]

RESPONSE:

- ☐ Parent right to know letter will be send with students the first week of School
- ☐ When School received State assessment, school will release a Conned Ed to inform parents to pick up at the front office.
- ☐ 8th grade State assessment will be send to the student high school
- ☐ 6th and 7th is available for parent pick up over the summer and schooltime
- As mandated by law parents will be notified in writing, a Certification Letter will be send home if a Teacher don't meet certification, training requirements, out of field/or not highly-qualified for a class.
- ☐ Parents will be notify when their child has been taught for four or more consecutive weeks

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 parental involvement [ESEA Section 1116]

RESPONSE:

We will take the following actions to conduct flexible meetings, at a convenient time, and encourage and invite all parents to attend, to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements and the school parental involvement policy, the school wide plan, and the school-parent compact.

- ☐ Invitations are sent via flyers, website, Facebook, and posted in the office
- ☐ Meeting is presented in both Spanish and English
- ☐ Opportunity to submit responses
- ☐ Meetings in the morning or evening
- ☐ Home visits
- ☐ School Parent Compact

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement, to ensure effective involvement of parents 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/families work with their children to improve academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116.

Staff Development

Describe the professional development activities the school will provide, with the assistance of parents/families, to educate the teachers, specialized instructional support personnel, school leaders, and other staff in the following:

- ☑ the value and utility of contributions of parents/families
- ☑ how to reach out to, communicate with, and work with parents/families as equal partners, and
- ☑ implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

Count	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Resource Center Orientation	Jenny Rodriguez School Parent Liaison	Collaboration/Effort of school personnel in helping to create a school culture that is conducive to parental partnership and participation in their children's education.	August 2018 May 2019	Sign in sheet
2	Sponsor Workshops	Parent Liaison and School Administration	Increased Parents and Teachers participation, input, and involvement in the education of children	August 2018 May 2019	Sign in Sheets and any document related to workshops.
3	Parent Liaison Support Meetings to provide follow-up and support Parent/Teachers and create a better partnership	Parent Liaison and School Administration	Focuses on helping teachers build positive parent communications and provide parent involvement opportunities.	August 2018 May 2019	Sign in sheet, emails and/or document related. "Refer to calendar email for parent conference schedule"

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more meaningful engagement in the education of their children. [ESEA Section 1116].

RESPONSE:

Parent Resource Center is available with accommodation for parents as a computer, books, kid play area, and a bilingual parent liaison.

Communication

Describe how the school will provide parents and families of participating children the following [ESEA Section 1116]:

- ☐ 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 obtain
- ☐ 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
- If the schoolwide program plan under 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:

Title I Annual Parent Meetings are held at school to increase the knowledge of parents and families on ways that they may become involved in their child's school, SAC meeting one per month, follow up communications and support to parents are given through parent conference, parent portal, progress reports, Coned- ed, or by other appropriate means and school marquee. Bilingual staff available for Parent Trainings, Workshops, and Meetings to translate as needed. Additional translation services (other languages, sign language) will be provided if requested and available. Information about the Title I program at Sugg Middle School will be disseminated to parents at the Annual Title I meeting. Parents will also be provided information about curriculum, academic assessments, and state expectations of student proficiency at each grade level during the meeting. Progress reports will be available in Focus parents will have a Focus form on back to school night and they can get assistant/training in our Parent Center opening their account. Mrs. Rodriguez will held a workshop for parents to learn how to use Parent Portal Focus. Parents will have the opportunity to ask questions and provide input in their child's course schedule at any time requests.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (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 [ESEA Section 1116]:

RESPONSE:

- ☐ **Parent Resource Center accessibility offers help in English/Spanish**
- ☐ **Blackboard call out system in English/Spanish**
- ☐ **School Billboard updated regularly**
- ☐ **Flyers sent home in English/Spanish for activities**

Discretionary Activities

Describe any activities that are not required, but will be paid for through Title I, Part A funding [for example, home visits by school staff (including GETs and Home School Liaisons), transportation for meetings, activities related to parent/family engagement, etc.]

RESPONSE:

School workshops are offered at various times and multiple dates to enable more parents/families to attend. Meals and/or refreshments are served so parents will not need to plan meals for the time period of a particular training. Also, paying reasonable and necessary expenses associated with parental involvement activities, including, Home Visits to enable parents to participate in school-related meetings and training sessions

Uploads

Please prepare evidences below. Refer to your Beginning of the Year Timeline and Title I Crate for resources and sample documents.

2018-19 Title I Crate

- Evidence of parent input in the development of the school SIP/Title I Plan and Title I Budget (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of parent input in the development of the school Parent and Family Engagement Policy (PFEP) (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)

2018-19 Title I Crate

- Copy of the school SIP or Title I Plan (charter)
- Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
- Copy of the Parent-School Compact (Final in English and Spanish languages)