



Andrew Jackson Middle School

2023-2024 Title I Parent and Family Engagement Plan (PFEIP)

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school's plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

All families and community members were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I Parent Notebook located in our front office. If you would like a printed copy of this document, or require translation, please contact our Title I Contact Amanda Molina 321-269-1812 ext.32391

Se invitó y alentó a todas las familias y miembros de la comunidad a proporcionar aportes y sugerencias sobre el desarrollo / revisión de este plan. Este plan está disponible en el sitio web de nuestra escuela y en el cuaderno de participación de padres y familias del Título I ubicado en nuestra oficina principal. Si desea una copia impresa de este documento o necesita una traducción, comuníquese con nuestro contacto de Título I Amanda Molina 321-269-1812 ext.32391

School's vision for engaging families: Andrew Jackson Middle School is committed to inspiring and empowering students to excel both academically and socially, while preparing them to be productive citizens and future leaders.

Assurances

We will: Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the Parent and Family Engagement Plan

that describes how the school will carry out its required family engagement activities.

Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.

Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.

Involve parents in the planning, review, and improvement of the Title I program.

Develop a school-parent Compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents and teachers will communicate.

Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.

Provide materials and training to help parents support their child's learning at home.

Provide staff development to educate teachers and other school staff, including school leaders, on how to engage families effectively.

Coordinate with other federal and state programs, including preschool programs.

Provide information in a format and language parents can understand and offer information in other languages as feasible.

Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal:

Date:

10/30/23



Andrew Jackson Middle School

2023-2024 Title I Parent and Family Engagement Plan (PFEPP)

EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

1. Involve families and community members in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home Compact, with an adequate representation of families.

Title I Documents	Date of meeting to gather family/community input.	List outreach strategies used to invite families and community to provide input.	Describe the method in which family and community members were involved.	What evidence do you have to document family/community participation?
School Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	9/21/2023	BPS Parent Survey; Faculty Meeting; Jackson MS webpage, FOCUS, Title 1 Annual Meeting	BPS Parent Survey; Faculty Meetings (Faculty Input); S.A.C Meetings (all Stakeholders) to FOCUS & T1 Annual Meeting	Exit Slips; Survey Results; Agendas; Calendar Invites; Copies of Emails; Flyers; Screenshots of Postings
Parent and Family Engagement Plan (PFEPP)	9/21/2023	BPS Parent Survey; Faculty Meeting; Jackson MS webpage, FOCUS, Title 1 Annual Meeting	BPS Parent Survey; Faculty Meetings (Faculty Input); S.A.C Meetings (all Stakeholders) to FOCUS & T1 Annual Meeting	Exit Slips; Survey Results; Agendas; Calendar Invites; Copies of Emails; Flyers; Screenshots of Postings
School-Home Compact	9/21/2023	Title 1 Annual Meeting; Emails; FOCUS; AJMS Website	Suggestion/Revision Forms & Survey	Suggestion/Revision Forms & Survey
Title I Budget	9/21/2023	Title 1 Annual Meeting, Emails; FOCUS; AJMS Website	BPS Parent Survey; Faculty Meetings (Faculty Input); S.A.C Meetings (all Stakeholders); Posts to FOCUS & T1 Annual Meeting	Exit Slips; Survey Results; Agendas; Calendar Invites; Copies of Emails; Flyers; Screenshots of Postings
Parent & Family Engagement Funds	9/21/2023	Title 1 Annual Meeting, Emails; FOCUS; AJMS Website	BPS Parent Survey; Faculty Meetings (Faculty Input); S.A.C Meetings (all Stakeholders); Posts to FOCUS & T1 Annual Meeting	Exit Slips; Survey Results; Agendas; Calendar Invites; Copies of Emails; Flyers; Screenshots of Postings

**All Title I schools are required to hold at least one face-to-face conference in which the compact is discussed with families.*



Andrew Jackson Middle School

2023-2024 Title I Parent and Family Engagement Plan (PFEPP)

2. Hold an annual meeting for families to explain the Title I program and the rights of parents and families to be involved.

Tentative date & time(s) of meeting	
How are families notified of the meeting?	FOCUS & AJMS Website; AJMS Newsletter
What information is provided at the meeting?	The Office of Title I provides each school with a Power Point Presentation and feedback form that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved. 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, school grade information, parent survey results and information on the school's curriculum.
How are parents and families informed of their rights?	Brevard Public Schools Office of Title I provides all Title I schools with a brochure informing parents of their rights. This brochure is sent home with all students via backpack. Schools are also required to have a copy of the "Parents Right To Know" letter in a parent and family engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	We are collaborating with our parents and families to schedule events at times that are convenient for them. We are collaborating with all stakeholders to ensure that we are meeting their needs by asking them to provide feedback by completing exits slips or surveys at the conclusion of events
How will you get feedback from parents and families about the meeting?	Parents are asked to complete an Exit Survey after each event. We use the feedback received to help guide preparation and planning for future activities/event/meetings
How do parents and families who are not able to attend receive information from the meeting?	All presentations are uploaded to the AJMS website.

