

# *L. C. Swain Middle School*

## **L. C. Swain Middle School 2019-2020 Parent/Family Engagement Plan**

L. C. Swain Middle School is dedicated to improving the educational opportunities for all students by increasing parental and community involvement in the educational process. Our goal is to enable students to succeed in the regular program; attain grade-level proficiency; and improve academic achievement. To promote effective parental involvement, the staff at L. C. Swain Middle School welcomes input from parents and community members in decision making and encourages them to join us in the activities outlined in this plan. We work with parents as equal partners in the educational process.

### **Involvement of Parents and Decision Making**

Through the School Advisory Council (SAC), Title I Annual Meeting and other meetings, parents will participate in shared decision making in the following ways:

- Review, evaluate, and update school's Family Engagement Plan and School Compact.
- Provide opportunities for parents to discuss school-wide programming and to review data.
- Receive information in a timely manner.
- Share and review Title I Parent Involvement Survey Results.

### **Coordination and Integration**

- Invite parents to participate in the School Advisory Council (SAC)
- Invite parents to Title I Annual Meeting to discuss additional programs available through the school district such as available counseling services and school-wide positive behavior support through the Department of Safe Schools.

### **Annual Meeting**

Parents are invited to attend this meeting at the beginning of each school year to learn more about the requirements of Title I and our School-wide Title I Program. At this meeting, parents have the opportunity to review the Title I documents and give input in the following:

- School Parent Compact
- Parent's Right to Know
- Parent/Family Engagement Plan (PFEP)
- Title I Budget



### **Accessibility for Families**

We will accommodate all families by providing the following:

- Flexible Meetings (day and evening times) based on input from parents
- Language Facilitators and Multilingual Staff
- Translated Documents
- School Marquee
- Parent Link Messages
- Facebook, Twitter, Instagram

### **Building Capacity**

Based on parent survey input, the following activities will be provided to assist parents in understanding the state curriculum and assessments and to help parents improve their children's academic achievement:

- Interactive meetings will be scheduled to inform parents about curriculum, FSA and test taking strategies
- Monthly parent training sessions will address parent involvement and all areas of the curriculum.

### **Staff Training**

Provide faculty and staff with training in a format that is easy to understand. We will communicate with parents through the following avenues:

- Parent Link
- Facebook, Twitter, Instagram
- School Marquee
- Flyers
- SIS Gateway
- Conferences
- School and class letters
- Progress Reports/ Report Cards
- SAL-P Reports
- SPAR Reports
- Individual test scores
- Literacy Night Events

FY20 Title I Schoolwide Plan - L C Swain Middle (0021) Parent Family Engagement Plan Summary

**Mission Statement**

Enter your Parent and Family Engagement mission statement below. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parental involvement program;
- Be written in parent friendly language;
- Inspire stakeholders to be involved and supportive of the program; and

**Mission Statement**

L C Swain Middle School values family and community involvement working together with the school to form a collaborative partnership that supports student growth and promotes college and career readiness.

## 18-19 Parent Trainings

Using your parent training reflections, parent evaluations, and the Title I Family Engagement Survey results, evaluate how the parent and family trainings provided during the 2019-2020 school year built the capacity of families to help their children learn at home.

### Parent Capacity Training 1

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were parents able to do as a result of the training? What was the impact on student achievement?
Using Technology to Support Student Learning	1	NA	Part of the problem with this specific training was the occurrence of bad weather that evening. However, we can always advertise more deliberately; seek rsrvps and utilize clerical staff to make phone calls	The one parent who did show up showed up very late. They were provided informational flyers and guided through the sign-on process for SIS

Parent Capacity Training 2

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were parents able to do as a result of the training? What was the impact on student achievement?
Community Resources	0	NA	This training did not occur.	NA

**Parent Capacity Training 3**

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were parents able to do as a result of the training? What was the impact on student achievement?
Choice Night	80	Increased number of students were able to apply to Choice Programs; ELL parents were supported and able to apply for their students also	Increase the variety of schools who present for parents	Increased number of students were able to apply to Choice Programs; ELL parents were supported and able to apply for their students also

**18-19 Staff Trainings**

Using your staff training evaluations and feedback to teachers on implementation of strategies taught in staff trainings, evaluate how the staff trainings provided during the 2019-2020 school year educated faculty and staff on the value of engaging families and on strategies designed to equip families to support learning at home.

