

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2017-2018

Crews Lake Middle School

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed on by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

Our school plans to engage parents by providing meaningful opportunities and outreach for learning about their child's education, participating in school activities, and celebrating with their child to build a positive sense of community with the school.

What is Required:

Assurances: We will:

- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- Use at least 1% of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- Involve parents in the planning, review, and improvement of the Title I program.
- Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- Coordinate with other federal and state programs, including preschool programs.
- Provide information in a format and language parents can understand, and offer information in other languages as feasible.

Principal: 

Date: 8/28/17

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EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:

1. Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.

Describe the method in which parents were involved	Parents were involved in reviewing the current Parent Involvement Plan through SAC meetings. The members provided feedback, which was integrated into the plan for 2017-2018.
Date of meeting to gather parent input for Comprehensive Needs Assessment	May 9, 2017
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	May 9, 2017

**Evidence of the input gathered and how it was/will be used should be available at the school site.*

2. Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.

How were parents invited to develop or revise the compact?	Parents were involved in reviewing the current School Compact through SAC meetings. The members provided feedback, which was integrated into the plan for 2017-2018.
Date of parent meeting to develop or revise the compact	May 9, 2017
What communication methods will be used between teachers & parents as well as school & parents?	School Compacts are sent home with students at orientation and at the beginning of the school year. All future students also receive a school compact. Students are monitored for return of the compact. Communication with families is also provided through Messenger, Facebook, Parent Conferences, and our Website.
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	N/A

**A parent signed copy of the compact should be submitted to the Title I office as evidence of implementation.*

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**Evidence of the Input gathered and how it was/will be used should be available at the school site.*

3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

What information is provided at the meeting? How are parents notified of the meeting?	An overview of Title 1; how Title 1 funds are used at CLMS; overview of middle school standards; overview of EWS system; and how parents can provide support and get more involved will be covered at the annual meeting. Website, Facebook, Messenger, School marquee, School Messenger text
Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	September 7, 2017 Meet with planning committee Discuss agenda and parent needs Consider parent input
How do parents who are not able to attend receive information from the meeting?	Post on website
How are parents informed of their rights?	Parent Right to Know Letters given to all students

4. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title III-ESOL	CLMS collaborates with ESOL programs to encourage parents to attend any parent activities sponsored by the ESOL program. We provide support for parents by accessing language services through the district as needed for parents and provide conference with parents to address the students' learning needs in English.
Title IV - Homeless	CLMS collaborates with the Students in Transition program to identify students in need of these services and refer these students to the program. Additionally, our school counselors and social worker provide ongoing referrals to outside agencies to provide for access to meet basic needs and meeting to learning needs of their child.
Preschool programs	N/A
IDEA/ESE	CLMS collaborates with IDEA/ESE to provide supports to our students with disabilities. Our teachers meet with families to review IEP needs and to educate parents regarding their child's educational progress. We make parents aware of their child's educational rights and how to help them better meet their child's individual educational goals and outcomes.
Migrant/Homeless	N/A

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5. Use at least 1% of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

Minimum allocation	\$915.81
Explain how these funds will be used this school year	These funds and additional funds have been allocated to provide parent nights at the school. The parent nights will focus on a variety of curriculum and mental health and parenting topics. Mental health and parenting topics are in collaboration with Baycare. The funds provide materials and stipends for teachers.
How are parents involved in deciding this?	Parents provided input at the SAC meetings for the need for more support for families and for more information about curriculum.
How will you document parent input?	Parents will sign in and will be surveyed for additional topics of interest.

6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

<u>Building Capacity of Parents</u>		<u>How will this impact Student Achievement?</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Check all that apply.</u>				<u>How will this support learning at home?</u>
				<u>Transportation</u>	<u>Meal Refreshments</u>	<u>Childcare</u>	<u>Translation</u>	
<u>Title/Topic of Event</u>								
Curriculum Areas	Each of the curriculum content areas, ELA, Social Studies, Math, and Science, have planned at least one parent night each semester.	These nights are designed to cover topics that will help parents connect with the standards and their child's learning. For example, at Science Fair time the parents will have the opportunity to come in learn about the process and help their child with teacher support and materials. Each curriculum area will have a similar focus.	10/11/2017 11/14/2017 11/30/2017 12/12/17 1/17/2018 2/20/2018 3/6/2018 4/10/2018 4/24/2018					Parents will be more informed of the standards and better able to support their child's learning in the home setting.
Achievement Levels, Expectations and Assessments	Annual Title 1 Meeting	This night will cover state achievement levels and middle school progression and expectations.	9/7/2017					Parents will understand the state assessments and expectations.
Progress Monitoring	Annual Title 1 Meeting	This night will cover how we monitor each child's progress using the Early Warning System and provide interventions.	9/7/2017					Parents will understand EWS and Interventions.

