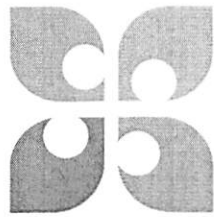


Seminole County Public Schools

The mission of the Seminole County Public Schools is to ensure that all students acquire the knowledge, skills, and attitudes to be productive citizens.



PARENT & FAMILY
ENGAGEMENT

TITLE I

Greenwood Lakes Middle School

Title I Parent and Family Engagement Plan (PFEP)

2020-2021



The following plan describes the means for carrying out designated Title I, Part A parent and family engagement requirements of Section 1116 of the Elementary and Secondary Education Act (ESEA), as amended by every Student Succeeds Act (ESSA).

Greenwood Lakes Middle School

I, Breezi Erickson, 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 projects, where prohibited.

I. 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 outlined in Section 1116.ESSA;
- Involve the parents and families 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 the school Parent and Family Engagement Plan with parents and families, distribute it to parents and families of participating children in an understandable and uniform format and, to the extent practicable, in a language the parents/families can understand, and make the Parent and Family Engagement Plan available to the local community;
- Involve parents and families, 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/School Improvement 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;
- 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 (4) or more consecutive weeks by a teacher who is not certified or licensed;
- Provide each parent with timely notice of information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.



Signature of Principal or Designee



Date Signed

II. Parent and Family Engagement

Briefly describe how the school will involve parents and families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including:

1. How the school will involve parents and families in the decisions regarding how funds for parent and family engagement will be used:

1. Parents from SAC and PTSA will serve as Family Action Collaborative Team of Seminole (FACTS) members.
2. GLMS actively recruits parents to assist in our every-day affairs. We enlist parents to serve on the SAC, PTSA, and the Dividends program and accommodate faculty/staff needs as they arise.
3. The GLMS SAC will take part in the planning and reviewing of the Title I Parent and Family Engagement Plan. The SAC is represented by teachers from various grade levels, support staff, parents and community members. Parent Involvement Surveys were sent to parents for their input and feedback. Parent input is solicited for the proposed School-Parent Compact and all parents and students will be asked to sign the Compact

2. How the school will jointly develop, review, and revise the school Parent and Family Engagement Plan with parents and families:

The PFEP will be reviewed by both the SAC and PTSA committees and their input will be documented. Amendments to the PFEP will be made on a yearly basis and the PFEP will be posted on the GLMS website for review.

3. Describe how and when the school provides copies of the Parent and Family Engagement Plan to parents and families of participating children in an understandable and uniform format and, to the extent practicable, in a language the parents can understand, and makes the Parent and Family Engagement Plan available to the local community:

The PFEP is posted to the GLMS website once it is approved and finalized. The Principal and/or SAM will send an email to parents through Skyward Family Access notifying them that it has been posted. Title I information dissemination with the PFEP link will also be sent home in *The Eagle Express* and a copy will be available in the Title I binder inside the front office.

4. How the school will 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:

The GLMS admin team will meet regularly with parents, teachers, and academic coaches in order to gain feedback on events on ways to make them more meaningful to the people who attend.

5. How the school will provide each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading:

Parents will be notified when state assessment scores are released and they will have the opportunity to pick up hard copies in the front office. The front office will be open Monday through Thursday throughout the summer.

6. How the school will provide each parent timely notice when their child has been assigned or taught for (4) or more consecutive weeks by a teacher who is not certified or licensed:

Parents have the Right to Know when their child is being taught by a teacher who is not certified or licensed in the content area that they are teaching. The Principal and School Administration Manager send Right to Know letters to any child that is on a roster of a teacher who is not certified or licensed.

- How the school will provide each parent timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals:

Parents are informed of their right to request information of professional qualifications of teachers during our Annual Title Meeting. Admin and the SAM will send Right to Know letters to all families listed on the rosters of non-qualified teachers and staff. Title I updates and information will also be distributed through the *Eagle Express*.