**Staff Training 1**

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were teachers able to do as a result of the training? What was the impact on family engagement?
Effective Parent-Teacher Communication	0	We were not able to conduct this training due to limited Professional Development days and targeted focus on PD for instructional needs	NA	NA

Staff Training 2

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were teachers able to do as a result of the training? What was the impact on family engagement?
NA	NA	We were not able to conduct a training due to limited Professional Development days and targeted focus on PD for instructional needs	NA	NA



## Involvement of Stakeholders

Describe how the school will engage stakeholders in the planning, review and implementation of Title I programs. Include decisions regarding how funds for parent and family engagement will be used.

### Brief Narrative

List the name and title for each group member responsible for the development of the Parent and Family Engagement Plan and School- Parent Compact.	
Keysha Pinkney, Andrea Longsworth - SAC Faculty Voting Members Norma Gutierrez, Argelia Uriostegui, Lisa Martin, Maria Patino, Kris Martin, Barbara Ann Parent, Jennifer Rosado - SAC Parent Voting Members Title I contact- Shabana Ahmad-Farook	
What are the procedures for selecting members of the group?	
All parents are invited to provide input. SAC members are usually the foundational group that is present at ongoing meetings. At the end of our parent meetings we use a quick evaluation form in multiple languages for parents. We also conducted the PFEF survey which was conducted in May 2019. The results were discussed at the May SAC meeting with parent voting members.	
How will input from stakeholders be documented?	
Notes are generated of discussions held regarding the PFEF and Compact	
How will stakeholders be involved in developing the plan?	
Input is sought from members of the School Advisory Council and all items are voted on by the voting members	
How will Title I parent and family engagement funds be used?	
Swain Parent University Activities Thrive Program	

# 19-20 Staff Trainings

Describe the professional development trainings you will provide to build the capacity of teachers and other support personnel to effectively reach out to, communicate with, and work with families as equal partners in order to improve student achievement. Evidences include agendas, sign-ins, presentations or handouts, clear expectations for teachers, teacher feedback, administration's analysis of teacher feedback.

## Staff Training 1

Name	Brief Description	Month of Training	Responsible Person(s)	What will teachers be able to do as a result of the training? What is the anticipated impact on family engagement?
Staff Training on Redesigned Parent Engagement Initiative	To familiarize and include teachers in the new parent/family engagement initiative - Stallion Family Connection - which includes four distinct pathways by which L.C. Swain Middle School parents and families may better connect to our school community.	October	Angela Fitch	Teachers will be able to promote the new initiatives with their students and parents. Teachers will be able to provide input/suggestions. Greater family involvement will strengthen the efforts of the school and promote enhanced student learning and success.

**Staff Training 2**

Name	Brief Description	Month of Training	Responsible Person(s)	What will teachers be able to do as a result of the training? What is the anticipated impact on family engagement?
Welcoming and Inclusive Schools for Students and Families	School team will present information from District training to staff implementing techniques and materials provided by District.	November	School Team	Teachers will gain practices, tools, strategies to employ enabling them to create a more welcoming environment for our students and families. This should result in more engaged parents and greater family involvement.

## Annual Meeting

Families are invited to attend the Title I Annual Meeting to learn about the school's Title I programs and requirements. Describe the tasks the school will take to conduct an effective Annual Meeting.

- The meeting should be designed to inform parents about:
1. What it means to be a Title I School;
  2. The school's Title I School-wide Plan;
  3. Parent and Family Engagement (plan), including the School-Parent Compact;
  4. Special Programs such as Migrant Education and McKinney Vento;
  5. Parent's Right to Know; and
  6. Other opportunities for parents.

