

West Port High School

Parent and Family Engagement Plan

What is Parent and Family Engagement?

Parent and Family Engagement means the participation of parents and family members in ongoing consultation and meaningful communication involving student academic learning and other school activities, including ensuring that:

- (A) Parents and families play an integral role in assisting their child's learning.
- (B) Parents and families are encouraged to be actively involved in their child's education.
- (C) Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described under ESSA Section 1116.

About the Parent and Family Engagement Plan

This plan will describe our commitment to engage parents and families in the education of their children and to build the capacity to implement family engagement strategies and activities designed to achieve the school and student academic achievement goals.

We value our families and believe that ALL children can learn!



Principal Name: Mrs. Ginger Cruze

School Website: <https://www.marionschools.net/wphs>

School Year: 2020-2021



BARRIERS

This section is not required for new Title I Schools.

Summarized data from stakeholder engagement surveys from events held during the 20-21 school year (not applicable to new Title I, Part A schools).
West Port High School collected data regarding engagement from our stakeholders through various methods during the 2019-2020 school year. We utilized the District Parent Survey, SAC discussions, meetings, along with surveys from Parent Nights and events such as College and Career Night and ESOL Night. We discovered that we need to offer various methods to get our parents to school events and support our ESOL families.
Describe the barriers that hindered the participation and engagement of parents and family members during previous school years.
<ol style="list-style-type: none"> 1. Communication can be an issue due to the lack of updated parent contact information, including emails, addresses, and phone numbers. 2. Many parents work extra hours to support their families and have young children who they must care for without resources for childcare. 3. Lack of transportation for parents and families can hinder participation and engagement of parents and families. 4. Language barriers can discourage parents from attending events or prohibit them from engaging in all activities or discussions.
(1) Prioritize the Top 3 barriers (it may be possible to combine some) and (2) describe the steps that will be taken during the upcoming school year to overcome the parent and family engagement barriers (required*include how the school will overcome barriers for students with family members who have limited English proficiency, parents and family members with disabilities, and parents and family members who are migrants).
<ol style="list-style-type: none"> 1. Continue to refine the communication access by updating information in Skyward to maintain the correct information. 2. Provide opportunities for families to bring their young children and provide care for them during the events or have them participate. 3. Ensure notifications for parent and family events are sent in multiple languages. Provide translators and/or handouts in multiple languages at all parent/family functions.
What is your Parent and Family Engagement Plan goal for the 2020-2021 school year (<i>must be tied to student academic achievement and aligned with your school improvement plan</i>)?
West Port High School will provide ongoing information to parents and families to afford students the opportunity to succeed beyond their perceived potential. Our students' Math and Reading Achievement will increase by 3 percentage points and will include our subgroups.