III. Coordination and Integration

- Describe how the school coordinates and integrates parent and family engagement programs and activities with other federal, state, and local programs (i.e. Title I, Title III).

Program/Activity	Coordination
Title III	The district ELL coordinator and staff provide ongoing support and professional development for teachers to ensure instructional best practices are utilized. GLMS provides translation at meetings and of all materials and documents.
Title I	GLMS receives Title I support and maintains compliance. We also host family engagement events and trainings.
IDEA	Supplemental instruction and support provided by school and outlined in the IEP
Title II	The District provides ongoing Professional Development in the core subject areas to ensure quality instruction and student success
McKinney-Vento Homeless Education Assistance	The school receives support for its homeless population via the Families in Transition (FIN) program.

Add more rows if needed

IV. Annual Parent/Family 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, their rights under Title I, student academic progress, and parent and family engagement opportunities.

	Activity/Tasks	Person Responsible	Timeline
1	Annual Title I Meeting, Presentation of Title I Power Point, Explanation of Compact, discuss school grade, Adequate Yearly Progress (AYP), and the rights of parents	Breezi Erickson, Principal	September 2020 & January 2021
2	Advertising the Title I Meeting on the Marquee, GLMS website, electronic parent communication, social media and flyers sent home with students.	Evan Sokolowsky, S.A.M.	September 2020
3	Send home Parent/Student Compact	Evan Sokolowsky, S.A.M.	September 2020
4			
5			

Add more rows if needed

V. Flexible Parent/Family Meetings

10. 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, childcare, or home visits, as such services relate to parent and family engagement.

All GLMS meetings have flexible times to meet parent needs and schedules. For example, GLMS will host ELL meetings during the school day as well as in the evening and provide child care if needed; MTSS meetings occur at various times; Administration is available during after school activities and meetings and meet with parents as needed; GLMS provides parent opportunities (before, during, and after school) in technical and digital training regarding Skyward and eCampus; traditional parent teacher conferences (which include all of the child’s teachers) occur Tuesday and Thursday mornings before school but may be scheduled during teachers plan time or after school if parents request; IEPs, 504s, Behavior Plans, and MTSS occur as scheduled by parent or staff; and teachers have access to long distance calling from classrooms to meet the needs of flexible contact time. Childcare is provided for all night time Family Engagement Events. Family Engagement Events such as “Student Led Conferences” are held both in the morning before school and after school to accommodate parent schedules.

VI. Building Capacity

11. Describe how the school will implement activities that build the capacity for meaningful parent and family engagement. Describe how the school will implement activities that build the capacity of parents and families to improve their students’ academic achievement. Describe the actions the school will take to provide materials and training to help parents/families work with their child(ren). Include information on how the school will provide other reasonable support for parent and family engagement activities as parents and families may request.

	Content & Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	How Will You Demonstrate Effectiveness of Strategy/Activity?	SIP Goal (1, 2 or 3)
1	ESOL Night	Principal, ESOL Teachers, ELL Counselor	Parents will learn about ACCESS WIDA, the ESOL program, FSA, and individual student data. This will allow parents to have knowledge of school expectations and allow them to have academic conversations with their children at home.	August & September 2020	# of attendees, sign-in forms, parent surveys, monitoring student data	#2
2	Annual Title I Meeting	Principal & SAM	Introduce Title I Program opportunities at the school for both parents and students and provide a list of	September 2020	# of attendees, sign-in forms, parent surveys, monitoring student data	#1

2020-2021 Parent and Family Engagement Plan (PFEP)