Brief Narrative	
<b>What is the date and time of the Annual Meeting?</b>	
September / October 2019 @ 6:00 pm in the Media Center	
<b>How will you notify teachers, parents and community of the Annual Meeting? Be specific (via school websites, marquee, call-out, newsletter, invitation, etc.)</b>	
Invitational flyers in multiple languages, Call-outs in multiple languages, social media posts (Instagram, twitter, Facebook) evaluations are given at the end of each training.	
<b>What resources do you plan to prepare for stakeholders?</b>	
Invitations, agenda, presentation, Parent and Family Engagement Plan, School-Parent Compact, information on additional programs	
<b>What materials/supplies are needed for the Annual Meeting?</b>	
Invitations, agenda, power point presentation, projector, translation of materials, sign-in sheets, surveys, minutes, Paper, pens, folders, ink and other support items will be purchased in order to support the annual meeting's success.	
<b>How do you plan to reflect on the effectiveness of the Annual Meeting?</b>	
Survey results. The admin team will meet with the instructional leadership team to disaggregate the data and determine PD for teachers, student, and parent needs.	

## 19-20 Parent Trainings

Describe the trainings you will offer families that will build their capacity to support learning at home to improve student academic achievement. Trainings must focus on skills that families can use to extend learning at home, support students in meeting challenging state standards, and monitor their child's academic progress. Evidences include the invitation, agenda, sign-in sheets, presentations, handouts, evidence of parent and family interaction, evaluations, and analysis of parent feedback.

\*Be sure to indicate if refreshments will be purchased and list dollar amount. For example: Refreshments (\$175.00).

### Parent and Family Training #1 (First Trimester/Semester)

Name	Brief Description of Training (Include the Hands-On Component of the Training)	What will parents be able to do as a result of this training? What is the anticipated impact on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials
Stallion Family Night #1	Tacos and Technology combined with ESOL Family Night	Parents will learn how to monitor student grades, use technology to support their students throughout middle school, and stay in contact with Stallion Nation, teachers, and administrators. This will be a hands-on technology training for parents.	September	Angie Fitch Amanda Dedrick	Parent training materials, computers/Chromebooks, folders, handouts, writing utensils, refreshments (\$175.00)

Parent and Family Training #2 (First Trimester/Semester)

Name	Brief Description of Training (Include the Hands-On Component of the Training)	What will parents be able to do as a result of this training? What is the anticipated impact on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials
Stallion Family Night # 2	High School-The Choice is Yours combined with Science Fair Night	Parents will be able to navigate and explore choice options with District Staff. They will be equipped with a detailed breakdown of the various pathways available through high school choice options and receive assistance in completing the application process. This will provide parents with the opportunity for career explorations and to participate in and support the selection of appropriate programs for their student.	November	Angie Fitch Amanda Dedrick	Parent training materials, computers/Chromebooks, folders, handouts, writing utensils, refreshments (\$175.00)

## Parent and Family Training #3 (First Trimester/Semester)

Name	Brief Description of Training (Include the Hands-On Component of the Training)	What will parents be able to do as a result of this training? What is the anticipated impact on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials
Stallion Family Night # 3	Pathways to High School, College, and Beyond	Parents will be able to understand and calculate their student's gpa, navigate the advantages/risks involved in enrolling in high school credit courses in middle school and dual enrollment options for high school.	February	Angle Fitch Amanda Dedrick	Parent training materials, computers/Chromebooks, folders, handouts, writing utensils, refreshments (\$175.00)

## Coordination and Integration

Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities by identifying the three (3) most relevant agencies/organizations that tremendously **support your school's parent and family engagement goal (for example: Literacy Coalition, Multicultural Department, ESE Department, Migrant Education, Publix, Boynton Beach Fire Department).**

## Communication

After reflecting on your 2019-2020 Title I Family Engagement Survey results, describe the process that your school will use to provide timely and easy to understand updates to parents and families on Title I programs, curriculum, assessments and student progress/proficiency level information. Evidences include agendas, sign-in sheets, minutes, evaluations, school websites screenshots, newsletters, translated letters, marquee photos, emails, text print-outs, phone call-out transmissions/scripts, and social media snapshots.

