

**Apollo Middle School**  
**School-Level Parent and Family Engagement Plan (PFEP)**  
**2024-2025**

**Mission Statement**

The mission of Apollo Middle School is to ensure an optimum teaching and learning environment that sets high expectations and enables all students to reach their maximum potential. Through a joint community-wide commitment, Apollo Middle will meet the diverse needs of our students and the challenges of a changing society.

**Engagement of Parents and Families**

*Apollo Middle School will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].*

Parents are involved in the Title I program through monthly parent activities that begin early in the year with our *Annual Title I Public Meeting*. This meeting informs parents of the many components of the Title I program, introduces them to the school's curriculum and various assessments in each subject area, and recruits parents to become part of the school's decision-making process. Our procedure of *combining SAC and TITLE I Family Nights* into one evening continues to be successful in providing parents a forum for participation in an organized, ongoing and timely manner. Parents have the opportunity to attend staggered activities that involve them on several levels. SAC meetings throughout the year offer parents a vehicle for input into how parental involvement funds are used, what items should be included in the *Title I Home-School Compact* and *Annual Title I Parent Survey*, and keeps parents informed as to the implementation of the *School Improvement Plan*.

Apollo Middle School's *Parent Newsletter* contains a "Title I Corner" to keep parents up-to-date on Title I issues and various ways to communicate with the school. A special "*Title I Bulletin*" is sent home via backpack with all students in early September to inform parents as to the location of the school and district *Parent Involvement Policies*, ways to access the *School Improvement Plan*. The Bulletin contains copies, in three languages, of the "*Parent Right to Know Letter*." The *school's website* contains an extensive section on Title I activities and features each monthly parent night with photographs and news releases.

**Coordination and Integration**

*Apollo Middle 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)].**

Count	Program	Coordination
1	Title I, Part A	Title I funds at Apollo Middle School provide additional teachers to assist students, particularly low performing students.
2	Title I, Part A	Staff Development funds are used to develop a comprehensive professional training program to improve the delivery of instruction through a variety of workshops designed to move teachers to mastery and improve student achievement.
3	Title I, Part A	Parental Involvement Funds are utilized to fund academic parent-nights for Literacy (which includes Reading and Language Arts), Math, Science, Physical Education, and Social Studies that provide parents with new skills and information to support student learning at home. Improving the frequency and quality of family participation and increasing family literacy are also goals of our parental involvement component. Monies are used to purchase food and provide stipends for teacher presenters.

**Annual Parent Meeting**

***Apollo Middle School will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].***

Count	Activity/Tasks	Person Responsible	Timeline (Including frequency and duration)	Evidence of Effectiveness
1	August Annual Parent Meeting.	Claudine Morris, Title I liaison	August 2024, 1-2 meetings, 2 hrs. long with flexible times such as Saturday 10 - 1130 and 5 to 7pm	Posted date evidenced by flyers, newsletters, emails to staff, website.
2	Advertise date to staff, SAC, parents, and community through flyers sent home via backpack with all students, post on the website, include in-school newsletter and sent	Claudine Morris, Title I liaison	August 2024 beginning two weeks and continuing up to the date of the Annual Parent Meetings/ Orientations	Flyers, Parent Link notice, website page, newsletter, online "blasts" through Remind.com and on Twitter



	parent links in two languages.			
3	Work with Leadership Team to plan agenda and PowerPoint Presentation that includes all aspects of the Title I Program, including SES information, school choice, school grade, AYP data as well as grade and subject area curriculum and assessment.	Claudine Morris, Title I liaison	Late August to Early September to date of Public Meetings in the beginning of the school year.	Copies of agenda, flyers, sign-in sheets and, online “blasts” through Remind.com along with Multi-Media Presentation

### **Flexible Parent Meetings**

***Apollo Middle School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].***

Parent conferences are scheduled in the morning hours a minimum of 2 days a week and offer flexible time slots. ESE parent meetings are conducted not only in the morning but also throughout the day to provide convenience for parents. The Social Worker also makes home visits where needed.

PTSA/SAC/TITLE I Parent Nights are conducted and supported other events such as SAC meetings, Open Orientation and Open Houses for new students, Fairs (such as Science and STEM fair and Social Studies Showcase) so parents have an opportunity to participate in all or selected events. SAC parents have approved this collaboration for several years and point to it as a “best practice” that has increased parent involvement in Title I parent-student activities. Complimentary food is provided at each PTSA/SAC/TITLE I parent night activity.

