

**Forest Glen Middle School
School-Level Parent and Family Engagement Plan (PFEP)
2023 - 2024**

Mission Statement

Create and maintain a safe learning community of students and adults who embrace new opportunities to learn and grow together through engaging experiences- while demonstrating respect, responsibility, and accountability for ourselves and each other.

Engagement of Parents and Families

Forest Glen Middle School will engage parents and guardians 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/plan 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 and guardians of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

Regular updates related to Title I occur at monthly School Advisory Council (SAC) meetings. Dates for all meetings will be published at the beginning of the school year and reminders will be shared with families through Parentlink messages, our school's newsletter, and school website three days in advance of each meeting. Parents are invited to attend SAC meetings to participate in the decision-making as well as monitor progress. Parents are also included in the decision making for how Title 1 funds reserved for parent and family engagement will be spent. Parent links, the school website, and newsletters are used to announce upcoming events at least three days in advance.

Coordination and Integration

Forest Glen Middle School will coordinate and integrate parent and family engagement programs and activities that teach parents and guardians 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; Title I, Part D; Title III; Title IV; and Title VI [Section 1116(e)(4)].

Count	Program	Coordination
1	Title III (ESOL)	Parent night will be conducted to make parents aware of district ESOL services that are available and how to access them. Parents will be provided with resources to help their children be successful in school.

Annual Parent Meeting

Forest Glen 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 (no more than five years old) on effective implementation and maintain documentation, ensuring that all parents and guardians are and encouraged to attend [Section 1116(c)(1)].

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
6 th Grade Open House and Annual Title 1 Meeting	One; August	Mapp, K. Carver, I and Lander, J (2023). Powerful Partnerships: A Teacher's Guide to Engaging Families for Student Success	Parent sign-in sheets and agenda
7 th and 8 th Grade Open House and Annual Title 1 Meeting	One; August	Mapp, K. Carver, I and Lander, J (2023). Powerful Partnerships: A Teacher's Guide to Engaging Families for Student Success	Parent sign-in sheets and agenda

Flexible Parent Meetings

Forest Glen 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 parent and family engagement [Section 1116(c)(2)].

FGMS will host several academic trainings, during which childcare and refreshments will be provided. Topics will include Florida Assessment of Student Thinking, History Fair, Performing Arts Showcase, and an ESOL Parent Seminar. FGMS will also include events in the morning and in the evenings. In addition, the band, chorus and other school clubs will present at the events and trainings in an effort to increase family involvement.

Building Capacity

Forest Glen Middle School will implement activities that will build the capacity for effective involvement of parents/guardians and to support a partnership among the school involved, parents/guardians 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 and guardians to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)]. Include evidence-based research (no more than five years old) on effective implementation and maintain documentation, ensuring that all parents and guardians are invited and encouraged to attend.

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
Wildcat Rush	One; August	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Non-profits and Schools. Retrieved from http://www.ecf.org/m/resource/doc/AECF-EngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets and Agendas
ESOL Family Night	One; September	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Non-profits and Schools. Retrieved from http://www.ecf.org/m/resource/doc/AECF-EngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets and Agenda
Forest Glen Extravaganza – Open House	One; January	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Non-profits and Schools. Retrieved from http://www.ecf.org/m/resource/doc/AECF-EngagingParentsDevelopingLeaders-2023.pdf .	Parent Sign In Sheets and Agenda

Staff Training

Forest Glen Middle School will offer the following training to educate teachers, specialized

instructional support personnel, principals, and other staff, with the assistance of parents and guardians, in the value and utility of contributions of parents/guardians, and in how to reach out to, communicate with, and work with parents and guardians as equal partners, implement and coordinate parent and family engagement programs, and build ties between parents, guardians, and schools [Section 1116(e)(3)]. Include evidence-based research (no more than five years old) on effective implementation and maintain documentation, ensuring that all parents and guardians are invited and encouraged to attend.

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
PD – Cultural Sensitivity	One; December	Strengthening Families, Center for the Study of Social Policy (2023). Retrieved from http://www.pa-strengtheningfamilies.org/wpcontent/uploads/sites/25/2023/12Strong-Families-Brochure_ADA.pdf .	Parent sign-in sheets; team meeting debriefing agenda, minutes/notes and sign-in sheets

Other Activities

Forest Glen Middle School will appropriate roles for community-based organizations and businesses in parent and family engagement activities; and conduct other activities, such as parent and family resource centers, the school will conduct these activities to encourage and support parent and guardians participation in the education of their children; and shall provide such other reasonable support for parent and family engagement activities under this section as parents and guardians may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].

Parent Resource Center, Afterschool Programs, Volunteer Center in PTO room . In addition, we will hold monthly PAWS with Mrs. G meetings where guest speakers will come in to talk with parents about different strategies and tools for helping their child to be successful in middle school.

Communication

Forest Glen Middle School will provide parents and guardians 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 and guardians, 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 and guardians of participating children, submit any parent/guardians comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

FGMS will utilize written or oral notification to parents via newsletters, flyers, school marquee, website, social media and the Parent Link system to notify families of activities and events.

Accessibility

Forest Glen Middle School will provide full opportunities for participation in parent and family engagement activities for all parents, guardians, and family members (including parents, guardians and family members with limited English proficiency, disabilities, and parents, guardians 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 and guardians understand [Section 1116(f)].

FGMS will provide translators at all Title I meetings. We will also provide translated copies in Spanish, Haitian Creole, Portuguese, and English. When necessary, staff members will conduct on site or telephone conferences between teachers or other educators who work directly with participating children to maximize parent involvement.

School-Parent Compact

As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents and guardians 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 and guardians input in the development of the compact.


Adoption

This School Parent and Family Engagement Plan has been developed jointly with, and in agreement with, parents and guardians of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minute(s).

This plan was adopted by the school on February 28th, 2023 and will be in effect during the 2023-2024 school year. The school will make this plan available to all parents and guardians of participating Title I, Part A children on or before September 30, 2023.



Signature of Principal



SAC Chairperson

2/28/23

Date

2/28/2023

Date