

Annual Parent Meeting

The school will 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), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are in other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.

<i>Date and time you will hold your meeting?</i>	September 28, 2017 at 8am and 5:30pm
<i>Notification and Invitation:</i> o <i>How will you inform and invite parents/families in a timely way about the Annual Meeting.</i>	Flyers, marquee, remind 101, school website, and facebook page were used to inform and invite parents to the Annual Meeting.
<i>Information:</i> <i>Please describe how your meeting will cover information about:</i> <ul style="list-style-type: none"> <i>the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.</i> 	<p>The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.</p> <p>Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum.</p> <p>Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.</p>
<i>Barriers:</i> o <i>What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</i>	All family members are invited to the meeting, therefore childcare is not needed. There will be a translation specialist on site to aid in the translation of the information presented, along with copies of material translated in English, Spanish, & Haitian Creole.
<i>Evaluations:</i> o <i>How will you get feedback from parents about the meeting?</i>	Parents will complete an evaluation after the meeting for us to receive feedback.
<i>Parents who do not attend?</i> o <i>How will you get the information home to parents who do not attend the meeting?</i>	Information and links will be posted to our schools website & social media site.
Flexible Parent Meetings:	

The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	LGMS schedules morning and evening on different days of the week for parent and family engagement events to allow flexibility.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	Students of all ages are invited to attend with their parents, therefore childcare is not needed at our events.

Building Capacity of Parents

School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e) (1-3)]. School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2)].

Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum /Florida Standards	Provide information to parents on standards by grade level and how they can help their child at home. Grade levels 6-8	Information sources from Florida State Standards	November 7 th , 2017 6pm December 14, 2017 6pm January 23, 2017		x		x
State Tests & Achievement Levels	Test taking strategies will be given to parents and students to aide in state assessment preparations.	State Standards, Practice tests	November 7 th , 2017 6pm December 14, 2017 6pm January 23, 2017		x		x
Transition (Kdg, MS, HS)	Students and families of 5 th graders will learn about middle school and make a smooth transition. 8 th grade students and families learn valuable information on transition to High School	Information will be provided to gain more insight on transitioning to middle school, and from middle school to high school.	Mission Transition May, 2017 TBA		x		x
Literacy 1116 (e)	Student gain insight to the importance of reading and language arts.	Curriculum maps, Book lists	November 7 th , 2017				x
Technology, Parent Portal	Provide parents information on how to navigate the Parent Portal to check their child's grades.		Parent Portal Sign-ups will be available in the computer labs September 28, 2017 6pm November 7 th , 2017 6pm December 14, 2017 6pm January 23, 2017		x		x
College and Career	Selected Level 2 student are enrolled into AVID program, parent and student orientation introduces them to the AVID plan.	Student Portfolio, AVID materials	August 8 th , 2017				
Graduation Requirements/Scholarships							
LGMS at the Table	Increases motivation from family members to succeed	Budget sheets, recipes, dinner ingredients	Nov. 2, 2017 Feb. 8, 2017 May 3, 2017		x		

How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?	<u>Yearly Parent Survey</u>								
How do you evaluate effectiveness?	Parent surveys, District parent survey Evaluations at previous workshops Parent meetings to review compact/PFEP								
Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.	Our school will provide a parent resource area where parents will be able to check out materials that focus on helping their child achieve academic success as well as resources that will provide homework tips and parenting skills. This area is located in the Guidance Office. It includes newsletters with tips, curriculum maps, homework guides for parents, and strategies for parents to use at home.								
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	Lake Gibson Middle School Leadership Team and School Advisory Council (SAC) will collaborate to provide alternative meeting schedules for planned activities that allow parent communities and staff to work together and promote success. The Title I Parent Involvement School Contact is in charge of notifying all families regarding upcoming family involvement events. Business partners are also invited to school event, and offer resources beneficial to student achievement.								

- The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.

Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [Section 1116(e) (3)].