Some teams conduct parent “team conferences and ceremonies” each quarter in the morning before school begins and in the afternoon to selected students and parents to discuss progress and success monitoring of students who meet proficiency or exceed mastery. Interims are passed out at that time, a day in advance of the school distribution, to afford parents a one-on-one opportunity to discuss strengths and weakness with team teachers.

STEM Magnet Coordinator provides tours of the school at times convenient to parents. These occur during the school day, with an appointment or on a walk-in basis.

Title I sponsored events that focus on issues such as parent information sessions for mentoring students. Students and parents meet with mentors, school social workers and counselors as well as our community liaison to discuss barriers and challenges. These students are those who demonstrate in need in one of three areas: attendance, achievement, and behavior.

### **Building Capacity**



***Apollo Middle School** will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents 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 to work with their child to improve their child’s academic achievement, such as literacy training and using technology [Section 1116(e)(2)].*

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Monthly SAC Meetings	Dr. Louis Kushner, Principal  Danairy Perez Fenoune Sainvil	Empower stakeholders by providing curricular and assessment info, training on data analysis and ways to monitor the School Improvement Plan. Train members of SAC on shared decision- making. Seek input from parents on the planning and implementation of action plans for the SIP and Title I Parental Involvement Plan. Student outcomes should demonstrate an increase due to incentives, enrichment programs, and PI opportunities.	August 2024 to May 2025 Monthly on the 4 <sup>th</sup> Wednesday of each month throughout the year. 5 to 6 pm	-SAC Agendas -SAC Minutes -SAC Sign-Ins -Achievement Data -Parent Survey	Diverse Partnerships for Student Success, By Decker, Decker & Brown
5 Family/ Parent Information Nights	Claudine Morris, Patricia Van Lenten, Genesis Carrasco , Diana Dworzan, Fenoune Sainvil, and, Michelle Comple	Train parents on ways to help students improve skills in reading, math, science and social studies skills and standards. comprehension PIRCS, Goal for Improvement on student outcomes is 4 to 5% increase in all core content areas	September 2024 October 2024 November 2024, January 2025, February 2025  1-2 hours per event with flexible times ranging 8:15 to 9:15am, 5-7pm, 7-8:30pm	Flyers Agenda Sign-In Achievement Data Parent Survey	Visible Learning, by J. Hattie – involving parents in students’ learning improves achievement and enhances the culture and climate of a school community



2 Mentoring and Interventions Breakfast	Claudine Morris, Danairy Perez	Provide parents with information on a variety of mentoring, counseling, extra-curricular programs, clubs and teams that serve as interventions that are geared specifically to address the needs of our male population. We offer, TRUTH Mentoring Ministry for Leaderships (all grades); Rites of Passage in/out of school grade monitoring program (all grades); 5000 Role Models mentoring program for boys (all grades), Junior Honors Society, and First Priority The goal is to impact achievement, attendance, and behavior. Anticipated impact on student outcomes: ELA & Math – 6 to 10% gains in level 1-2 students. 1 to 6% decrease in absenteeism for target population, 6 to 10% decrease in minor/ classroom behavior infractions.	March 2025 & April 2025 2 events provided during flexible times (8:15 to 9:15am) on Tuesday and Thursday for parents that cannot attend parent night.	Flyers Agenda Sign-In Achievement Data Parent Survey	Transforming Ourselves, Transforming our Schools, by Doda and Thompson, Social Emotional Learning trainings mandated through BCPS RMG
College and Career Readiness / On Track to Graduation	Claudine Morris,  Michelle Compe as Equity Liaison	Provide parents and students with training on how to effectively use computers, smartphones, tablets, pads and video games to	January 2025 1 family night 6 – 7:30pm	Flyers Agenda Sign-In Achievement Data Parent Survey	Career and College Readiness, BCPS BEST practices



		effectively support academic success with enrichment and academic activities, school and community services, etc. Anticipated impact on student achievement is high for graduation rates and an increase of students pursuing career or college after school.			
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### Staff Training

*Apollo Middle School will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, 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 schools [Section 1116(e)(3)].*

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Mental Health and Social-Emotional Workshops for Educators & Effective classroom management	Dr. Kushner, Principal	“Best Practices” for faculty and staff when working with our diverse student and parent population as it pertains to mental health information is useful when communicating with parents, supporting and educating them on how to improve their child’s academic success. Impact on student achievement is immeasurable, as it address underlying issues that prohibit academic and social emotional growth.	August 2024, January 2025	Agenda Sign-In (100% Faculty and Staff participation)	BCPS provides this course on Youth Mental Health First Aid designed to teach methods of assisting young people in the stages of a mental health problem.
Conducting Effective	Renee Job, Guidance	Ms. Job will train faculty during preplanning to share	August 2024	Agenda Sign-In	Transforming Ourselves, Transforming



