



## 2020-2021 School Parental & Family Involvement Policy (PFEP)

**School:** Lorenzo Walker Technical High School

Each participating Title I public school must develop jointly with families a written school-level Parent & Family Engagement Policy/ Plan (PFEP) that describes how the school will build family capacity [ESEA Section1116]. Please complete this form and uploaded in the ADNTITLE1SCHOOLS share drive.

### Assurances

**Please check all the boxes**

- ☒ Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent?
- ☒ The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA
- ☒ Jointly develop/revise with families the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community
- ☒ Involve parents and families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan
- ☒ Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy
- ☒ Provide each family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals
- ☒ Provide each family with timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is out of field
- ☒ Provide to each family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [ESEA Section1116]

Principal Signature

8/10/20

Date Signed

### 1. Involvement of Parents

Describe how your school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of **Title I programs, including involvement in decision making of how funds for Title I will be used?**

The Parent Involvement Plan will be presented during our SAC meetings, which will be held on the third Tuesday of each month beginning in September. Parents will be given the opportunity to review the plan and give feedback and other input as documented in agenda and in meeting minutes from designated SAC meetings. SAC will be consulted on the appropriate use of parent involvement funds and other Title 1 information will be shared at the Annual Title 1 Meeting/Meet the Teacher Day prior to start of school (9<sup>th</sup> grade transition day/laptop distribution/Webex meeting), virtually via video message, and throughout the year. Information will be shared in a PowerPoint/technology format with newsletters/flyers also distributed. The policy will be made available to parents using multiple methods, including but not limited to, distribution via backpack, parent meetings/trainings, the school's website, and via the principal's monthly newsletter.

Parents would normally determine the effectiveness of the current plan and give input for the 2020-2021 plan, but were given opportunity via e-mail/virtual meeting prior to the start of the 2020-2021 school year and prior to when the plan was created.

In addition, when the annual Title 1 Parent Survey and other District surveys are administered throughout the school year, they will be done at drop-in sessions held at LWTHS where breakfast, lunch and dinner will be served. This will increase the percentage of returned surveys and increase parent involvement.

### 2. Coordination and Integration with Other Federal Programs

Describe how your school will **coordinate and integrate** parent and family engagement programs and activities **with Other Federal Programs?**

**ESE/ELL:** Collaborative Advisory with Student Services that has been created to foster and train staff in continued use of Love and Logic and MTSS to increase student growth.

**Title IV Part A:** Collaboration with the Drug Free Collier Organization and the Sheriff's Department for Red Ribbon Week drug prevention awareness.

Describe how your school will coordinate with other programs to integrate parent and family activities that teach parents how to help their children at home?

[ESEA Section 1116]

**Title III:** Joint parent trainings on Drug Awareness, Life After High School, College Awareness, School Involvement, assistance for parents conducted by FSCG staff, school counselors, administrators, district staff

### 3. Annual Parent Meeting

Describe the **specific steps your school will take to conduct an annual meeting** designed to inform parents and families of participating children about the school's Title I program

Parents will be notified via email, text messaging, and phone dialer and physical US mail. Parent surveys will be used to gather information on the annual meeting. All staff from LWTHS and LWTC will be present to provide parents with information about the school and the programs their student(s) will be completing.

Provide a description of the nature of the Title I Program that will be shared with parents and families (schoolwide or targeted assistance).

The focus will be school-wide. We will focus upon updating parent and family contact information to communicate more efficiently and effectively. Parents will be notified of the programs offered to their students and the resources available to students and families.

Provide a description of how the meeting will cover the rights of parents at the annual meeting?

School data and the rights of parents will be covered through the use of a video sent to parents/placed on the school website and at the Annual Title 1 Meeting/Meet the Teacher Day prior to start of school (9<sup>th</sup> grade transition day/laptop distribution/Webex meeting). Parents will be asked to sign-in/Webex roster of attendance will be printed to assure they have received the necessary information.

#### 4. Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

LWTHS will be a welcoming and inviting place for parents. Bilingual staff (Spanish and Creole) will be available to breakdown communication barriers and ensure that information is disseminated in a clear manner to families. In addition, parent information and information regarding Title 1 is provided in the front office in the parent resource area. Pamphlets and newsletters in Spanish and Creole are displayed on the counter and in a display racks for parents to take home. Student led conferences will be available during three flexible time-periods during the day; morning, noon and evening to accommodate all family schedules. The School Advisory Council will provide guidance and input in the development of the parent workshop calendar.

How will your school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement?