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...				
<ul style="list-style-type: none"> ○ how to reach out to, communicate with, and work with parents/families as equal partners, ○ the value and utility of contributions of parents/families ○ how to implement and coordinate parent/family programs 				
<i>how to build ties between parents/families and the school</i>				
Please describe below how you do this.				
<u>Topic -Title</u>	<u>Purpose?</u> How does this help staff build school/parent relationships?	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Effective parent communication	Helps staff learn strategies for proper written and oral communication	TBA	All Staff	November, 2017
Month Professional Developments	Trainings on instructional strategies to improve student achievement	Principals, assistant principals, Coaches	All Staff	Wednesdays each Month

Communication

The school will provide parents of participating children; a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [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 [Section 1116(c)(4)(C)];

<p>How do you notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field?</p>	<p>Schools are required to notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.</p>
<p>How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?</p>	<p>Schools are required to send a right to know letter home at the beginning of each year informing parents and guardians of their right to know about a teachers' professional qualifications.</p>
<p>Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p>	<p>Parents are informed of the curriculum; forms of assessments during the annual parent meeting, parent and family night workshops, parent conferences, newsletters, and school website.</p>
<p>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</p>	<p>State and district assessment reports will go home with the students are the school receives and analyzes information.</p>
<p>How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?</p>	<p>Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.</p>

Coordination and Integration:

The 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, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e) (4)].

Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:

○ Homeless	Surveys are sent out with students at the beginning of the year to discover the number of homeless students that are enrolled at LGMS. Guidance counselors work with the Hearth program to find and provide families with useful resources. LGMS has hosted food and clothes drives to support students and families that are homeless, or in need of basic supplies.
○ Migrant	Information is provided to families in their home language. Surveys have been given to discover home languages at LGMS. Translators are also available to communicate daily.
○ Preschool	N/A
○ ESOL	LEA facilitator helps student and teachers bridge the language barriers using our ESOL program and teachers. There is a ESOL teacher and para that work directly with ESOL students.
○ SAC School Advisory	All parents are invited to join SAC using flyers, newsletters, school website, and social media outlets. LGMS has periodic SAC meetings to inform all stakeholders of important information and ask for everyone to give input. They are also asked to vote on all important school decisions.
○ PTO/PTA	At the beginning of the year, all parents are invited to a meeting if they would like to join PTA. At that meeting parents sign-up and an election for officers is held. Once officers are elected they contact members of upcoming meetings through emails and phone calls if necessary. At the meetings parents are informed and discuss of ways they can become more involved during the school year.
○ Community Agencies	LGMS provide a directory of community resources available for students and families. Our community agencies are welcome to any of our schools events, and members have been invited to participate on our PTO/SAC committees.
○ Booster Clubs	N/A
○ Business Partners	LGMS has multiple business partners that are active participants in our school. Many of business partners have students that are enrolled at LGMS.

Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. Sec 1116(e)(5) and 1116(f)

<p>What opportunities do parents have to participate in their child (rens) education? Volunteer? Section 1116 (d) (c) Mentor?</p>	<p>Parent are invited year-round to volunteer for our school participating in various events, and activities. Our school will provide full opportunities for participation using multiple facets of communication. All information will be available in Spanish and Haitian Creole. Monthly newsletters will be sent out with information to inform parents how to get involved. Each newsletter will state that parents can serve on PTO,SAC, etc and give input or suggestions on our PFEP & SIP.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • and other activities 	<p>Mass emails and/or Remind 101 will be used every Friday to inform parents of upcoming dates of activities & meetings or time sensitive information that needs to be delivered. Flyers will be sent home with students one week prior to an event.</p>
<p>What barriers hinder participation by parents in parental involvement activities? What steps will you take this school year to overcome these 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)</p>	<p>Some barriers identified were lack of parental education. LGMS invited parents to learn more about our school by participating in our SAC meetings, PTO, etc. The more the learn about our school, the more welcome they will feel, thus beginning to participate more in parent involvement activities. Also there are language barriers for some families. LGMS has staff members that can translate for families in numerous languages. In addition, steps will be taken to ensure parents with disabilities (visual, physical, deaf) will have access to school events and or information. Lake Gibson Middle School staff and or district support personnel will be available to assist those disabled parents. LGMS website has the staff directory in which parents have access to emails to be able to communicate with personnel. For students with special needs they are assisted by para-professionals. Their accommodations are met through assisted devices and teacher assistance and the campus is accessible to all students with disabilities.</p>
<p>How does your school provide information to parent's in their native language? What languages do you provide? Section 1116 (e) (5) Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p>	<p>LGMS has an ELL resource teacher that will plan and hold an initial ELL meeting for parents that have students with limited English proficiency. Important school information about uniforms, behavior plans, parent conferences and communicating with teachers will be discussed. Spanish and Haitian Creole information will be provided and translators will be available for conferences when needed. A sign language interpreter will also be available to assist as needed.</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Parent University • Other 	<p>The Title I Parent Involvement School Contact will be available to assist parents in the Parent Resource Area. The computer lab will be open during family nights so parents can have access to student's grades and other parent resources. Parents will be informed of the district Parent Informational Resource Centers and district Parent University through flyers, newsletter, website and our face book page.</p>