			resources for academic support			
3	Literacy Night	Administration, Instructional Coaches, Reading Teachers	Parents will receive student data and Instructional Coaches will describe learning goals and what comprises the Reading program. Teachers will also analyze student data and provide strategies for learning at home	November 2020	# of attendees, sign-in forms, parent surveys, monitoring student data	#1
4	Science Fair	Administration, Science Teachers	Parents have the opportunity to learn about our Science Program and see what GLMS's Science program has taught their student throughout the semester	December 2020	Feedback Forms and Surveys	#1
5	Math Night	Administration, Instructional Coaches, Math Teachers	Parents will receive student data and Instructional Coaches will describe learning goals and what comprises the math program. Teachers will also analyze student data and provide strategies for learning at home	December 2020	# of attendees, sign-in forms, parent surveys, monitoring student data	#1
6	Student Led Conferences	Administration, Academic Coaches, Classroom Teachers	One-on-one and Student Led Conferences will help the teacher, the student, and the parent discuss the student's academic progress in the classroom	January 2021	# of attendees, sign-in forms, parent surveys, monitoring student data	#2
7	6 th Grade Curriculum & Articulation	Instructional Coaches &	Incoming 6 th grade parents and students will learn about the	January 2021	# of attendees, sign-in forms, parent surveys,	#3

2020-2021 Parent and Family Engagement Plan (PFEP)

		Guidance Counselors	core curriculum offerings and expectations at GLMS		monitoring student data	
8	Community Nights	Administration, Coaches, and SAM	Admin, coaches, support staff, and SAM will visit neighboring apartment complexes in order to reach parents who normally do not attend school functions. Trying to get these parents on board and aware of our initiatives will help improve student performance	February/March 2021	# of attendees, sign-in forms, parent surveys, monitoring student data	#2
9	Transition from Middle to High School	GLMS & LMHS Guidance Counselors	Parents will have an opportunity to learn about the intervention programs provided by GLMS & LMHS in preparation for successful student transition	February & March 2021	# of attendees, sign-in forms, parent surveys	#3
10	Coffee Connections	Administration, Guidance Counselors	Parents will have an opportunity to learn about the FSA, discuss student grades/course selection and take the Parent SnapShot Survey	February 2021	# of attendees, sign-in forms, parent surveys, number of SnapShot responses	#1
11	Passport	Administration, Deans	Parents will have an opportunity to learn about and participate in multiple GLMS events throughout the school year. They will check off these events on their Passport throughout the year showing their yearly academic growth	Ongoing 2020-2021	# of completed passports	#2

Add more rows if needed

VII. Staff Development

12. Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other staff in how to reach out to, communicate with, and work with parents and families as equal partners, in the value and utility of contributions of parents and families, how to implement and coordinate parent/family programs, and in building ties between parents/families and the school.

	Content & Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	How Will You Demonstrate Effectiveness of Strategy/Activity?
1	Communication between Parents and Teachers	Admin, Instructional Coaches	Teachers will communicate with parents regarding their child's academic progress and behavior through Skyward Family Access and apps such as Remind 101. Teachers will also be accessible to parents through email and phone calls and are required to respond within 24 hours to ensure ongoing two-way communication	Ongoing 2020-2021 school year	Compact and Parent Teacher Conference Forms
2	Understanding Digital Tools	Instructional Coaches & Designated Teachers	Staff will understand the process of communicating and using the tools to communicate with parents via Skyward, email, and eCampus. Academic Coaches and teachers will provide ongoing PD throughout the school year (see 20-N-Out below)	Ongoing 2020-2021 school year	Utilization of digital tools and parent feedback
3	Building ties between schools and parents	Instructional Coaches, Admin	Parents will receive ongoing information on Family Engagement Activities and be provided surveys following each activity. Admin and coaches will debrief and go through surveys following	Ongoing 2020-2021 school year	Newsletter, website, flyers advertising event(s), parent survey responses

2020-2021 Parent and Family Engagement Plan (PFEP)

