

2024 – 2025
Parent and Family Engagement Plan

Fairview Middle School

School

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:
April 18, 2024	April 18, 2024	January 9, 2025	April 17, 2025



2024 – 2025 Parent and Family Engagement Plan

School Name	Fairview Middle School
LEA	Leon County Schools

I, Eileen Mayer, 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 project, where prohibited.

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 8101, ESEA; as amended by ESSA.
- Involve parents/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 with parents the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.


Signature of Principal

4/24/24
Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

It is our mission to provide opportunities to engage families in activities centered around the needs of our community, support the students and parents in the fulfillment of increasing student achievement and provide a foundation for our students to become responsible, respectful, and independent learners equipped with the critical thinking skills necessary to compete in our global society.

Engagement of Parents

Describe how the school will 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 parent and family engagement will be used [Sections 1116].

Response:

Opportunities for parent input will be provided throughout the school year. Parents can provide input through anonymous surveys, School Advisory Council, after events and directly with administrator.

We will continue to build our Parent Teacher Student Organization and use this group as a portal to help understand the needs of our families and the community that we serve.

We will continue to provide families with a tentative calendar of events with topics listed. This calendar will be provided in advance. We will provide parents with an opportunity to be involved and share insight on the day of the week and time of day that will meet their needs.

Activities and events that utilize a funding source will be presented for input. The use of funds will be reviewed and voted on during School Advisory Council (SAC) when the drafted plan is presented.

Notification of upcoming events will be provided at least two weeks in advance. Focus, social media, flyers, marquee, Peachjar will be used to share upcoming events.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I- Part C, Title II, Title III, Title IV, and Title V [Section 1116].

Count	Program	Coordination
1	Title I "Back to the Basics"	Provide training for parents and students on how to use Focus and remediation programs such as Moby Max, Acaletics, Aleks-, Canvas, Plato, etc.

2	Title I	<p>Prepare parents for the transition to middle school. This will be done with incoming 6th graders at the end of the first grading period. We will discuss organizational skills, discipline.</p> <p>Prepare parents for the transition to high school. This will be done with 8th grade students transitioning to high school. We will discuss graduation requirements and the programs available at different schools.</p>
3	Title II Academic Services	Provide training and support to teachers on the MTSS process, 504 plans, IEP's, support facilitation, disaggregating data, FAST testing, behavior intervention plans, etc.
4	Title I Staff Development	Purchase training material, supplemental materials and provide opportunities for subject area professional development and grade level collaboration.
5	Title III	Provide ELL services for students and families. Provide training for ELL Coordinator to assist families, supply translation devices to assist with learning and communicating the English language, parental involvement activities to assist families with learning the culture and understanding the education system.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), Adequate Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116]. ***Include translated version of all documents.***

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine date for Annual Title I Meeting	Administration/ Parent Liaison	July	
B	Prepare presentation, handouts, and agenda	Parent Liaison	August/ September 2024	Agenda Presentation Handouts
C	Create notification informing families of the meeting (include translated versions)	Parent Liaison	August/September 2024	Copy of notification

D	Create sign-in sheet “Annual Title I Meeting” (include school name; date; location; time; parent/guardian’s name; student name(s); phone number; email address; and role) and create evaluation	Parent Liaison	August/September 2024	Copy of notification
E	Distribute initial meeting notifications at least three (3) weeks prior to the meeting date	Administration Media Specialist Tech Con	At least three (3) weeks prior to the meeting	Copy of: notification, survey results
F	Distribute notices via various platform i.e. website; social media; marquee; Parent Portal; Remind, student agenda book	Administration Media Specialist Tech Con Teachers	One (1) week prior to the meeting	Copy of: notification, survey results
G	Conduct meeting and record minutes	Parent Liaison	August/September 2024	Copy of: sign in sheets, agenda, minutes.
H	Provide opportunities for feedback	Parent Liaison	August/September 2024	Copy of: Parent Feedback forms, survey results
I	Complete and upload required documentation for compliance to SharePoint folder	Parent Liaison Compliance Contact	By September 30, 2024	Copy of: notification, agenda, minutes, sign in sheets, presentation, handout, survey results

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

Response:

Opportunities will be provided for parents to meet in both the mornings and evenings to accommodate work schedules. This may be virtually and/or in person. In an effort to meet the needs of families, a needs survey will be provided to see if transportation, homework help or childcare is needed for attendance.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Annual Title I Meeting	Administration/ Parent Liaison	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, and ways to support academic achievement.	By September 30th	<ul style="list-style-type: none"> • Survey results • Attendance log • Agenda • Notification of Meeting
Back to the Basics	Guidance Counselors, Academic Coaches, IB Coordinator	To increase families understanding of how to access technology used to support academic achievement, to monitor their child's academic progress, attendance, etc.	Fall 2024	<ul style="list-style-type: none"> • Agenda • Notification of Meeting • Sign in sheets • Survey results
Lunch and Learn	Math and Reading Coach	Review FAST scores, conduct data chats with parents and students, discuss Saturday School.	Fall 2024	<ul style="list-style-type: none"> • Agenda • Notification of Meeting • Sign in sheets • Survey results
Transition Event	Administration, Dept Chairs and or Team Leaders, Guidance Counselors	Welcome in-coming 6th graders and familiarize them with middle school	Fall 2024 Spring 2025	<ul style="list-style-type: none"> • Agenda • Sign in sheet • Flyers • Parent survey

		and its processes. Prepare 8th graders for the transition to high school, graduation requirements, course offerings, CTE opportunities.		<ul style="list-style-type: none"> Climate survey
STEAM Night	Science and Math Department	To increase knowledge of STEM standards and provide at-home learning activities	Spring 2025	<ul style="list-style-type: none"> Agenda Sign in sheet Flyers Parent survey Climate survey

Staff Training

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

Staff Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Data Chats	Administration, Instructional Coaches, Teachers	Teachers will utilize data from assessments to prioritize student groupings, informed instruction, and to communicate more effectively with parents	On-going	<ul style="list-style-type: none"> Progress monitoring assessment results Benchmark assessment results
Annual Title I PFE Training	Administration, Parent Liaison	Staff will be equipped with strategies designed to foster, strengthen, and improve communication with families.	By September 30, 2024	<ul style="list-style-type: none"> Parent survey results
Collaborative Instruction	Administration, ESE teachers, teachers.	Increase academic achievement for exceptional educational students receiving instruction in Gen Ed	On-going	<ul style="list-style-type: none"> Lesson plans Student grade reports IEP's

		classes and assist Gen Ed teachers the meeting the individualized needs of ESE students.		
Effective Parent Communication	Administration, Guidance Counselors, Teachers	Staff will be equipped with strategies designed to foster, strengthen, and improve communication with families.	On-going	<ul style="list-style-type: none"> • Parent survey results • Sample parent communication documents
Targeting bottom 25% and maintaining proficiency	Coaches and Administration.	Teachers will be provided with training opportunities to assist students in the bottom 25% gain growth and assist at level students with maintaining their scores.	On-going	<ul style="list-style-type: none"> • Data
Understanding students with disabilities and behavioral interventions	Program specialist for behavior	Teachers will have a better understanding of students with disabilities and how to manage behaviors so that they do not interfere with learning.	Fall 2024 and Spring 2025	<ul style="list-style-type: none"> • Data (referrals) • IEP goal progress • Teacher input from annual IEP meetings • Teacher input from 504 meetings. • Parent survey results

Other Activities

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

Response:

The Parent Resource Area is available in the front office for parents to access technology (Focus, Canvas, emails and other resources). We will continue to work with coordinators assigned to families to assist with the school-home connection (address needs-transportation, academic concerns, scheduling parent-teacher conferences with translators included, making documents available in native language

Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

Response:

Information about upcoming events will be provided two weeks prior in multiple ways- flyers, marquee and digitally. A tentative calendar of activities and events will be provided each semester to assist families with planning in advance. Flexible times and methods will be provided (virtual, mornings and afternoons with varying days of the week). All required information will be provided on the website, FOCUS Communications Systems and hard copies will be available. Parents will continue to be encouraged to participate in PTO, SAC and provide input and share needs and interests. Opportunities for survey completion will be provided. Initial contact will be made prior to Open House with information about Title I provided during the event. Title I will work closely with 21st Century and other programs who share similar interests.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

Response:

We will have materials printed in native language and will provide translation services as requested and/or as needed. ELL Coordinator will continue to assist with determining the needs of parents and students. Translation devices will be provided.

Discretionary Activities (Optional)

The Parent and Family Engagement Plan includes the following discretionary activities that the District, in consultation with parents, chose to undertake to build parents' and families' capacity for engagement in the school and school system to support their children's academic achievement.