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Other Activities	Baycare: Parent Conversation Nights	These nights will focus around conflict resolution, mindfulness and stress management, and drug prevention.	9/28/2017 11/9/2017 12/14/2017				X	In collaboration with our partner we hope to give parents tools to support their child's mental health needs and thus support their academic growth.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.			Parents will be provided information regarding curriculum, achievement, progress monitoring and assessments at the Title 1 parent meeting and at a series of parent workshops.					
How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?			Events will be evaluated based on attendance and parent feedback. Parents will be surveyed for future needs, as well as, the learning gained from attending the parent workshops.					
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.			We have very few speakers of other languages at our school. If we have parents who would like to attend an event, we will contact the district of support to meet the language needs of these families.					
What are the barriers for parents to attend workshops/events and how do you overcome these?			Our main barrier for families is work hours and transportation. Unfortunately, our Title 1 budget is not enough to overcome this barrier at this time. We are trying to build stronger relationships with our elementary neighbors to encourage families to be more engaged throughout their child's education.					
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)			We are not able to offer flexible dates and times at this time. If the collaboration with Baycare is successful we may have more options during the day.					
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?			Any parent with a disability must make a request and we will make every effort to make reasonable accommodations in accordance with the ADA.					

**These events should be included on the Data Collection Sheet for School Events.*

7. Utilize strategies to ensure meaningful Communication

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school	Families and teachers are encouraged to have ongoing communication through parent teacher conferences. The school will also make use of various forms of technology to communicate with families including social media, School Messenger, newsletters, etc.
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8. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Trauma Sensitive Practices	This topic will assist staff members to understand the role trauma plays in the brain's development and how to mediate that in school, while being sensitive to the role of the family.	Reading with online follow up	All staff	Week of September 4 th
Parent/Teacher Conferencing	This topic will give teachers skills to connect with families and increase their ability to communicate effectively during parent conferences	Workshop	Instructional Staff	November 1 Planning periods

9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

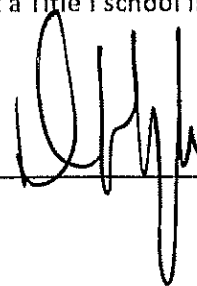
<u>Location of Resource Center/Area</u>	<u>Person responsible for monitoring and updating Resource Center/Area</u>	<u>List a sampling of materials made available in the Resource Center/Area</u>
Front office display	Jackie Choo/ Deb Brougham	Parent Friendly Engagement Plan Parents Right to Know Title 1 Pamphlet Parent Conference Resources

10. Evaluation of the 2016-2017 Plan:

Data Collection Sheet for School Events submitted to Title I. Date of submission: 5/22/17

Compliance Items submitted to the Title I office. Date of notice of completion: Spring 2017

N/A – not a Title I school in 2016-2017

Principal:  _____

Date: 8/28/17

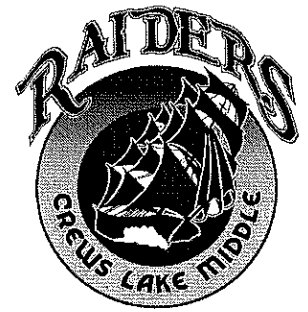
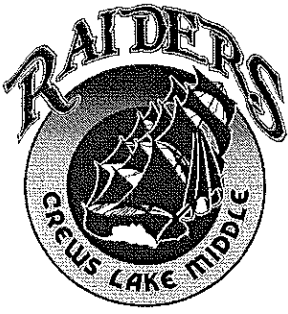
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PFEP's are due to the Title I office by September 1, 2017.

**Copies should be placed on the school website as well as in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

**A "Family Friendly" version of this plan should be distributed to families and submitted to the Title I office.*



Crews Lake Middle Parent Involvement Plan 2017-2018

Crews Lake Middle is committed to the goals of providing quality family support services for students and their families and increasing the direct involvement of parents in their students' learning. Therefore, Crews Lake Middle will implement programs, activities, and procedures that will promote meaningful involvement of parents.