COMMUNICATION AND ACCESSIBILITY

Describe how the school will provide full opportunities for <u>all</u> parents and families (keeping in mind the diverse makeup of 21 st Century families) to participate in all parent and family engagement activities. This includes strategies for parents who have specific needs such as parents with special transportation needs, parents who work multiple jobs, court appointed parents, parents who are disabled, parents who speak English as a second language, migrant parents, parents with multiple children in multiple schools, guardians, and guardians with multiple students in a home, etc. How will barriers be removed to ensure parents/guardians/family units are a part of their child's education?
West Port High School will continue to provide School Advisory Council Agendas and Meeting Minutes on the school's website along with providing this information through email to the SAC Distribution List. WPHS will continue to provide specific parent nights for College and Career Sessions, FASFA (Financial Aid), Project Search (ESE), ESOL Night for information and celebration, Dual Enrollment and Advanced Placement Information Nights along others to help parents and students succeed. Information about these sessions will be on the West Port High School website and posted on Twitter and Facebook. Spanish translators will be available for Spanish speaking parents upon formal request or informally through our bi-lingual staff members. Our school facility is ADA accessible. We will provide support if needed to accommodate those with a disability.
Describe how the school will share information related to school and parent and family programs, meetings, school reports, and other activities in an understandable, uniform format and in languages that the parents and families can understand?
West Port High School will provide messages via Skylert, Remind, Websites and Social Media related to progress reports, upcoming school-family events, and resources, which are available in student and parent friendly language. Additional communications will be relayed through medias such as Twitter, site-based website, teachers' websites, school newsletters, fliers, and school marquee. Translated information will be available to students whose home language is not English.
(1)Describe how the school will timely communicate information about Title I, Part A programs and activities during the year. (2)Include the tools and resources that will be used for communication.
<p>(1) We will use a communication plan that starts approximately 60 days before any family engagement activity. The communication plan includes weekly posts with call to action to engage family and community. Students will be provided invitations two weeks in advance with an option to reserve spot and sign up. Skylert, Social Media, Websites and Remind will be utilize before any event to remind parents of upcoming events.</p> <p>(2) The communication plan will include compacts, social media campaign, website, teacher websites, school marquee and Skylert messaging. The communication plan will notify of upcoming events: purpose, time/date, audience, and activity.</p>
How will the school describe and explain (1) the curriculum at the school (2) the forms of assessment used to measure student progress (3) the achievement levels students are expected to obtain?
<p>(1) We will describe and explain curriculum, forms of assessments and achievement levels during our Annual Title I meetings, school based website and newsletters.</p> <p>(2) Families will be notified about the forms of assessments through teacher websites, teacher communications, ongoing school meetings, Annual Title I Meeting, and parent-teacher conferences.</p> <p>(3) The achievement levels students are expected to obtain will be described and explained during the Annual Title I Meeting, and ongoing academic based family engagement events</p>

occurring throughout the year. Additionally, teachers are encouraged to inform parents and families of upcoming lessons and curriculum via teacher websites, remind and other types of communication. If parents or guardians have further questions and/or are not available to attend, information on the school website. Families may also contact the school for further information including parent/teacher conferences.

(1) What decision-making opportunities are available for parents at the school site? (2) How will the school communicate opportunities for parents to participate in decision-making?

(1) Families and community members have the opportunity to share feedback after each family and community engagement event through surveys, the annual survey for the school based Parent and Family Engagement Plan and School Improvement Plan, the Annual District Family and Community Survey and via monthly SAC meetings.

(2) Communication of upcoming opportunities will include social media, school website, teacher websites, school marquee, fliers and Skylert messaging.

How will the school submit parents' and families' comments to the district Title I office if there are parent concerns about the implementation of the Title I school-wide plan that is not satisfactory to them?

Comments from families and community members regarding the Parent and Family Engagement Plan and the School Improvement Plan (aka: Title I school-wide plan) are gained through the annual survey for the school based Parent and Family Engagement Plan and School Improvement Plan, the Annual District Family and Community Survey and via quarterly SAC meetings. The surveys and SAC meeting minutes are made available to the district Title I office for review throughout the year.

How will the school publish and communicate THIS required Title I, Part A Parent and Family Engagement Plan to Parents and families (technology cannot be the only option).

Once Board approved, this plan will be published on the school website and the public access area of CIMS at <https://www.floridacims.org/districts/marion/schools/0172>. This plan (paper-based) will also be made available upon request through the school front office throughout the year.

FLEXIBLE PARENT AND FAMILY MEETINGS

Schools receiving Title I, Part A funds are required to convene an Annual Title I Meeting. This meeting should be held at a convenient time for parents and be advertised as a stand-alone meeting. Parents of participating children in the school shall be invited and provided with adequate notice and encouraged to attend the Annual Meeting. This meeting will inform parents of their school's participation under ESSA Section 1116 and explain the requirements of the Title I, Part A grant and what is available to parents and the right of parents to be involved.

Describe the specific steps your school will take to conduct the Beginning of Year Annual Meeting (must be conducted by the last week of October) to inform parents and families of participating students about the schools Title I program and parent and family engagement activities.

