



2020 - 2021

### Parent and Family Engagement Plan

School Name: NATURE COAST MIDDLE SCHOOL

LEA: Levy County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 11.16(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

### Assurances

The above named school agrees to the following assurances:

Involve parents of children in Title I, Part A in decisions about how Title I Part A funds are spent;	Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the schools' parent and family engagement plan;
Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;	Provide each family with timely notice information regarding their to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
Jointly develop/revise plan with parents and make available to the local community;	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(s) who is out of field;
Involve parents and families in planning, reviewing, and improving schoolwide program plan;	Provide each family with an individualized student report about the performance of their child(ren) on the State assessments (ESEA Section 1116)

**Mission Statement**

The mission of Nature Coast Middle School is to inspire young people to achieve his/her personal best through an individualized program of academic excellence combined with unique opportunities in technology, the arts, community service, and leadership.

**Involvement of Families**

List and describe how the school will involve stakeholders (families, community members, school staff) in an organized, ongoing, and timely manner, in the planning, implementation, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used and the creation of School Improvement Plans (SIP) and Comprehensive Needs Assessments (CNA). (ESSA Section 1116)

Nature Coast Middle School will ensure the organized, ongoing, and timely manner of involving parents through the following methods:

- Invites/Flyers sent home with students.
- Invites/Flyers sent home via mail.
- Invites/Flyers posted on Facebook and School website.
- Invitations and information sent by REMIND and via email from JupiterEd Gradebook.
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Nature Coast Middle School parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used. The do this by:

**Attending**

- Quarterly meetings of the School Advisory Council will be scheduled
- Parents, School Staff, Members of the Board of Directors

**Reviewing**

- Current Title 1 programs, Parent Involvement Activities, SIP, CNA
- Parent input, comments, and suggestions will be recorded at SAC meetings. A summary of these comments will be sent to all members of the SAC and the NCMS Board of Directors following each meeting. The Board of Directors will review and take action on these comments/suggestions at each quarterly board meeting.

At the end of the school year, at the final School Advisory Council Meeting, the Title I Coordinator provides time for parents/families to provide input on the review and improvement of the schools Title I programs to including providing input on the next school year School Improvement Plan, Parent and Family Engagement Plan, and the School-Parent-Student-Compact Form.

**Coordination and Integration with Other Federal Programs**

How will the school coordinate and integrate parent and family engagement programs and activities?

How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? (ESSA Section 1116)

Nature Coast Middle School will coordinate and integrate parent and family engagement programs and activities through various means, as well as: NCMS will schedule parent/family engagement activities focusing on strengthening academic skills in reading, writing, science, social studies, and mathematics, and improving teacher quality and communication. Title 1 funding will be used for student planners to help teachers communicate with parents. NCMS will also develop parent workshops to assist parents on how to help their students at home including teaching parents concepts from their student's subject areas.

Program	Coordination
Title I, Part A	Administrators and the Title I Coordinator will coordinate to provide opportunities for parent involvement at home, school and in the community. Professional development will be provided to teachers on effective parental involvement practices.
Title II, Part A	Provide professional development to teacher and provide information to parents should a teacher be out of field.
Title III	Supports ESOL teachers to support English Language Learners (ELLs) in the classroom setting as needed. Teachers participate in ESOL professional development.
Title X	McKinney Vento Program provides support to our homeless students. Our homeless students receive support for housing, curriculum and tutoring.
IDEA (Part B Preschool and K-12)	Our Pre K Teachers, Pre K Coordinator and administrators work together to coordinate a parent orientation and student transition program for students entering the regular public school program. IDEA funds support all students with disabilities (SWD) through the use of supplemental curriculum and manipulatives and provide professional development for school personnel that provide services to SWD.

## Annual Title I Parent Meeting

Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I Program.

A description of the nature of the school-wide Title I Program.

A description of how the meeting will cover the rights of parents

A description of how the Florida School Grades are calculated and the 2019 School Grade achieved by the school.

<p>Nature Coast Middle School will host an annual Title I Parent meeting to inform parents and families of children participating in Title I programs at the beginning of the school year.</p> <p>Parents and families were notified of the meeting by:</p> <ul style="list-style-type: none"> <li>• Invitation Flyer sent via mail or picked up from the school office</li> <li>• Social Media – School's Facebook page</li> <li>• REMIND</li> </ul> <p>A description of the school-wide Title I Program is shared with parents at our Title I Annual Meeting by</p> <ul style="list-style-type: none"> <li>• Mr. Charles Bowe AND</li> <li>• Give a PowerPoint presentation, which will include all the required information as described in the annual Title 1 meeting documentation including AMO data, what it means to be a Title 1 school, and how Title 1 monies were spent.</li> </ul> <p>Below are the specific steps that (school name) will take to conduct the Annual Title I Parent Meeting.</p>		
Activity/ Task	Person Responsible	Evidence
Invitation sent home to parents (English & Spanish)	Charles Bowe Lori Howard	Invitations uploaded to crate folder
Presentation materials developed	Charles Bowe	Presentation/ materials uploaded to crate folder
Presentation materials submitted to Title I coordinator for review	Charles Bowe	Presentation/ materials time stamped when uploaded to crate folder
Conduct Title I meeting	Charles Bowe	Rosters uploaded to crate folder

## Flexible Parent Meetings

How will the school offer a flexible number of meetings, such as meeting in the morning or evening?

The principal will schedule at least two different meetings at different times of the day to present the Annual Title I information. For example, meetings may be held during the evening to accommodate parents' work schedules. Parents may also schedule meetings at the school in the morning for the next several days after the evening meeting to receive the Title 1 information.

Childcare during these meetings will be provided at parents' request.

Parents who are unable to attend will be provided with information by mail or 'backpack'.