Parent Involvement Policy Development

Crews Lake Middle has a School Advisory Council (SAC) that is comprised of parents, teachers, community members, and other staff members that will have an opportunity to offer suggestions and have input in the development of our school policy. We will develop a written Parental Involvement Plan, with parental input, that will be distributed to parents of participating students. Parents are encouraged to offer suggestions to SAC and the administration about the parent involvement plan.

Title I Meeting for Parents/Guardians

Each year, Crews Lake Middle will have an annual meeting for parents/guardians of participating students in the beginning of the school year. All parents are invited and encouraged to attend. At the meeting, parents will be given Title I guidelines and be informed of the school's participation in the Title I Program. Parents will be given copies of the Parental Involvement Plan and be informed of their right to be involved. Parents will be invited and encouraged to attend monthly SAC meetings to offer suggestions and participate in decisions related to the education of their students. All parents will be provided access to information on school performance data and assistance interpreting their child's individual results. They will be provided a description and explanation of the curriculum and standards used at the school, the forms of assessment used to measure student progress, and the proficient levels students are expected to meet.

Parent Involvement Opportunities

Crews Lake Middle will foster parent involvement by providing materials and trainings to help parents work with their students to improve their academic achievement and activities that will teach parents how to help their students at home. The parent workshops and training sessions will be ongoing at the school, held at flexible times for parent convenience and all parents will be encouraged to attend. Other parent involvement opportunities include:

- Annual meeting at a time convenient for parents of participating children
- Parent Workshops/Curriculum Night
- Recognition Ceremonies
- School Advisory Council
- PTSO Meetings
- Parent/Teacher Conferences
- Family Fun and Relationship Building Events

Parents contribute to their child's education by providing a supportive home environment. Parents are invited to eat lunch with their student. Parents are encouraged to complete school surveys, which help determine school needs and offerings. All parents are encouraged to apply with Pasco County Schools at www.pasco.k12.fl.us to become approved volunteers. Opportunities include but aren't limited to mentoring, assisting with classroom teachers, assisting in the media center, office assistant, and lunchroom assistant.

A school/parent compact that outlines how parents and the school staff will share the responsibility for

improved student achievement will be developed jointly with parents.

School and Parent Communication

Parents/guardians will be informed of school activities through various types of communication throughout the school year to establish and maintain open lines of communication. Crews Lake Middle staff will maintain a record of parent contacts throughout the school year. Some of the types of communication to be used are:

- Newsletters
- Annual Open House
- Schools Connects
- Parent/Teacher Conference Nights
- Parent Workshops and Curriculum Nights
- Recognition Events
- Planners
- Flyers
- School Marquee
- School Website
- School Facebook
- Remind text messaging
- Phone Calls and Email
- myStudent online grades

CLMS will provide parents with routine student progress updates by supplying the parent with:

- Mid-Quarter Progress Reports
- Quarterly Report Cards
- Parent/Teacher Conferences
- Personal, Telephone or Written Communication

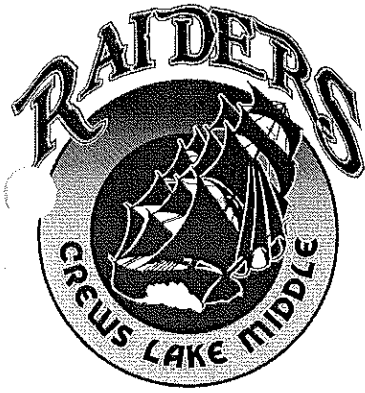
CLMS provides assistance to parents in understanding such topics as:

- Florida's academic content standards
- State and local academic assessments including alternative assessments
- Title 1 requirements
- How to monitor their children's progress
- How to work with educators to improve the achievement of their children
- How to understand academic, attendance, and behavioral indicators leading to successful graduation

This written Parent Involvement Plan shall be distributed to all parents of students at Crews Lake Middle in an understandable format and in a language parents can understand. It has been placed on the school website making it available to the local community. This plan has been periodically updated to meet the changing needs of parents and the school. If the plan is not satisfactory to parents, comments may be submitted in writing. The staff will actively work to resolve the concerns and respond appropriately.

In carrying out the parental involvement requirements of this plan, the district and school, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format, and to the extent practical, in a language such parents can understand.