1. Step 1 – Plan the meeting time, date, location.
2. Step 2 – Create flier, invitation (translate if necessary)
3. Step 3 – Send out the flier, invitation (email/ backpack/social media)
4. Step 4 – Update school marquee and website
5. Step 5 – Remind families via social media and Skylert

Describe the nature of the Title I, Part A School wide program that will be shared with parents during the Annual Meeting.

All aspects of Title I are shared using the district Title I PowerPoint template which includes information such as: What is Title I, Parent and Family Engagement Plan, School-Parent Compact, Parents Rights, Assessments, Title I Funds, Title I Focus, open discussion and Q&A.

Describe how the Annual Meeting will cover (1) yearly progress of students broken down by subgroups, (2) school choice, and (3) the rights of parents when schools receive Title I, Part A funds.

- (1) District based PowerPoint that includes school data points, programs, intervention, and progress monitoring assessments.
- (2) District based PowerPoint that includes overview link to school choice located at District website.
- (3) District based PowerPoint that includes explanation of Parents Rights

How will the school ensure parents without access to technology will receive notification of parent events, communication, information about parent events, school updates, and student progress updates?

Technology (phone, email, social media, school website, and parent portal) is only a component of our comprehensive communication plan that also includes newsletters, fliers, paper-based progress reports and school marquee.

Explain how the school involves parents and families in an organized, ongoing and timely manner in the planning, reviewing, and improvement of Title I programs including involvement in decision-making of how Title I, Part A School wide funds are used.
Family and community feedback is collected during quarterly SAC meetings, annual Parent and Family Engagement Plan and School Improvement Plan surveys.
How will the school provide, with Title I funds, transportation, childcare, or other services that relate to parent engagement to ensure barriers are removed so parents can participate in engagement events?
<ul style="list-style-type: none"> • Childcare – will be provided by volunteers if feasible • Food will be provided at some events
How parent input was gained from the majority of parents about the times that best met their need for parent involvement meetings and activities?
Via District Annual Parent Annual Survey (results: 74 responses) and quarterly SAC meetings.
What documentation does the school have that parent needs for meeting times, transportation needs, and childcare for family engagement were assessed?
District Annual Parent Survey, site based family engagement event post surveys, and quarterly SAC meeting minutes.
How flexible meetings will be offered to accommodate parents? Check all that apply. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> AM Sessions based on documented parent feedback <input checked="" type="checkbox"/> PM Sessions based on documented parent feedback <input checked="" type="checkbox"/> Virtual sessions as needed based on current social distancing needs <input checked="" type="checkbox"/> Other <u>Late afternoon counseling sessions with the Guidance Office</u>

BUILDING CAPACITY

When a school receives Title I, Part A funds, it is responsible for building the capacity of parents to improve their child's academic achievement. This includes activities and strategies for parents to understand challenging State academic standards; State and local assessments; how to monitor their child's progress and work; literacy training; how to use technology; and other strategies of how parents can assist their child with the learning process. All funds expended under this section should align to this section and to achieving the goals in the Title I School wide plan by engaging parents and families. [ESSA Section 1116]

BUILDING THE CAPACITY OF PARENTS AND FAMILY MEMBERS

Reflecting on the needs assessment process, what is an overview of how the school will implement activities that will build the capacity for meaningful parent and family engagement?

After reviewing surveys and family ideas/suggestions for activities they would like offered at the school, activities will be based on family needs to best support the school and at home learning environments. West Port High School will continue to work with our Business Partner, Ocala Health, to provide opportunities for our students, parents and families including career nights to highlight careers available. West Port will continue to work with the College of Central Florida to provide FAFSA (Financial Aid), Dual Enrollment and College Nights for our students and families. At the high school level, many parents and families may not feel comfortable in coming to school because of personal experiences when they were in school. It is important that we look from an "outsider" on how to greet and welcome all parents, families and visitors so they can feel free to support their child's learning. Our offices do an excellent job of this but we need to dig deeper to all opportunities. We found success and will continue to work on the campaign for our School Advisory Council, which includes posters and handouts for the front and Guidance offices. We also provide after-hours Guidance Hours to help reach parents that may not be able to attend during the regular hours.