			each activity to make notes and necessary changes as needed		
4	Title I Annual Meeting	Admin	Provide teachers with an overview of Title I and give them information on district and school based Title I programs and resources. This will make teachers aware of what is available for students and parents and give them the knowledge to recommend these programs when needed.	Sept. 2020	Sign in sheets (number attending), parent, teacher, and student surveys
5	Volunteer Opportunities	SAM	As long as parents are approved in Raptor they are welcome to attend all school events and/or meetings. Staff members are also encouraged to volunteer above and beyond their normal contracted hours.	Ongoing 2020-2021	Sign in sheets, agendas, parent surveys
6	Positive Behavior Support - PBS	Deans	Teachers will gain an understanding of the importance of building positive relationships, promoting student success, and communicating SOAR expectations to parents and students. Parents will be invited to attend all PBS celebrations and activities and will take the lead in planning and implementing these events	Ongoing 2020-2021 school year	Discipline Data, parent surveys, monitor individual student data
7	20-N-Out PD	Instructional Coaches and Classroom Teachers	Teachers will be encouraged to attend short, monthly PD meetings. These meetings are voluntary and are planned, run, and	Monthly, Ongoing 2020-2021	Will monitor student FSA scores, Quarterly grades, and progress reports. Teachers will have exit

			presented strictly by classroom teachers and academic coaches. Teachers will be encouraged to apply these instructional strategies which will have an impact on student data and performance		slips and provide feedback to each presenter.
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Add more rows if needed

VIII. Other Activities

13. Describe the other activities, such as family resource centers, the school will conduct to encourage and support parents and families in more fully participating in the education of their children.
 1. GLMS will promote the District Parent Resource Center through Skyward updates, social media, the school website, and *The Eagle Express*.
 2. Technology workshops and Coffee Connections (if approved this year) will provide parents with lessons on Skyward, eCampus, curriculum resources, etc.
 3. Provide parents with a variety of activities, trainings, and events throughout the school year to build knowledge and capacity in order to promote success.
 4. GLMS will focus on parent groups that do not normally attend school functions by providing food and childcare as well as academic programs where exhibits/examples of student work and student talents are showcased.

IX. Communication

Describe how the school will provide parents and families of participating children the following:

14. Timely notification about the Title I programs:

Current information and updates will be shared during individual parent teacher conferences and through our bi-monthly parent newsletter, the *Eagle Express*. Family Access updates will be sent out regularly through Skyward Family Access. The GLMS website will provide updated information as it becomes available for parents.

Sources of parent communication are: the GLMS website, the *Eagle Express*, Skyward Family Access, eCampus, Social Media (Twitter, Facebook, Instagram), and the school marquee.

15. Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to obtain:

Parents will learn about course curriculum and the forms of assessment while attending various night events throughout the school year. This includes Schedule Pick-Up, Open House, Title I Math Night, Title I Literacy Night, and ESOL Night. The GLMS curriculum guide is also available on the GLMS website, available in the front office, and referenced in Parent/Teacher conferences.

16. If requested by parents and families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren):

Parent/Teacher conferences are scheduled on Tuesday and Thursday morning and will be scheduled by parent request. At these meeting parents have the opportunity to speak to teachers and make suggestions related to the education of their child(ren). The Principal is also available by appointment and will listen to all suggestions made by parents/guardians. Parent comments, suggestions, and complaints are taken seriously at GLMS and added to the weekly admin meeting agenda (when necessary). Parent requests, suggestions, and complaints are brought before the admin team for review and the parent is contacted with an explanation after the team reviews the issue.

17. If the schoolwide program plan/School Improvement Plan is not satisfactory to the parents and families of participating children, how the school will submit the parents and families' comments with the plan that will be made available to the local education agency:

See #16. The GLMS admin team is open and receptive to parent feedback and procedures are routinely amended when needed.

X. Accessibility

18. Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents and families (including parents and families with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school, parent and family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents and families can understand.

Meetings at GLMS are conducted in English and we provide Spanish and DHH interpreters, as needed. Family Engagement meetings provide childcare and flexible scheduled meetings are provided to accommodate the needs of our parents. Our School-Parent Compact and other information will be provided in English and Spanish but can be translated to other languages, as needed. GLMS school programs and events will be advertised/announced in the parent newsletter *The Eagle Express*, via Skyward Family Access, the school website, social media, and the marquee.