Crews Lake Middle administration along with the SAC committee, will continually monitor the range and responsibilities of the Parent Involvement Plan. If the school-wide plan under section 1114(b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency.



CREWS LAKE MIDDLE SCHOOL

15144 Shady Hills Road • Spring Hill, FL 34610
(352) 526-1600 • (813) 346-1600 • (727) 246-1600

DAVID HUYCK
PRINCIPAL

JACKIE CHOO
DANIELLE WHITE
ASSISTANT PRINCIPALS

Date: August 14, 2017

Dear Parents,

You have the right to know the professional qualifications of the educators who instruct your child. Federal law allows you to obtain certain information in a timely manner about your child's classroom teachers and instructional assistants. You have the right to ask for the following information about each of your child's teachers and instructional assistants:

1. The teacher's Florida certification area(s) and, if the teacher is teaching infield, or if the teacher is qualified infield according to Pasco County Schools.
2. The teacher's college degree(s) and areas of study.
3. The teacher's advance college degree(s) and area of study.
4. The qualifications of any instructional assistant who provide services to your child.

In addition, you have the right to be provided information on your student's level of achievement on assessments like Florida Standards Assessment (FSA) in English language arts and math, end of course assessment, and FCAT Science. This information is sent to you annually and available at Crew Lake Middle School.

If you would like to receive any of this information, please send a written request to Jackie Choo, Assistant Principal.

Sincerely,

David Huyck
Principal
Crews Lake Middle School



Crews Lake Middle School
2017-2018
Home School Title 1 Compact

Student Name _____ Grade _____ Student # _____

Parent email _____ Parent Phone # _____

Crews Lake Middle School will ensure a student-focused learning environment that instills pride, fosters respect, and establishes collaboration that empowers students to design their own ship, achieve academic excellence, and navigate in a global society.

As a student I will:

- Attend school everyday all day
- Be prepared and ready to learn
- Accept responsibility for my education
- Follow the RAIDER Creed: Responsible, Attentive, Independent, Dedicated, Educated, Respectful

My academic goal this year is _____.

As a family we will:

- Ensure daily attendance from 8:40 am to 2:50 pm
- Support and expect positive student behaviors
- Monitor my student's progress on a regular basis (myStudent, parent-teacher contact)
- Have an awareness of academic resources for my student
- Encourage high expectations for my student
- Take an active role in parent involvement opportunities

Our family's goal for this year is _____.

As a school we will:

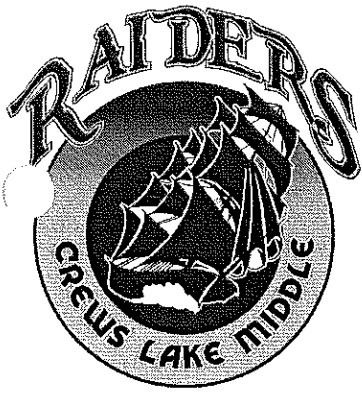
- Provide a safe, positive, family friendly environment
- Model and promote RAIDER Pride
- Communicate student progress on a regular basis
- Meet the individual academic and social needs of each student through highly quality curriculum
- Develop relationships that create opportunities and connections to the community

Our school goal for this year is to engage students in appropriately rigorous curriculum to effectively prepare them for high school.

Parent Name _____ Parent Signature _____

Student Signature _____ Date _____

Administrator Signature _____



CREWS LAKE MIDDLE SCHOOL

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DAVID HUYCK
PRINCIPAL

JACKIE CHOO
DANIELLE WHITE
ASSISTANT PRINCIPALS

Date: September 11, 2017

Dear Parent/Guardian,

As a Title 1 school, we are required to inform you when a teacher, for four or more consecutive week, does not meet certification requirements.

Your child's teacher, Mr. Joe Groppe, currently holds a teaching certificate in Health K-12 and is teaching out of his field in Science.

If a teacher is teaching out of field, Florida law requires this teacher to take at least six semester hours of course work towards his out-of-field certification area each year until he is fully certified for the teaching assignment.

The District is providing assistance in meeting these requirements and we have full confidence in Mr. Groppe's ability to teach effectively in this assignment during the 2017-2018 school year. We are dedicated to meeting the educational needs of our students and are working to ensure that your child receives the best possible education. Please feel free to call Jackie Choo, Assistant Principal at (727) 246-1600 if you have any questions or would like additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackie Choo", written over a horizontal line.

Jackie Choo
Assistant Principal