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

Our Business Partner, Ocala Health, has collaborated with us to devise opportunities to support our students and families in the education process. We will continue to pursue opportunities to work with the retirement communities located around the school to provide expertise in helping our students. Our Global Logistics program, which houses the Homeless Inventory, has many opportunities for us to make a difference for our families and the community as a whole. Our students have the opportunity to be certified in all of our CTE programs. The Health Program provides opportunities for our students to become certified in CNA and EKG. HCA has determined that the need is there for CNAs which provides our students for future employment and advancement. Our Global Logistics program provides opportunities for certification and future employment.

If your school has a Site-Based Title I Parent Resource Room: (1)How will the school implement the Site-Based Title I Parent Resource Room to support Parent and Family Engagement? (2) Explain how the Parent and Family Engagement Room is advertised to parents. (3) Explain how school staff (teachers and office staff) are trained on how to use the Site-Based Parent Resource Room with parents.

West Port does not have a specific Title 1 Parent Resource Room but we provide many opportunities for our parents and families to discover available resources through our Guidance and Students Services Offices along with our many Parent Information Nights where we bring resources available in the community.

If there are additional ways resources are provided for parents through the use of Title I, Part A funds, how are they provided and what trainings are provided to adequately prepare parents to use the resources and materials at home with their children?

We will utilize the District Title Parent Resource Van and District Parent Resource Room. We will communicate to the community and families about the upcoming District Title Parent Resource Van scheduled visits via social media campaign, school newsletter, and website. Families are able to check out academic resources to assist with student learning at home. In addition, we will encourage teachers to refer families to the District Parent Resource Room to utilize and take home the many available resources to assist with their students learning gains and to reduce summer slide.

PARENT AND FAMILY ENGAGEMENT EVENTS

If Parent and Family Engagement events are funded with Title I, Part A funds, they must be supplemental and cannot supplant activities that are funded with state and local funds. **Additionally, events should contribute to the achievement of goals outlined in the Title I School wide Plan.**

Name of Activity (if applicable, expected Title I Budget)	Person(s) Responsible	Measurable Anticipated Impact on Student Achievement (aligned with School Improvement Plan)	Month/Year Activity will take Place	Evidence of Effectiveness
Example Family Reading Night \$245	Literacy CAS	Increased foundational literacy skills.	October 2019	Parent surveys & iReady diagnostic data
Title I Annual Meeting (required by the last week in October)	Ginger Cruze	To provide an explanation of Title I and begin the ongoing discussion about schoolwide participation and its link to student achievement.	September 2020	Parent surveys
Literacy/Media Center Event	Emily Wilson Jennifer Poyner	To provide information to families to assist with academic achievement	September 2020	Parent surveys
Early College/ Advanced Placement Night	Ginger Cruze, Stephanie Smith, Jennifer Poyner	To provide parents with the opportunity to excel their students and receive college credit	Fall 2020 (TBD)	Parent surveys
SAC Meeting	Ginger Cruze	Monthly Meeting to allow for parents to provide their information and meet the needs of their children	September 2020 through May 2021	Parent Survey
FAFSA Night	Stephanie Smith	Meeting to assist families with Financial Aid for future academics after high school.	Spring 2021 (TBD)	Parent Surveys
ESOL Nights	Frank Catalfamo	Provide information about the ESOL Program and Resources	December 2020, May 2021	Parent Surveys

Only list engagement events here. Schools may add or remove rows as needed.

