

**ABC SCHOOL**  
**School-Level Parent and Family Engagement Plan (PFEP)**  
**2024-2025**

**Mission Statement**

Our mission is to engage, educate, and elevate every student to reach their fullest potential and become lifelong learners.

**Engagement of Parents and Families**

*Glades Middle School will engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs in 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 program is exempt from statutory or regulatory provisions, 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)].*

Engaging parents and families in decisions is crucial for creating a collaborative and effective educational environment.

Open Communication Channels:

- Establish regular and open communication channels such as a weekly newsletter, Parent link emails, and our school's website where parents and families can stay informed about the school's plans and activities.

Parent-Teacher-Student Associations:

- Encourage active participation in the PTSA, which serves as a platform for parents and families to discuss and provide input on the school plan. The PTSA can also allocate some of its meetings specifically for this purpose.

Surveys and Feedback Forms:

- Conduct surveys and distribute feedback forms to parents and families to gather their opinions on various aspects of the plan. Analyze the data collected and use it to inform decision-making.

Multilingual Support:

- Recognize the diversity of the school community and provide information and engagement opportunities in multiple languages to ensure inclusivity.

Parent Workshops and Training:

- Offer workshops and training sessions for parents and families on topics related to education and the school improvement plan. This empowers them to better understand and contribute to the

process.

**Accessible Documentation:**

- Make the school plan and related documents easily accessible online or in print and in multiple languages so that parents and families can review them at their convenience.

**Transparency on Fund Allocation:**

- Clearly communicate how funds reserved for parent and family engagement will be used at our monthly School Advisory Council meetings. Provide a breakdown of budget allocations and involve parents in discussions about prioritizing spending.

**Feedback Loops:**

- Establish a feedback loop by regularly updating parents and families on the outcomes of the plan and how their input has been incorporated.

**Coordination and Integration**

*Glades 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 (HIPPY); the Parents as Teachers Program; Voluntary Pre-Kindergarten; public preschool; Title I, Part C (Migrant); Title I, Part D (Neglected, Delinquent and At-Risk Youth); Title II (Effective Instruction/Professional Development); Title III (ELL/ESOL) and Title IX, Part A (McKinney-Vento Homeless)[Section 1116(e)(4)].*

<b>Count</b>	<b>Program</b>	<b>Coordination</b>
1	Title 1, Part D (Neglected, Delinquent and At-Risk Youth	Students identified as neglected and/or delinquent will be connected to a school counselor, school social worker and/or family counselor who will provide support and community resources. If appropriate, the student will be supported through the Response to Intervention (RTI) process for academics, attendance and/or behavior.
2	Title III (ESOL)	English Language Learners (ELL) receive reading and developmental language arts instruction by a certified ESOL teacher. They receive additional support from an ESOL classroom assistant and the district's Bilingual/ESOL Department. The ESOL teacher and teacher assistant provide one-on-one and small group language support in mainstream

		classes. During the school day, and at our parent nights, school-based staff members are available to provide language translations and information to parents in their native language.
3	Title IX, Part A (Homeless)	Faculty and staff aid in identifying homeless students and referring them to the district's Homeless Education Assistance Resource Team (HEART). The purpose of this program is to identify homeless students, remove barriers to their education, including school enrollment, provide them with supplemental academic and counseling case management services as well as linkages to their school social worker while maintaining school as the students' stable environment. Our 6th grade school counselor serves as our school's HEART designee and is supported by our school social worker.

### Annual Parent Meeting

*Glades Middle School will take the following actions to convene an annual meeting, to which all parents and guardians of participating children shall be invited and encouraged to attend, to inform parents and guardians of their school's participation under this part and to explain the requirements of this part, and the right of the parents and guardians engaged. Include the specific activity and/or activities, frequency and duration, evidence-based research on effective implementation and maintain documentation, ensuring that all parents and guardians are invited and encouraged to attend [Section 1116(c)(1)].*

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
Annual Meeting, all grades	Once, September	<a href="#">Effect of Parental Involvement on Children's Academic... - Google Scholar</a>	Parent sign-in sheets; feedback survey; agenda; minutes/notes and sign-in sheets
Title 1 Annual Parent Meeting	Once/Year/1 Hour	<a href="#">Parent Engagement in Schools   DASH   CDC</a>	Parent sign-in sheets; feedback survey; agenda; minutes/notes and sign-in sheets
Parent Nights	2+/Year/1-2 Hours	<a href="#">Parent-Teacher Partnership   Harvard Graduate School of Education</a>	Parent sign-in sheets; feedback survey; agenda; minutes/notes and sign-in sheets

### Flexible Parent Meetings

*Glades Middle School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds under this part, transportation, childcare,*

*or home visits, as such services relate to parental involvement [Section 1116(c)(2)].*

To provide meetings at flexible times during the day, including weekends if applicable, that allow parents and families ample opportunities to be actively engaged in their child's/children's education, we will implement the following:

**Diverse Meeting Schedules:**

- Offer a variety of meeting schedules to accommodate different preferences. This may include weekday evenings, and weekday mornings.