Childcare will be provided during parent institute events.

#### 5. Building Capacity

Please describe all activities that will address the following questions;

- How the school will implement activities that will build the capacity for meaningful parent/family involvement?
- How will the school implement activities that will build relationships with the community to improve student achievement?
- How the school will provide materials and trainings to assist parents/families to work with their child(ren)?
- How the school will provide other reasonable support for parent/family engagement activities?

Content and Type of Activity	Timeline
Annual Title 1 Meeting / Meet the Teacher Curriculum Day	9 <sup>th</sup> Grade Transition Day and Laptop Distribution/Webex for all other grades (Late August-Early September)
Parent Academies	SY 2020-2021
Student Led Conferences	SY 2020-2021
Transition Activities ( 8 <sup>th</sup> grade, 10 <sup>th</sup> grade and 12 <sup>th</sup> grade )	SY 2020-2021
Monthly Mustang Message Newsletter / Calendar	SY 2020-2021

## 6. Staff Training

Describe the professional development activities the school will provide to educate the **teachers, specialized instructional support personnel, principals, other school leaders and other staff** with the assistance of parents/families on:

- How to reach out, communicate, and work with parents/families as equal partners
- The value and utility of contributions of parents/families
- How to implement and coordinate parent/families programs, and build ties between parents and schools

Parent involvement/Home-School Communication, Teacher Bias Staff Development; Title I - FSCG Online Parent Involvement Professional Development; SIP Meetings with teams/departments to give input to plan.

## 7. Other Activities

Describe How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren)?

An area is set up in the main office with a display rack with information regarding school activities, Title 1, parent involvement, etc. Hard copies of all newsletters will also be available as well as informational flyers and brochures geared toward strategies for parents to use at home to help their child with academic success. Student-led conferences, campus tours, freshman orientation, and 10<sup>th</sup> grade LWTC program shadowing and post-secondary resources will be provided.

## 8. Communication

Describe how will your school provide timely information about the Title I programs?

LWTHS will conduct an Annual Title 1 Meeting/Meet the Teacher Day (9<sup>th</sup> Grade Transition/laptop distribution/Webex meeting) to disseminate pertinent Title I information. PowerPoint presentations, technology, flyers and other tools will be used with translation services available for our non-English speaking families in Spanish and Creole. The Collier County Public School Title I brochure summarizing information on Title I programs will also be made available.

How will your school describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

The curriculum as well as Florida Standards Assessments expectations and graduation requirements for each class will be reviewed and discussed. All information will be posted on the school's website and Title I flyer's will be sent home with students via backpack. Automatic robocalls in three languages will be made to each family, reminding them of the Annual Title 1 Meeting/Meet the Teacher Day (9<sup>th</sup> Grade Transition/laptop distribution/Webex meeting), and video message to review/watch. With input from the School Advisory Council (SAC), additional informational meetings will be scheduled throughout the year. We will also publish a monthly newsletter, "The Mustang Message", which will include important school news, a calendar of activities, parenting tips, homework strategies, reading and study skill strategies for parents to implement at home.

How, if requested by parents, will your school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

Teachers will routinely contact parents via a phone call or email to keep them informed of their child's progress. Each team will start the school year by dividing the student rosters and calling each parent to introduce themselves and to encourage school/parent/family connections. Parent conferences will be encouraged and all information documented. We are using a positive referral process through FOCUS (behavior database) to track students meeting or exceeding expectations. When students receive a positive referral from a staff member, parents receive a positive phone call notifying them of their child's accomplishment and a handwritten note and a congratulatory certificate is sent home.

How will your school submit parents/families comments if the schoolwide plan is not satisfactory to them?

Parents/families will be provided with a survey/time at the School Advisory Council meeting(s) to discuss the school-wide plan and provide opinions.

## 9. Accessibility

Describe how your school offers parent/family engagement activities **for all** parents/families?

*(Including parents with limited English proficiency, disabilities, and migratory children).*

Bilingual translators and/or materials will be made available for all meetings and correspondence. LWTHS will utilize the School Messenger System (Robocall, text messaging, emails, social media posts) to provide bilingual information to parents and translating equipment will be utilized at designated events throughout the year. Flyers and announcements regarding parent involvement activities will be translated and distributed to parents in English and Spanish and posted to the school website.

