

# Jinks Middle School

## 23-24 Parent and Family Engagement Plan

Date Revised with Parent Input: 4/28/23

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parents and must be distributed to parents in an understandable and uniform format, and in the language, parents can understand. It must be made available for the community and updated periodically to meet the changing needs of the parents and the school. [Section 1116(b)].

**Instructions: Describe the means by which the school will carry out the ESSA requirements below.**

### 1. POLICY INVOLVEMENT

**A. By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved [Section 1116(c)(1)]?**

Bay District Schools will provide our school with a PowerPoint to present to parents at our Title I Annual Meeting, which will be held in conjunction with Open House. Open House will be held in September, 2023 and the PowerPoint that will include all requirements of the law.

**B. By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP [Section 1116(c)(3)]?**

All parents are given the opportunity to complete a Title I Parent Survey both online and in print. The results of the survey are tallied and shared with the faculty for their thoughts to improve our PFEP for the next year. An evaluation of the current PFEP is conducted during a SAC meeting. Based on the evaluation and survey results, revisions to the plan are made for the next school year. The plan will be reviewed during SAC meetings throughout the year to make revision according to the changing needs of parents and the school. ■

**C. By what means will the school involve parents in the joint development of the School Improvement Plan [Section 1116(c)(3)]?**

During a SAC meeting, results from a comprehensive needs assessment based on available data (FAST, iReady, attendance, behavior) are discussed. Strategies from the current year's SIP are reviewed. Revisions are made based on needs, barriers, and parent input. ■

**D. By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]?**

Based on the results of our Title I Parent Surveys, parents would like workshop events to focus on the following topics: math, science, reading, monitoring their child's progress, FAST test results, graduation requirements, iReady test results, Parent Portal, and Florida standards. These responses will be addressed in ongoing parent communications, workshops, and events throughout the 2023-2024 school year. Opportunities for parent input include evaluation forms

at parenting events, IEP meetings, parent-teacher conferences, School Advisory Council meetings, and Child Study Team meetings. Suggestions made by parents, if practical and reasonable, will be implemented in a timely manner. All events and meetings will be announced in a variety of communication formats, which will include the following digital formats: Jinks Middle School Facebook page, Links alert phone calls (and text messages), Emails (via Peachjar), and Parent Portal messages. Written communication will also be sent home with students and located where parents frequent.

**E. If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district [Section 1116(c)(5)]?**

Parents who are not satisfied with the School Improvement Plan will complete a form to explain in writing and their comments will be submitted with the plan to the district.

**2. BUILDING CAPACITY FOR INVOLVEMENT**

In Table A (below), list the activities that will address topics F - J.

**F. Assist parents in understanding:**

- State academic standards;
- State and local academic assessments;
- requirements of Title I;
- monitoring a child's progress; and
- work with educators to improve the achievement of their children [Section 1116(e)(1)]

**G. Description and explanation of:**

- Curriculum in use at the school [Section 1116(4)(B)]

**H. Description and explanation of:**

- Academic assessments used to measure student progress [Section 1116(4)(B)]?

**I. Description and explanation of:**

- Achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]

**J. Provide materials and training to:**

- help parents work with their children to improve their children's achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement [Section 1116(e)(2)] (LEA note: this includes Parent Portal training)

**Table A**

**Parent Training Opportunities**

List all activities for requirements F through J and transition activities that involve parents.

Timeline	Title of Training/Event	Topics	Requirement(s) Addressed (F,G,H,I,J)	Time (AM or PM)	# of Parents Attended*
Sept/Oct	Title I Annual Meeting	Requirements of Title I	F, G, H	PM	
Sept	Open House	Curriculum, Standards, Assessments, Classroom expectations	F, G	PM	
Sept	Round Table Parent Meeting on Discipline	Inform parents about discipline matrix, coalition between discipline and student achievement, parent input on ways to	F, J	PM	
September & Ongoing	Parent Portal & Canvas Workshops	Inform parents about FOCUS and how to monitor a child's progress and interpret test scores	F, J	AM and PM	
February	Reading Night	Provide parents with strategies for helping their child with reading	G,H, I, J	PM	
March	Math/Science Night	Provide parents with strategies for helping their child with math and science standards.	G,H, I, J	PM	

\*To be updated throughout the year.

**Table B**  
**Other Events/Activities**

Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children [Section 1116(e)(4)].