BUILDING THE CAPACITY OF TEACHERS AND STAFF MEMBERS

When a school receives Title I, Part A funds, it is responsible for educating teachers, specialized instructional support personnel, administrators, and other staff, with the assistance of parents/families, 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 relationships between parents and the school. To the extent possible, parents should be involved in the development of training for teachers and educators to improve the effectiveness of training. [ESSA Section 1116]

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

.....the assistance of parents and families and in the value of their contributions.

- Provide training on effective parent/teacher conferences
- Provide training on effective two way communication
- Provide training on the importance of timely communication to help avoid undue conflict.

...how to reach out to, communicate with, and work with parents and families as equal partners

- Timely response to parent emails and phone calls.
- Timely grading and posting of grades.
- Provide resources for parents who have students with special needs.

...implementing and coordinating parent and family programs and building ties between parents and families and the school.

- Provide pre-school training on the importance of parent and family communication.
- Provide scripts for parent phone calls.
- Provide opportunities to support teachers with the communication process.

(1) When will the school engage staff in parent and family engagement professional development? (2) What documentation will be collected demonstrating staff development focused on parent engagement?

(1) Ongoing throughout the year such as: collaborative planning time, and/or during coaching.
(2) Formal PD: sign in sheets, agenda, handouts, surveys. Informal PD: coaching/meeting notes

COLLABORATION OF FUNDS

Choose all that apply	Grant Project, Funding Source, or Program	Explain how the school coordinates and integrates school level Parent and Family Engagement funds, programs, and activities with other Funds and Programs. [ESSA Section 116]
<input checked="" type="checkbox"/>	Title I, Part A - Improving the Academic Achievement of the Disadvantaged	Coordination with stakeholders to provide parent and family engagement defined as participation of parents in ongoing consultation and meaningful communications with school staff that involves that student, addresses learning and engages the family in school activities.
<input checked="" type="checkbox"/>	Title I, Part C - Migrant Education Program (MEP) funds additional educational programs for migrant children (ages 3-21).	School administration will contact the Migrant Department of Grants & Federal Programs office. This office will provide academic support to the students and help families with resources they may need to support increased student achievement.
<input checked="" type="checkbox"/>	Title I, Part D – Prevention and intervention programs for children and youth who are Neglected, Delinquent or At Risk.	Coordination with stakeholders to provide the families of children and youth with services to make a successful transition from institutionalization for increased academic achievement.
<input checked="" type="checkbox"/>	Title II, Part A – Supporting Effective Instruction through professional development targeted to administrators and teachers.	Coordination with stakeholders to improve the quality and effectiveness of teachers, principals, and other school leaders through capacity building in the areas of improving student academic achievement and building ties between parents, families and the school.
<input checked="" type="checkbox"/>	Title III, Part A – Helping English Language Learners achieve English proficiency (ESOL)	Coordination with stakeholders to establish partnerships to strengthen relationships between families, communities and schools that will provide additional services aligned with improved student success.
<input checked="" type="checkbox"/>	Title IV, Part A – Providing all students with a well-rounded education, improving school conditions to support safe and healthy student, and improve use of technology to advance digital literacy	Coordination with stakeholders to promote collaboration between the parents, families and school and to promote the involvement of parents.
<input type="checkbox"/>	Title IV, Part B – Provide opportunities during non-school hours for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards	Providing students with a high-quality out-of-school time enrichment program during the school year and summer and offering multiple family engagement opportunities geared to increase student academic achievement.

<input checked="" type="checkbox"/>	Title IX – Homeless Education Program (HEP). The Federal McKinney-Vento Homeless Assistance Act states that children and youth who lack a fixed, regular, and adequate nighttime residence are considered homeless.	School administration will coordinate with our District Homeless Liaison who will provide the students and families the resources and support they need to allow for increased student academic achievement.
<input type="checkbox"/>	VPK – Voluntary Pre-Kindergarten Program	Recognizing that parents are an important component of a child's education, VPK provides family support material to families and offers family engagement activities such as take home resources, family workshops, and/or access to online resources.

Schools may add or remove rows as needed.