Describe how your school will shared information related to school and parent/family programs, meetings, school reports, and other activities in an **understandable, uniform format, and in languages that the parents/families can understand?**

Title 1 brochures will be distributed via backpack to all students the first week of school and will be available for parents during the Annual Title 1 Meeting/Meet the Teacher Day prior to start of school (9<sup>th</sup> grade transition day/laptop distribution). Conference calls will be set up (upon request) if parents are not able to come to the school site for meetings, etc.

## 10. Discretionary Activities

Describe if the school provides Any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Title I, Part A funding may be used to maximize parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.

## 11. Barriers

Describe the barriers that hindered participation by parents during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children)?

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
School-home proximity (All)	Events will be at varying times to not exclude one group
Lack of incentives	Provide snacks, dinner and take-home materials when Title I funds allow.
Communication	Send home flyers, make Robocalls, send emails and text messages in multiple languages.

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**12. Upload Evidence of Input from Parents on the development of the PFEP**

Upload a copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY21 Parent Involvement Policy (PFEP)** prior to approval. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](#)

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**13. Upload FY21 Parent-School Compact**

Upload an electronic version of the FY21 Parent-School Compact. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](#)

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**14. Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Provide copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY21 Parent –School Compact** prior to approval. Please upload document in your school FY21 Title I Documentation folder in the ADNTITLE1SCHOOLS drive. [Link](#)

## Evaluation of the previous year's Parent and Family Engagement Plan

Review your FY20 School Parent and Family Engagement Policy (PFEP) and complete the sections below.

### 1. Building Capacity Summary

Provide a summary of activities provided during the **2019-2020** school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting, Parent Institute workshops and any other parent workshops. **If activity was not completed, provide an explanation in the space below.**

Content and Type of Activity	Number of Activities	Number of Participants	How did this activity built parent and family capacity to improve student achievement? If not completed, provide rationale.
Annual Title I Meeting/Meet the Teacher Day	1	464	The sharing of school and student data directly from the Principal provided the opportunity for parents to hear the specific details of all of the great academic achievement made by their children. It also allowed parents to learn how our teachers and parents-themselves play a significant role in both the academic success and growth of their children.
Parent Academies: Parent 2020 grades, Data, SEL Training/Laws of Life Literacy Event (Jan. 29, 2020)	1	73	Parent academies assisted with building ties between our parents, teachers, and administration as we addressed the significant student academic curriculum, study skills, SEL, career readiness and needed parental support.
Student-Led Conferences	N/A	N/A	Unable to have student- led conferences at end of school year due to COVID 19 restrictions and school building closures.
Transition Activities (8 <sup>th</sup> Grade, 10 <sup>th</sup> Grade, 12 <sup>th</sup> Grade)	N/A	N/A	Unable to have transition activities in the Spring of 2020 due to COVID 19 restrictions and school building closures. For incoming 9 <sup>th</sup> graders, this will occur in August 2020.
Monthly Newsletter /Calendar	8 (sent August- March)	1,200 x 8 = 9,600 total	This monthly communication activity provided the foundational parent-school communication for all things essential for student success.

## 2. Staff Training Summary

Provide a summary of the professional development activities provided by the school during the **2019-2020** school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

Content and Type of Activity	Number of Activities	Number of Participants	How did this activity built parent and family capacity to improve student achievement? If not completed, provide rationale
Parent involvement/Home-School Communication, Teacher Bias Staff Development; Title I- FSCG Online Parent Involvement Professional Development; SIP Meetings with teams/departments to give input to plan	1	All Instructional Staff on 12/20/19	Direct positive impact for students through faculty, staff, administration, and parents interaction, understanding, communication and facilitation of balancing whole – student achievement. When all stakeholders have the same information and training, along with the same anticipated outcome and goals, the impact on student achievement can and will exceed expectations!

## 3. Review your FY20 School Parent and Family Engagement Policy (PFEP) Barriers Section.

To what extent did your site implement the steps described in your PFEP? How will Title I Parent and Family Engagement (PFE) funds be used to address the barriers that persist?

Barrier (Including the Specific Subgroup)	Steps the School took to Overcome	Implementation (Full, Partial, Not Yet)
School-home proximity (All)	Use of flexible meeting times and distribution of materials via multiple modes. Funds were used to cover the cost of various communication modes required, as well as assist for custodial assistance during flexible meeting times.	Full
Lack of incentives	Provide families with on-site child care and nutritional snacks and food items.	Full
Communication	Use of translation of communication in multiple languages and dissemination of information through various means. Funds used to assist with proper translation required and for dissemination of all school communication through: hard copy flyers, US Mail, electronic newsletter software, text messages, e-mails, school website, Twitter and Facebook.	Full