Timeline	Title	Purpose	Time (AM or PM) or Method	# of Parents Attended	
Aug-May	School Advisory Council- SAC meetings will take place at Jinks with the option to attend virtually via Google Meets live for all	Plan/review/improve the PFEP and develop the SWP	AM		

Aug-May	Parent-Teacher Conferences- Parent conferences will be offered in person with social distancing and/or virtually	Provide parents with individualized information about their students			
Oct	Donuts with Dad	Attendance & Parent involvement	AM		
April	Morning with Mom	FAST testing, Iready testing, Progress Monitoring and achievement levels	AM		
Aug-June	Parent Liaison	Serve as a liaison between parents and the school to encourage engagement, encourage attendance			

\*To be updated throughout the year

**K. By what means will the school educate the faculty, staff, and administrators, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school [Section 1116(e)(3)]?**

Based on parents' responses on the Title I Parent Survey, 43% suggested that the faculty/staff could benefit from professional development that addresses utilizing parents as volunteers and 29% suggested the topic of reaching out to parents. During pre-school in-service days, the Title I coordinator will review the results of the Parent Survey with teachers and staff so they are aware of the best days and times for parent conferences and events, the methods of communication parents' prefer, and other input parents offered to improve parent engagement. This will be followed by training to address the suggested topics.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
Reaching Out to Parents/Building Relationships	September	
Communicating with Parents	November	

**L. To the extent feasible, by what means will the school coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children [Section 1116(e)(4)]? We will coordinate with agencies such**

as Big Bend, Alignment Bay County in conjunction with the Child Advocacy Center and Life Management Center.

**M. By what means will the school provide other reasonable support for parental involvement activities as parents may request [Section 1116(e)(13)]? (Based on the Title I Spring Parent Survey results, what activities did the parents request that are included in this plan?)**

Based on the results of our Parent Surveys, parents stated that they are available for a variety of different days of the week and times (most being right after school and evenings). To best accommodate this, we will schedule our parent events and opportunities in a variety of different times and days of the week throughout the year. Jinks Middle School will use a variety of communication and written communication formats to communicate with parents regularly throughout the year. Digital communication methods will include: Jinks Middle School Facebook page, Links alert phone calls (and text messages), Emails (via Peachjar), and Parent Portal messages. Written communication will be sent home with students and located where parents frequent. Translators will also be provided as needed. During our parent conferences and other meetings, we will provide resources for parents to assist with their understanding.

**N. Middle and High Schools - How will the school distribute the school-parent-student compact? [Section 1116 (d)(2)(A)]?** We will distribute the compacts during the first few days of school in our CHAMP time, discuss it at the Title I Annual Meeting, and we will include the compacts in new students' packets given out during the school year.

**O. Optional – How will the school develop appropriate roles for community-based organizations and businesses in parent involvement activities [Section 1116(e)(13)]?**

**P. Optional – By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training [Section 1116(e)(6)]?**

**Q. Optional – By what means will the school provide literacy training for parents if the LEA has exhausted all other sources of funding [Section 1116(e)(7)]?**

**R. Optional – By what means will the school pay reasonable and necessary expenses, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1116(e)(8)]?**

When events are planned during a mealtime, refreshments will be provided.

**S. Optional – By what means will the school train parents to enhance the involvement of other parents [Section 1116(e)(9)]?**

**T. Optional – By what means will the school conduct in-home conferences for parents who are unable to attend at school [Section 1116(e)(10)]?**

Our school social worker and/or guidance counselor will make home visits as necessary.

**U. Optional – By what means will the school adopt and implement model approaches to improve parent involvement [Section 1116(e)(11)]?**

**3. ACCESSIBILITY**

**V. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). [Section 1116(f)]? (List the barriers identified by parents in the Title I Spring Survey and the methods by which the school will assist to overcome the barriers.)**

Based on the Title I Parent Survey results, work schedule was listed as the top barrier to participation. We plan to offer morning and evening events to give every parent an opportunity to participate. To best accommodate this, we will schedule our parent events and opportunities in a variety of different times (mornings and evenings) and days of the week throughout the year. Translators will also be provided as needed.

**W. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand [Section 1116(e)(5) and (f)]?**

All school communications are translated for our ELL families. Google Translate and staff members assist with this. Our new ADA approved website will translate all uploaded documents. Bilingual staff members assist with conferences and phone calls. Additionally, we will use a variety of communication and written communication formats to communicate with parents regularly throughout the year. Digital communication methods will include: Jinks Middle School Facebook page, Links alert phone calls (and text messages), Emails (via Peachjar), and Parent Portal messages. Written communication will be sent home with students and located where parents frequent. Translators will also be provided as needed.

**X. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening to accommodate parents' schedules [Section 1116(c)(2)]?**

Based on the Parent Survey responses, the majority of parents indicated that both morning and evening meetings are the most convenient times for meetings, with the majority stating after school and evenings during the week work best for them. Monday and Friday were the best meeting days. This will be taken into consideration when scheduling events at varying times and days of the week.

**Y. By what means will the school provide parents with timely information about meetings, activities, and events [Section 1116(c)(4)(A)].**

A minimum of 2 weeks' notice will be our school policy. This will give parents an opportunity to save the date. Various methods of communications, that include social media and link alert phone calls and emails, will be used to notify and remind parents about events to ensure the greatest participation.

**Title I Expenditures Parent and Family Engagement (Adjust to reflect the planned expenditures)**

<b>Category</b>	<b>List of Items</b>
Parent Liaison	Salary and benefits
Parent Communications	Paper, ink/toner, stamps, digital media fliers

Parent Training/Events	Refreshments, materials, supplies, printed materials/brochures, digital media fliers
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