Count	Content/Type of Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
1	FAST Celebrations	Celebrating students showing academic gains and maintain grade level proficiency.	Coaches and Administration	Increase academic gains.	After PM 2 and PM 3
2	Parent Meetings	Meet with families of failing and truant students and at the end of the first semester. Determine their needs and provide support. Share the plan of support.	Social worker, administration, guidance counselors	Increase academic achievement and attendance	January 2025

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116].

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Language	Translate school communications: flyers, emails, etc.; provide translators during parent and family engagement events, and as requested	School Counselor District ESOL Department	On-going
Communication	Post flyers on school website; share notifications via Parent Portal, Remind, etc.; promote events	Administrators, Tech Cons, Teachers	On-going

Meeting Times and family responsibilities	Providing opportunities to select times that are beneficial and removing responsibilities after meeting attendance (homework help for students and providing meals for evening events).	Parent Liaison, Administration.	On-going
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Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].

Response: Language: Our ELL population is growing rapidly and we want to ensure that they feel that they are a part of the school community. We will have materials printed in the native language and will provide translation services as requested and/or as needed.

Communication: Parents have addressed concerns about the lack of communication regarding upcoming events. We will ensure that information is shared in different ways.

Meeting times and family responsibilities: Providing different meeting times will help increase participation, evenings are tough sometimes for families. When we hold meeting activities, we will provide homework help for students and meals if funding is approved.

Evaluation of the Previous School Year's Parent and Family Engagement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116]. **Include participation data on the Title I annual meeting.**

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	STEAM Night	1	59	To increase knowledge of STEM standards and provide at-home learning activities
2	Annual Title I Meeting	1	421	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, academics
3	Parent Bootcamp	1	16	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, academics.
4	Transition Event	1	23	Parent meeting with 8 th grade students who were in need of academic support to transition to high school.
5	Lunch and Learn	1	21	Data chat with parents regarding FAST scores, student scores, grade level proficiency and interventions.

Staff Training Summary

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 programs; and how to build ties between parents and the school [Section 1116 (e)(3)].

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Book Study	5	45-52	Increased engagement with parents and students.
2	Faculty Meetings	9	45-52	Increased communication on FAST
3	FAST Administrator Training	1	49	Increased communication to teachers on testing procedures to ensure the testing environment meets the state requirements and individual needs of the students.
4	504 Plan and MTSS Process	1	47	Identify academic and behavior barriers and implement interventions.
5	Data Chats	3	28	Teachers will utilize data from assessments to prioritize student groupings, to inform instruction, and to communicate more effectively with parents

Evidence of Input from Parents/family members

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other documents with parent input).

Submit Parent and Family Engagement Plan with principal signature.

Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Submit Parent-School Compact with principal signature.

Evidence of Parents/family members in development of Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Evidence of parent input in the development of the compact.

2024-2025 Parent-Student-Teacher Compact/Agreement

Fairview Middle School will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating student to meet Florida's student academic achievement standards.
- Provide students and parents with frequent reports of their student's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer in their student's school and to participate in their student's class and observe classroom activities.

Fairview Middle School Parents will support student's learning in the following ways:

- Being an active participant in the home-school connection.
- Ensure that your child attends school daily, arrives on time and completes the school day.
- Ensure that your child is working diligently to earn and maintain on grade level achievement by meeting the Florida standards.
- Attend parent-teacher-administrator conferences, IEP meetings, 504 meetings and MTSS meetings to discuss academics and behavior when requested.
- Provide extracurricular opportunities.
- Communicate with teachers, counselors and administration throughout the grading periods.
- Serve as possible/needed on policy advisor groups such as School Advisory Council, Title I, District and State Committees when available.

Fairview Middle School Students share the responsibility to improve their academic achievement:

- Attend school regularly, arrive on time, be prepared to learn and have a positive attitude.
- Follow all Leon County's Code of Conduct, Fairview Middle School's Code of Conduct and all classroom rules.
- Work towards earning mastery in all courses daily (arrive to class on time, be ready to learn, complete and submit assignments on time, give your absolute best effort each day.
- Provide parents and/or guardians with all school communications.
- Be respectful to each other, school personnel and school property.

Signature: _____ Signature: _____

Fairview Middle School Signature: _____

Principal, Fairview Middle School: _____