**Online and In-Person Options:**

- Provide both in-person and online meeting options to cater to parents' and families' preferences and comfort levels. Virtual meetings can be especially convenient for those with busy schedules.

**Rotating Meeting Times:**

- Rotate meeting times to ensure that all parents and families have an opportunity to attend meetings at least occasionally. For example, switch between morning, afternoon, and evening sessions on different occasions.

**Multilingual Support:**

- Ensure that meetings are accessible to parents and families from diverse linguistic backgrounds. Provide translation services or materials in multiple languages when needed.

**Recorded Meetings:**

- Record meetings and make them accessible online for those who cannot attend in person. This allows parents to catch up on discussions at their convenience.

**Community Partnerships:**

- Collaborate with community organizations or local businesses to provide resources and support for weekend meetings or events.

**Promotion and Communication:**

- Ensure that parents and families are well-informed about upcoming meetings through various communication channels, including emails, newsletters, social media, and the school website.

***Building Capacity***

*Glades 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)].*

<b>Specific Activity</b>	<b>Frequency and Duration</b>	<b>Evidence-Based Research</b>	<b>Evaluation of Implementation and Effectiveness</b>
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ESOL Parent Night	Once (September)	Increasing ELL Parental Involvement and Engagement: Exploration of K-12 Administrators in a Rural State, Matthew Wesley Parsons & Jenna Min Shim, 2019	Parent sign-in sheets; parent workshop evaluation survey; team meeting debriefing agenda, minutes/notes and sign-in sheets
Open House	Once/Year/ 1-2 Hour	<a href="#">How Parent Involvement Leads to Student Success   Waterford.org</a>	Parent sign-in sheets; parent workshop evaluation; minutes/notes and sign-in sheets
FAST Testing Night	Once/Year/ 1-2 Hours	<a href="#">Effective Family Engagement Starts with Trust   Harvard Graduate School of Education</a>	Parent sign-in sheets; parent workshop evaluation; minutes/notes and sign-in sheets
Math Night	Once/Year/ 1-2 Hours	<a href="#">Effective Family Engagement Starts with Trust   Harvard Graduate School of Education</a>	Parent sign-in sheets; parent workshop evaluation; minutes/notes and sign-in sheets
Literacy Night	Once/Year/ 1-2 Hours	<a href="#">Parental Involvement vs. Parental Engagement - The Annie E. Casey Foundation (aecf.org)</a>	Parent sign-in sheets; parent workshop evaluation; minutes/notes and sign-in sheets
Science Night	Once/Year/1-2 Hours	<a href="#">Parental Involvement vs. Parental Engagement - The Annie E. Casey Foundation (aecf.org)</a>	Parent sign-in sheets; parent workshop evaluation; minutes/notes and sign-in sheets
Inclusive Family Game Night	Once/Year 1-2 Hours	<a href="#">Family game night can help kids learn math, study finds - CBS Boston (cbsnews.com)</a>	Parent sign-in sheets; parent workshop evaluation; minutes/notes and sign-in sheets

### Staff Training

*Glades 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)].*

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
PD - Utilizing Student Interactive Notebooks to	Once, October	<a href="#">The Effects of Interactive Science Notebook on Student Teachers'</a>	Staff sign-in sheets; workshop evaluation; team meeting debriefing agenda,

Promote Effective Communication		<a href="#">Achievement, Study Habits, Test Anxiety, and Attitudes towards Physics, Maria Teresa M. Fajardo , Prosibeth G. Bacarrissas, Hazel G. Castro, 2019</a>	minutes/notes, and sign-in sheets
B.E.S.T BITES	Quarterly/1 Hour	<a href="#">5 Ways To Make Teacher Professional Development Effective (&amp; 7 Powerful Resources)   Prodigy Education (prodigygame.com)</a>	Staff sign-in sheets; workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets

**Other Activities**

*Glades 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)].*

To strengthen academic achievement and enhance the lives of students, parents, and families, we will develop partnerships and engage in various activities that promote a collaborative and supportive learning community:

Needs Assessment and Goal Setting: - Begin by conducting a needs assessment to identify the specific areas where partnerships and engagement can have the most significant impact on academic achievement and the well-being of students, parents, and families.