XI. Discretionary Activities

19. Discretionary School Level Parent and Family Engagement Plan Components: List all the activities that are required, but not paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

	Activity	Description of Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental Involvement and participation by arranging school meetings at a variety of times. If necessary, conducting conferences over the phone with parents who are unable to attend those meetings	Parent-Teacher Conferences, Emails, Phone Calls and Personal Invites to Night Events	Teachers, Administration, Counselors	Student achievement will increase as parent involvement increases and collaboration occurs between all stakeholders	Year Round
2			Guidance, Instructional	Student achievement will increase with parent support and	Year Round

2020-2021 Parent and Family Engagement Plan (PFEP)

	Training Parents to enhance the involvement of other parents	Teaching parents to interpret their child's educational data	Support Team, SAC	understanding of expectations	
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Add more rows if needed

XII. Building Capacity Summary

20. Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents and families to help their children.

	Content and Type of Activity	Number of Activities	Number of Participants	Demonstrated Impact on Student Achievement	Data Source Used
1	Title I Annual Meeting – Sept 12, 2019	1	296 Families Signed In = 600+ Total Attendance	Parents and students learned about Title I and the resources the Title I program can provide to enhance student achievement. Through various night events parents and students were made aware of student data and given strategies to use at home	Diagnostic Test Scores such as iReady, student data sheets, parent surveys
2	Community Nights – September 24 & September 26, 2019	2	28	Parents and students were able to meet the admin team and build a level of comfort with school staff. The goal of this event was to build connections between GLMS and the surrounding community by targeting a population of students whose parents do not normally attend school functions.	Parent surveys & responses were positive
3	ESOL Night - August 27, 2019	1	66	Parents gained and understanding of ESOL, WIDA, & FSA and tips and strategies that parents can use at home	Parent Surveys
4	Literacy Night - November 7, 2019	1	62	Parents gained an understanding of FSA and were able to see student data as their child filled out their Passport. They were also given materials	iReady Diagnostic Test Scores, Parent and Student Surveys

				and tools to use to help their child at home	
5	Math Night – December 5, 2019	1	95	Parents gained an understanding of FSA and were able to see student data as their child filled out their Passport. They were also given materials and tools to use to help their child at home	Khan Academy and iReady lessons passed, Parent and Student Surveys
6	Student Led Conferences February 11, 12, & 13, 2019	3	Feb 11 th - 31 Feb 12 th - 47 Feb 13 th - 24 102 Total	Parents learned about individualized student data and were able to “see” what their child is doing while in school. This event allowed students to take ownership of their work and display what they have learned to their parents	Parent Surveys and Responses were overwhelmingly positive

Add more rows if needed

XIII. Staff Development Summary

21. 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 and family programs; and how to build ties between parents, families, and the school.

	Content and Type of Activity	Number of Activities	Number of Participants	Demonstrated Impact on Student Achievement	Data Source Used
1	Title I Faculty Meeting	1	69	Received information on parent involvement activities and received information about Title I programs that are offered on campus and/or at the district level. This gives teachers the knowledge and allows them to recommend programs to parents/families in need	Exit Slips/Surveys
2	Annual Golden School Presentation	1	72	Teachers learned about Dividends program and how to utilize Dividends in the classroom to help student achievement	Exit Slips/Surveys Volunteer Reports Through Raptor

Add more rows if needed

XIV. Barriers

2020-2021 Parent and Family Engagement Plan (PFEP)

22. Describe the barriers that hindered participation by parents and families 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 and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

	Barrier (including the specific subgroup)	Steps the School will take to Overcome
1	Family Scheduling Conflicts	Offer multiple high-need activities
2	Time of Events	Offer events at various times
3	Child Care & Transportation	Provide child care for evening events
4	Conflicting Events – both SCPS and outside organizations	Reach out to cluster schools and the district office to check their schedule of events. Especially Lake Mary High School.
5		

Add more rows if needed

XV. Best Practices (Optional)

23. 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.

	Parent and Family Engagement Activity/Strategy	Outcomes
1	Maximize family participation	GLMS advertises through several outlets to maximize the audience
2	Personal Connections	Teachers and Academic Coaches personally call to invite families or students that need the most help.

Add more rows if needed