

Apollo Middle School
School-Level Parent and Family Engagement Plan (PFEP)
2023-2024

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 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 the 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)].

Parents and guardians 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 and guardians 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. ***PTSA, SAC, and Title I Family Nights*** provide parents and guardians a forum for participation in an organized, ongoing and timely manner. Parents and guardians have the opportunity to attend staggered activities that involve them on several levels. SAC meetings throughout the year offer parents and guardians a vehicle for input into how parental engagement funds are used, what items should be included in the ***Title I Home-School Compact*** and ***Annual Title I Parent Survey***, and keeps parents and guardians informed as to the implementation of the School Improvement Plan.

Apollo Middle School's ***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."*** Information is provided on ***Parental Involvement Resource Centers (PIRCS)***. 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 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, 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 IX, Part A (Homeless) | Title IX funds are used to provide items such as articles of clothing especially those that may be used as school uniform, underwear, and socks. Items used for personal hygiene such as deodorant, feminine hygiene products, and soap are also purchased and kept in a portable for use as needed by our students partaking in the homeless program. |
| 2 | Title III (ESOL) | Title III funds are used to provide additional teacher assistant/paraprofessional to assist ESOL students. Additional resources such as dictionaries in English and First Language (English/Spanish etc.) are provided. |
| 2 | Title I, Part A | Title I funds at Apollo Middle School provide additional teachers to assist students, particularly low performing students. 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. Additionally, the funds are used to purchase student agenda notebooks used to assist students in getting better organized. |
| 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 |

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| | | and provide stipends for teacher presenters. |
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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)].

| Specific Activity | Frequency and Duration | Evidence-Based Research | Evaluation of Implementation and Effectiveness |
|--|------------------------|--|---|
| Annual Parent Meeting for 6 th grade | One; August | Mapp, K. Carver, I and Lander, J (2023). Powerful Partnerships: A Teacher's Guide to Engaging Families for Student Success | Flyers; parent link notice; Parent sign-in sheets; agenda; handouts; minutes/notes and sign-in sheet |
| Annual Parent Meeting for 7 th and 8 th grades | One; August | Mapp, K. Carver, I and Lander, J (2023). Powerful Partnerships: A Teacher's Guide to Engaging Families for Student Success | Flyers, Parent Link notice, website page, newsletter, online "blasts" through Remind.com and on Twitter |

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 and guardians. 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 and guardians 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.

Honor Roll ceremonies are conducted each quarter in the morning before school begins. The 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 Social Emotional Learning components, 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 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/guardians 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)].

| Specific Activity | Frequency and Duration | Evidence-Based Research | Evaluation of Implementation and Effectiveness |
|--|---|---|--|
| Monthly SAC Meetings | August 2023 to May 2024 Monthly on the 3 rd Wednesday of each month throughout the year. 5 to 7 pm | "The relationship between parental and family involvement and student success" Anna Sudderth April 2022 Retrieved from https://xqsuperschool.org/reflectthinktogether/relationship-between-parental-and-family-involvement-and-academic-achievement/ | -SAC Agendas -SAC Minutes -SAC Sign-Ins -Achievement Data -Parent Survey |
| Unified Arts/ Hispanic Heritage Family Night | 5 Family Nights Offered 2 times 1-2 hours per event with flexible times ranging 8:15 to 9:15am, 5-7pm, 7-8:30pm September 2023 | Strengthening Families, Center for the Study of Social Policy (2023). Retrieved from http://www.pastrengtheninfamilies.org/wpcontent/uploads/sites/25/2023/12Strong-FamiliesBrochure_ADA.pdf . | Flyers Agenda Sign-In Achievement Data Parent Survey |
| Science/ Magnet Family Night | November 2023 | | |
| ELA Parent Information Night | January 2024 February 2024 | | |

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|--|--|--|--|
| Social Sciences/Black History Family Night | March 2024 | | |
| Math Family Night | | | |
| 2 Transitioning to Middle School Events | January 2024 June 2024 | Strengthening Families, Center for the Study of Social Policy (2023). Retrieved from http://www.pastrengtheningfamilies.org/wpcontent/uploads/sites/25/2023/12Strong-FamiliesBrochure_ADA.pdf . | Flyers Agenda Sign-In Achievement Data Parent Survey |
| Equity Nights | December 2023 2 family nights 6 – 7:30pm | Strengthening Families, Center for the Study of Social Policy (2023). Retrieved from http://www.pastrengtheningfamilies.org/wpcontent/uploads/sites/25/2023/12Strong-FamiliesBrochure_ADA.pdf . | Flyers Agenda Sign-In Achievement Data Parent Survey |

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)].

| Specific Activity | Frequency and Duration | Evidence-based Research | Evaluation of Implementation and Effectiveness |
|---|---|--|---|
| Conducting Effective Parent-Teacher Conferences | 1 event August 2023 Planning Week | Strengthening Families, Center for the Study of Social Policy (2023). Retrieved from http://www.pastrengtheningfamilies.org/wpcontent/uploads/sites/25/2023/12Strong-FamiliesBrochure_ADA.pdf . | -Agenda -Student -Achievement Data -Parent Night Sign-In Sheets -Parent-Teacher Conference Sign-In Sheets |
| Increasing parent engagement | 1 event -October 2023 | | |

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 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)].

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 School-Parent 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 parent and family engagement involvement activities for all parent, guardians, and family members (including parents 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)].

To ensure accessibility, particularly for our Hispanic/ELL population, flyers for parent/guardian 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/guardian 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

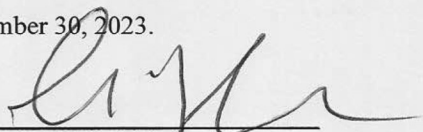
As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents and guardians for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent 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 March 29, 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

3/29/23

Date



SAC Chairperson

3/29/23

Date