- Set clear and measurable goals for parent and family engagement, outlining what we aim to achieve through partnerships and activities.

Community Partnerships:

- Collaborate with local community organizations, businesses, and nonprofits that can provide resources, mentorship, and support to students and families. These partnerships can offer after-Glades Middle School programs, tutoring, career guidance, and more.

Parent-Teacher Associations (PTA) :

- Strengthen the PTA or parent organization as a central hub for parent and family involvement. Encourage participation and collaboration among parents and teachers to address Glades Middle School needs.

Family Workshops and Training :

- Organize workshops and training sessions for parents and families on topics such as effective parenting, literacy, financial literacy, and mental health. These workshops can empower families to support their children's education.

**Academic Support Programs :**

- Develop academic support programs that involve parents and families in their children's learning process. This could include homework help sessions, family literacy nights, or STEM exploration events.

**Cultural and Celebratory Events :**

- Host cultural and celebratory events that highlight the diversity within the Glades Middle School community. These events can foster a sense of belonging and understanding among students, parents, and families.

**Regular Communication :**

- Continue to use our consistent communication channels to keep parents and families informed about Glades Middle School activities, policies, and their child's progress. Use newsletters, emails, and the Glades Middle School website for this purpose.

**Parent-Teacher Conferences :**

- Schedule regular parent-teacher conferences to provide opportunities for one-on-one discussions about a student's academic progress and development.

**Mentorship Programs :**

- Use our mentorship programs (5000 role models and Mentoring Tomorrow's Leaders) that pair students with caring adult mentors from the community. These mentors can offer guidance and support for academic and personal growth.

**Life Skills and Wellness Support :**

- Offer resources and activities that focus on students' and families' social and emotional well-being, such as counseling services, support groups, and mindfulness workshops.

**Student-Led Initiatives :**

- Encourage students to take an active role in organizing engagement activities, such as family nights, community service projects, or cultural showcases. This promotes leadership skills and a sense of responsibility.

**Evaluation and Feedback :**

- Continuously assess the effectiveness of your partnership and engagement activities through surveys, feedback sessions, and data analysis. Use this information to make improvements.

**Resource Allocation :**

- Allocate funds and resources to support these initiatives, ensuring that they have the necessary resources to succeed. By implementing these strategies and fostering a culture of collaboration and engagement, the Glades Middle School can create a supportive learning environment that not only strengthens academic achievement but also enhances the overall well-being and quality of life for students, parents, and families. This approach helps build a strong, cohesive Glades Middle School community.

**Communication**

Glades 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)].*

Regular Updates :

- Provide regular updates to parents and families through newsletters, emails, or a dedicated section on the school website. These updates should cover important events, policies, and curriculum changes.

Curriculum Nights :

- Host curriculum nights or information sessions where teachers and school administrators explain the curriculum in-depth. These sessions can also provide insights into teaching methods, assessments, and expectations.

Parent-Teacher Conferences :

- Schedule regular parent-teacher conferences where parents can discuss their child's progress, academic performance, and any concerns or questions related to the curriculum.

Flexible Meeting Options :

- Allow parents to request meetings with teachers, counselors, or administrators at their convenience. Offer flexible meeting times to accommodate different schedules.

Parent Surveys :

- Conduct surveys to gather feedback from parents about the curriculum and their preferences for meeting times and formats.

Multilingual Support :

- Ensure that all curriculum-related materials and meetings are accessible to parents and families from diverse linguistic backgrounds.

### **Accessibility**

Glades 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)].*

Glades Middle School is committed to ensuring that all parents and guardians, including those with limited English proficiency, disabilities, migratory backgrounds, and those experiencing homelessness, have equitable access to activities, pertinent information, and reports. To achieve this, we will employ a multi-faceted approach. Firstly, we will offer translated materials and interpretation services in various languages, including those spoken by our diverse community members. Additionally, we will provide alternative formats such as braille, large print, or digital versions for parents with disabilities upon request. For migratory and homeless families, we will maintain open lines of communication, offering flexible meeting options and ensuring they receive essential information regardless of their current residence. Our goal is to create an inclusive and accessible environment where every parent and guardian can actively participate in their child's education and stay informed about their progress.

**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     (03/06/24)     and will be in effect during the 2024-2025 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2024.

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***Signature of Principal***

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***Date***

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***SAC Chairperson***

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***Date***