## Building Capacity

How the school will implement activities that will build the capacity for meaningful parent/family engagement?

Parents will be informed of and trained in the use of JupiterGrades. Parents will be able to use this tool to keep track of student grades, attendance, assignments, and academic calendars. Students will also receive a student planner to help parents keep track of upcoming assignments, assessments, and projects in each class. Parents and teachers will also be able to communicate with each other through the planners. NCMS will also use REMIND and the school Facebook page to keep parents informed about school activities, classroom assignments, parent meetings, and special events.

How will the school implement activities that will build relationships with the community to improve student achievement?

NCMS will work with our SAC to schedule and plan parent/family engagement activities.

How the school will provide material and training to assist parents/families to work with their child(ren)?

State standards will be made available to our parents for each subject area. Parent meetings will be scheduled to inform parents about state testing schedules and standards to be tested. NCMS will also use REMIND and the school Facebook page to keep parents informed about school activities, classroom assignments, parent meetings, and special events.

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Florida Standards for Each Subject	Charles Bowe	Parents informed of the various standards required of their student	End of August 2020	Invitation/roster/content material uploaded to PFEF crate folder
Open House/Title 1 Night	Charles Bowe	Parents informed of all things Title 1 and School procedure	August 2020	Invitation/roster/content material uploaded to PFEF crate folder

School Advisor Council Meetings	Charles Bowe	Parents will know what the school is doing for the students and help plan Parent/Family Engagement Activities	September 2020 November 2020 March 2021 May 2021	Invitation/roster/content material uploaded to PFEF crate folder
Jupiter Grades Parent Training	Charles Bowe	Parents will learn how to access the JupiterGrade System. They will also learn how to keep track of their student's grades, absenteeism, and class calendars.	August 2020	Invitation/roster/content material uploaded to PFEF crate folder
Parent Conference Opportunities with Student's Teachers	Charles Bowe Lori Howard	Parents learn about how their student is performing in the classroom (Behavior). Parents also receive progress monitoring data for their student.	Throughout Year	Invitation/roster/content material uploaded to PFEF crate folder
				Invitation/roster/content material uploaded to PFEF crate folder

### Staff Development

A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff.

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Staff Meeting	Charles Bowe	Communication with Parents – staff meets monthly for 10-15 minutes at the beginning of the staff meeting to discuss and learn about different strategies for communicating with their	Monthly/Ongoing	Agenda and roster

		student's parents and keeping the parents engaged in the student's education.	

## Other Activities

How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren). (ESSA Section 1116)

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Title I Resource Lab	Open to all school staff	ongoing	Resource lab sign-in roster
Information on Available Resources	All School Staff	Ongoing	Classroom Assessments

## Communication

How will the school provide timely information about the Title I programs?

How will the school describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

How, if requested by parents, does the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

How will the school ensure that the PFEIP, SIP, CAN and other documents are shared with community stakeholders?

At our Annual Open House and Orientation, parents will be provided with a welcome packet that will include:

- A description and explanation of our curriculum and courses
- School-wide forms of academic assessments and proficiency levels that students are expected to achieve
- Information about how to schedule regular parent-teacher conference
- Information about how to arrange visits to our classrooms and volunteer opportunities
- How to be involved in the development of the parent involvement policy, the SAC, and other related programs

At the Annual Title I meeting, parents will be given information about the Title I program at NCMS, our schools' academic performance, and our school improvement plan.

Within the first week of school, each teacher will send home:



<p>-A course description with information about classroom expectations, grading policies, standards, and assessments</p> <p>-Contact information for discussing student progress and setting up parent/teacher conferences.</p> <p>Parents will have an opportunity to submit comments to the principal regarding the school-wide program plan, which will be compiled and forwarded to the LEA.</p> <p>NCMS will endeavor to include all parents in the activities of the school, and to remove barriers to participation in the following ways:</p> <p>-Parents of ELL students will be provided with school information in a language that can be understood by the parent.</p> <p>-Parents with disabilities will be provided with necessary and reasonable accommodations upon request.</p> <p>All parents will receive notices by backpack, phone call, or e-mail to ensure that they are adequately informed about opportunities for parent involvement. Parents will also be informed through REMIND and the school Facebook page.</p> <p>Information sent home from the school will be reviewed thoroughly for clarity and full accessibility by the school Principal and/or Office Manager.</p>
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**Accessibility**

<p>Describe how the school will 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.</p> <p>NCMS will endeavor to include all parents in the activities of the school, and to remove barriers to participation in the following ways:</p> <p>-Parents of ELL students will be provided with school information in a language that can be understood by the parent.</p> <p>-Parents with disabilities will be provided with necessary and reasonable accommodations upon request.</p> <p>All parents will receive notices by backpack, phone call, or e-mail to ensure that they are adequately informed about opportunities for parent involvement. Parents will also be informed through REMIND and the school Facebook page.</p> <p>Information sent home from the school will be reviewed thoroughly for clarity and full accessibility by the school Principal and/or Office Manager.</p>
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**Barriers**

<p>Describe identified barriers that hindered the participation by parents during the previous school year.</p> <p>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 disable, have limited English proficiency, and parents/families of migratory children). (ESSA Section 1116)</p>	
Barriers (Including specific subgroup)	Step(s) to overcome barrier
Parents do not attend parental involvement activities.	NCMS will pair parent/family engagement activities with other school events (i.e. Science Fair). NCMS will look into offering parent/family engagement



	activities at multiple locations, dates, and times. NCMS will look into having an interpreter present at parent activities to assist limited English proficiency families.

**Adoption**

The Parent and Family Engagement Plan have been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC meeting minutes.

Signature of Principal	
Date signed	7/30/20