Key Points of Communication		
Describe how school will provide families with timely information about the Title I programs. Consider Title I programs such as tutoring, mentoring.	How will the school document that the information was shared?	
Title I business is discussed during meetings held in conjunction with SAC meetings. The Title I Annual meeting provides parents with the opportunity to provide input on the School Compact and Engagement Plan. Invitational flyers, call-outs, social media posts are employed to notify parents of the meetings. Tutoring and mentoring opportunities are also advertised for parents through the use of informational flyers, call-outs, and social media posts. This information is also shared with parents during parent conferences and phone conversations.	Meeting minutes Flyers Parent Conference Notes Social Media	
Describe how school will inform parents about the curriculum, forms of assessments used to measure student progress, and proficiency levels students are expected to meet.	How will the school document that the information was shared?	
Parents will be informed through open house, progress reports, parent conferences, and parent trainings. Various communication venues preferred by parents will be utilized such as text messaging, call-outs, flyers, newsletters, social media, and SIS Gateway.	Progress Reports Conference Notes Newsletters Flyers	
Describe how school will inform parents about opportunities to participate in decision making relating to the education of their children.	How will the school document that the information was shared?	
All parents are welcome to participate in our monthly SAC meetings. The Title I Annual meeting provides parents the opportunity to provide input on the School Compact and Engagement Plan. Invitational flyers, call-outs, social media posts are employed to notify parents of these meetings. CLFs also make calls to parents inviting them to attend school events	Invitational Flyers Social Media Posts Call logs	
Describe how the school will offer flexible time for meetings, training, activities, and events to remove barriers for attendance (i.e. childcare, transportation, home visits, etc).	How will the school document that the information was shared?	
Parent conferences are held on Wednesday mornings in our media center. Alternate arrangements are made for those parents who are unable to attend at the designated time. Occasional home visits are made by school personnel when needed.	Training Invites,Agendas, and Sign-in sheets Conference notes Log/Documentation of home visits	



## Accessibility

It is important to address barriers that hinder families' participation in activities. After considering your 2017-2018 Title I Family Engagement Survey results and information gathered at your parent input meetings, describe how you ensure parents and families in the special categories below are able to fully participate in school meetings, trainings, activities, and events. Evidences may include translated letters, agendas, sign-in sheets, flyers, child care rosters, transportation logs, CLF/sign language facilitator timesheets, and parent evaluations. \*Keep in mind, this section describes *support provided to families* so they may participate in family engagement activities.

Brief Narrative	
<b>Accommodations for parents and families with limited English proficiency</b>	
Translated documents are provided and language facilitators provide assistance during trainings and parent meetings. Call-outs are done in multiple languages ESOL students are targeted for tutorial assistance	
<b>Accommodations for parents and families with disabilities (i.e. Hearing or vision impairment, physical limitations)</b>	
Meetings held in Media Center on first floor Accommodations will be made for any special circumstances as needed for parents and families with disabilities. Home visits are conducted by the Administrative team, ESE contact, social services coordinator, and school resource officer, as needed. Audio enhancement speakers and headphones are available, if needed.	X
<b>Accommodations for families engaged in migratory work</b>	
Partner with Multicultural Department and Migrant Education Department to insure our students and families receive appropriate services and support. Involve our ESOL Coordinator and ESOL Counselor in the communication process. Providing a welcoming environment for our parents and meeting with them in locations where they feel safe will create a positive effect on student achievement.	
<b>Accommodations for families experiencing homelessness</b>	
School Counselor maintains communication with Student Intervention Services and Homeless Assistance Programs. School Counselor communicates relevant information with teachers as it relates to student home situations. We will also use our social services coordinator and school administrators to communicate with parents and the district as it relates to students home needs.	

## Other Activities

List other activities that are planned to strengthen parent and family engagement at your school. You may list additional parent and family trainings here. If you plan to offer refreshments, please indicate that in the description field along with the dollar amount.

### Activity 1

Name of Activity	Brief Description
Honor Roll Events	Each quarter, all students receiving straight A's are invited to an Honor Roll Breakfast in the Media Center with their parents. Students receiving A's and B's are invited to a pizza party in the cafeteria.

### Activity 2

Name of Activity	Brief Description
Fathers Take Your Child to School Day Breakfast	Based on the District Initiative, Dads or other significant male role models are invited to bring their child to school. Dads are asked to welcome students as they arrive on campus and then join us with their child for a breakfast and raffle in the media center.

### Activity 3

Name of Activity	Brief Description
New Student Orientation / Open House	NEW students to LC Swain are encouraged to attend orientation with their parents to become familiar with the school culture and norms. Orientation is held at the end of the previous school year as well as during the summer before school starts. Parents are provided relevant information to insure they have a successful start to the upcoming year. Open House is open to ALL students at the beginning of the school year. Parents are encouraged to attend and meet the teachers and walk through their child's daily schedule.