Parent-Teacher Conferences	Counselor	ways on how to effectively hold parent-teacher conferences and how to help parents support their children at home academically.	Planning Week and Curriculum Trainings including RtI	Student Achievement Data Parent Night Sign-In Sheets Parent-Teacher Conference Sign-In Sheets	our Schools, by Doda and Thompson, Social Emotional Learning training mandated through BCPS RMG
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#### Other Activities

***Apollo Middle School** involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].*

Parents will be encouraged to attend ESE meetings and workshops on ways to help their children succeed in school. The Guidance Department will reach out to parents of low-performing students to meet with them one-on-one and offer ways to provide academic assistance at home. These workshops include Title I Family Engagement events throughout the district.

The STEM/ Magnet schools of America has named Apollo, “distinguished” and schedule on-site learning museums and learning lab to take place on campus, when available, in addition to our monthly parent nights. Parent flyers, brochures and Parent Involvement Policy will be available for parents in the front office and in the Guidance Center.

#### Communication

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

Apollo Middle School will begin the year with a “Title I Bulletin” that will be distributed via book bag to all students. This Bulletin will contain “Right to Know Letters,” information about the “Home-School Compact,” location of the School



Improvement Plan and Parental Involvement Policy, and information related to Parent Resource Centers. Additionally, each month, information is posted on the school's website in the "Title I Link" and also included in the "Title I Corner" of the school's monthly newsletter. These documents contain up-to-date information on parent activities, policies, and procedures related to the Title I Program.

The Title I Annual Public Meeting provides descriptions and explanations of the school's curriculum and academic expectations for proficiency in all subject areas and grade levels. This information is shared at monthly SAC meetings via Department Head presentations and the Principal's report.

Our monthly SAC meetings provide the forum for parents to provide input and formulate suggestions related to decisions affecting the academic program. Parents are actively recruited for SAC, beginning with the Title I Annual Public Meeting and throughout the year at Title I Family Activities.

Parents have the opportunity to provide input through the year-end evaluation survey. Comments and suggestions will be taken into consideration and included in the annual "Review of the Parent Involvement Plan."

Parents will have the opportunity to provide input on the Home-School Compact. Comments and suggestions will be taken into consideration and included in the coming year's compact.

#### **Accessibility**

***Apollo Middle School will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents 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 understand [Section 1116(f)].***

To ensure accessibility, particularly for our Hispanic/ELL population, flyers for parent involvement activities are sent home in Spanish as well as other languages to the extent possible. Parent informational brochures are also provided at the sign-in table in English and Spanish. Interpreters are on hand for each parent activity, and many sessions are held in both languages so parents have a full understanding of the activities.

In order to increase the involvement of students with disabilities, additional invitations will be sent home this year to encourage additional participation and the ESE Specialist will take an active role in calling and personally recruiting parents.

#### **School-Parent Compact**

As a component of the school-level parent involvement plan, each school shall jointly develop, with parents 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)].

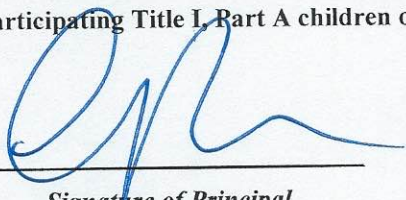
Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

#### **Adoption**

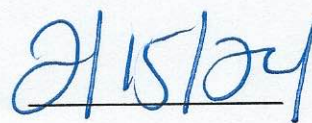


This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

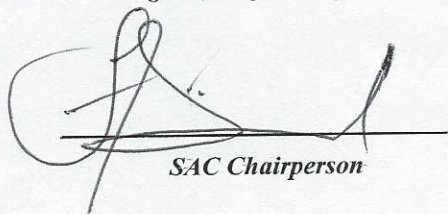
This plan was adopted by the school on January 31, 2024 and the plan will be available to all parents of participating Title I, Part A children on or before September 30, 2024.



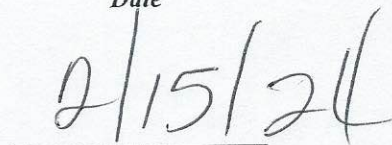
*Signature of Principal*



*Date*



*SAC Chairperson*



*Date*