3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents and families in more fully participating in the education of their children and/or to help support learning at home.

Title III-ESOL *District coordinator-Anne Skinner	We have personnel that serve as interpreters that are available to assist when the need arises in communication with Spanish-speaking parents, families, and students. Our ESOL instructional program provides for understandable instruction while the curriculum content in Language Arts and other content areas remain the same, as they are intended for fluent English speakers
Title IX-Homeless *District contact-Ivette Collado	The Office of Title I and the district Homeless Liaison work collaboratively to meet the Title IX needs of our homeless youth and families. To every extent possible, Andrew Jackson Middle School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of homeless and migratory children. Information and school reports required under Section 111 of the ESEA will be provided in a format and in a language parents can understand. Andrew Jackson Middle School offers translation (English and Spanish) services during school events, conferences, documents and FOCUS messaging system.
FDLRS/ESE services	Andrew Jackson Middle School has an outstanding ESE department that works collaboratively to provide instructional services to students based on their individual need. Additionally, Florida Diagnostic and Learning Resources systems (FDLRS) personnel work with our administrators, teachers, and



Andrew Jackson Middle School

2023-2024 Title I Parent and Family Engagement Plan (PFEPP)

Preschool Programs (Head Start/VPK)	parents to ensure that all students needing access to additional support or recourse are provided. Professional development opportunities and small group trainings are also provided to teachers here on campus to meet the needs of these students. We do not have a Head Start program at Andrew Jackson Middle School.
SAC	Our school administrators, teachers, support personnel and students collaborate with our School Advisory Council (SAC) to ensure that we are meeting the needs of all our stakeholders, to include both students, parents, and their families. SAC meetings welcome participation from various school leaders to update the committee on initiative related to our SWIP goals Andrew Jackson Middle School's mission is to provide a bridge between the school, parents, and students
PTO/PTA	We have a PLE Coordinator who works extensively with our local Business Partners and the community to ensure that we have a good working partnership with both. Many of our business partners work closely with our students.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.	The school uses various modes of communication to share information with parents and families. These modes of communication include but are not limited to newsletters, flyers, FOCUS, email, phone messages, the Andrew Jackson Middle School website, and multiple social media platforms associated with academic, athletic and/or social clubs. These are all utilized to ensure that there is open communication with our parents and families.
Describe how 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.	Letters are sent home to every student that has been taught for four or more consecutive weeks by a teacher who not state-certified in the subject area they are assigned. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation.
Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	To ensure that families understand the school's curriculum, achievement levels and progress monitoring of their child, the school convenes annual meetings to include Open House, Title 1 annual Parent Meeting, and Parent Conferences (2x/year).
Describe how your school provides information to families in their native language.	Based on our Home Language Report, we provide information to families in the following languages: English & Spanish
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	To ensure that our parents and families with disabilities have the same access to any event on campus, our Title 1 personnel works collaboratively with the ESE Department personnel to ensure that if anyone needs access to facilities and/or technology, we can provide the needed access.
Describe the opportunities families have to participate in their child's education.	Andrew Jackson Middle School builds positive relationships with families to support the needs of students and promote student success in the classroom through various activities throughout the school year. Parent and family engagement



Andrew Jackson Middle School

2023-2024 Title I Parent and Family Engagement Plan (PFEF)

<p>Describe how your school shares the PFEF, SIP, CNA and other Title I documents with community members.</p>	<p>events designed to improve student performance include by are not limited to the Comprehensive Needs Assessment (CNA), Focus Group, Open House, Title I Program Annual Meeting, and school-based surveys (Fall & Spring), which affords parents and families the opportunities to participate in various aspects of the school's improvement and planning processes. Take-home resources (i.e. handouts, supplemental texts, manual and guidebooks associated with academic coursework). Throughout the school year, input from families is solicited electronically via handouts and post to the Andrew Jackson Middle School website and FOCUS accounts</p> <p>These documents are shared via uploads to the Andrew Jackson Middle School website, flyers or paper copies are sent home with students, they are shared and discussed in the SAC meetings.</p>
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5. Educate and build the capacity of school staff (administration, teachers, instructional assistants, custodial, front office, etc) on ways in which to communicate effectively, build relationships, and engage families as well as the importance of parent and family engagement in increasing student achievement. Explain your plan for this school year. **This section focuses on training staff to work with families to improve academic achievement.**

Topic/Title	How does this help staff build school/family relationships?	Format for Implementation: workshop, book study, presenter, etc.	Who is the audience?	Tentative Date/Time
Professional Development	To be effective, teachers must be prepared to engage parents and families by collaborating with them to support student success. This activity will help to create strong parent-school relationships, encourage social development, and improve academic achievement.	Workshop/trainings/Faculty meetings	7 th & 8 th Grade Teachers	August 2023 – May 2024

6. Provide assistance, training, workshops, events, and/or meetings for families to help them understand the education system, curriculum, standards, state assessments and achievement levels.

- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays).
- Provide information to families in a timely manner and in an easy to read format.
- The pre-populated topics are required for ALL schools; schools may add additional topics, as needed, based on family feedback collected.

Building Capacity of Families to Support Learning at Home						
Topic	Title	Tentative Date/Time Are they flexible?	Adult learning goal: What skill that reinforces student learning at home will families gain during this training?	List the Schoolwide improvement plan (SWP) goal this event directly supports	Translation provided	Take home materials provided



Andrew Jackson Middle School

2023-2024 Title I Parent and Family Engagement Plan (PFEPP)

Curriculum Areas	Math/Science Night	December 2023	Provide parents and families the opportunity to participate in math and science activities to increase family engagement and provide resources for parents to support their child at home	Student Achievement in Math	Yes	Handout
State Assessments & Achievement Levels	Title 1 Annual Parent Meeting	9/21/2023	Principal shared pertinent information with all stakeholders concerning the importance of Title 1 programs in schools, how supplemental resources are used to support teachers, students/parents/families to promote increased academic performance, and how to access tools that will help them understand FSA scores along with any interpretation in another language, if needed.	Student Achievement in ELA and Math	Yes	Course Syllabus and FOCUS instructions
Technology, FOCUS/LaunchPad	Open House, Course Syllabus	August 2023	Provided FOCUS PIN Letters to families to create FOCUS accounts, Presented to parents how to navigate FOCUS for class information and monitoring progress	Student Achievement in ELA and Math	Yes	Registration Materials and Graduation Requirements
Transition (VPK-K, MS, HS)	High School Transition Night	February 2023	Inform families about the process for registering and transitioning to high school, explained promotion requirements and high school graduation requirements, explained AP courses and Cambridge courses	Student Achievement in ELA and Math	Yes	Registration Materials and Graduation Requirements
Parent/Teacher Conferences	Teacher/Parent Conferences	February 2023	Parents have the option of making an appointment with their child's teacher(s), however, if they could not make PTC, they can still meet with their child's teacher at another date and time to which they both agree.	Student Achievement in ELA and Math	Yes	Registration Materials and Graduation Requirements
*College & Career	High School Transition Night	February 2023	Inform families about the process for registering and transitioning to high school, explained promotion requirements and high school graduation requirements, explained AP courses and Cambridge courses	Student Achievement in ELA and Math	Yes	Registration Materials and Graduation Requirements
*Graduation Requirements & Scholarships	High School Transition Night	February 2023	Inform families about the process for registering and transitioning to high school, explained promotion requirements and high school graduation requirements, explained AP courses and Cambridge courses	Student Achievement in ELA and Math	Yes	Registration Materials and Graduation Requirements



Andrew Jackson Middle School

2023-2024 Title I Parent and Family Engagement Plan (PFEPP)

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* Required for secondary schools

<p>How will workshops/events for families be evaluated to determine their effectiveness?</p>	<p>Exit slips and/or surveys will be provided to obtain feedback from parents and families attending the events.</p>
<p>How will the needs of families be assessed to plan future events?</p>	<p>We understand that for our students to be successful we must engage our families in decision-making processes, and more importantly, we need to create an atmosphere to ensure our parents and families always feel welcome. We understand when the voices of our parents and families are heard and included in the decision-making process, we have a more invested individual, and our parent and family engagement program can and will improve. Therefore, it is important for us to have inclusive parent and family engagement activities.</p>
<p>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</p>	<p>Some of the barriers we face as a secondary school is getting our parents and families to attend events is a need for child-care, need for transportation and time, as work schedules may not allow attendance after school or in the evenings. We have scheduled events in the evenings based on the preferences of surveyed families.</p>
<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>We are working with our families to schedule events at various times of the day and night. We collect feedback at the conclusion of each event to make sure we are meeting their needs and responding to their suggestions</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>If an event is missed, the presentation and/or video is posted to the Andrew Jackson Middle School website and can be viewed later.</p>



Andrew Jackson Middle School

2023-2024 Title I Parent and Family Engagement Plan (PFEPP)

<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>Parents and families are all invited to join our School Advisory Committee (SAC). In addition, parents and families are always invited to meet with and/or speak with the Title I Program Contact or their child's guidance counselor, teacher, or grade level administrator. We have established partnership with local businesses to try to connect our parents and families to service agencies in the community.</p>
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