



Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2020-2021**

**West Zephyrhills Elementary School**

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed on by parents periodically to meet the changing needs of parents and the school.

**School's vision for engaging families:**

**What is Required:**

**Assurances: We will:**

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.

Principal: \_\_\_\_\_

Date: 9-17-2020

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**EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:**

1. Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.

Describe the method in which parents were involved	Administration surveyed our parents and students
Date of meeting to gather parent input for Comprehensive Needs Assessment	March 2, 2020
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	March 2, 2020

*\*Evidence of the input gathered and how it was/will be used should uploaded to Title I Crate.*

2. Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.

How were parents invited to develop or revise the compact?	School Advisory Council Meeting
Date of parent meeting to develop or revise the compact	May 18, 2020
What communication methods will be used between teachers & parents as well as school & parents?	In person parent conferences, telephone/Zoom conferences, emails, newsletters, Remind app, Class Dojo app, school, school messenger and home visits.
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	Grade level teams will offer and set up Zoom or phone conferences each quarter.

*\*A parent signed copy of the compact should be uploaded to Title I Crate as evidence of implementation.*

*\*Evidence of the input should be uploaded to Title I Crate.*

3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

What information is provided at the meeting? How are parents notified of the meeting?	Explanation of what Title 1 means  They will be notified by school messenger and message on marquee.
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<b>Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting</b>	TBD – Virtual Open House/Annual Title I Meeting  Administration will meet with School Leadership Team to plan for how we will accomplish this meeting during the pandemic.
<b>How do parents who are not able to attend receive information from the meeting?</b>	We will send Title I brochures home to all families, as well as links to recordings of the Zoom meeting through Class Dojo, email, etc..
<b>How are parents informed of their rights?</b>	Letter will be sent home outlining parent rights.

4. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

<b>Title III-ESOL</b>	ELL Summer Program
<b>Title IX-Homeless</b>	As needed
<b>Preschool Programs</b>	Summer VPK program, parent education activities
<b>IDEA/ ESE</b>	Annual IEP meetings, progress reports, contact home, contact case manager
<b>Migrant</b>	ABC Program, weekend food bags through Thomas Promise Foundation
<b>Other</b>	

5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

<b>Allocation</b>	\$14,894 (salary); total cost w/insurance, taxes, etc. \$24,733
<b>Explain how these funds will be used this school year</b>	The funds will be used to purchase a Parent Involvement Coordinator.
<b>How are parents involved in deciding this?</b>	School Advisory Council, Comprehensive Needs Assessment Input
<b>How did you document parent input?</b>	Surveys

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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.

- Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.
- Think of Family Engagement as a strategy to reach the goal of student achievement
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

<b><u>Building Capacity of Parents</u></b>		<b><u>How will this impact Student Achievement ?</u></b>	<b><u>Check all that apply.</u></b>					
<b><u>Title and Description of Event</u></b>		<b><u>Tentative Date/Time</u></b> Are they flexible?	<b><u>Transportation</u></b>	<b><u>Meal Refreshments</u></b>	<b><u>Childcare</u></b>	<b><u>Translation</u></b>	<b><u>How will this support learning at home?</u></b>	<b><u>SUP Goal (s) this Strategy supports</u></b>
Extended Day	Improve students' reading and math skills	January-May 2021					Students will improve their reading and math foundational skills	
STEM Workshop	Provide support for students to complete their STEM project on the computer	TBD – 2 <sup>nd</sup> Semester (2021) due to COVID-19					Support families who may not have the technology or internet access at home	
Champions for Children Workshop	Event to discuss ways of parenting and relationship building at home						Strategies for increasing compliance for following homework, task completion and strategies to manage emotions	
Pastries w/Parents	Reading fluency						Helping parents understand the importance of reading at home with their child.	
Open House	Communicating our school expectations with families	TBD – Virtual					Begin to establish a relationship between our school and families	
Great American Teach In	Expose students to future careers	TBD - Virtual						
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.		Parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments through various parent workshops, conferences and the new Student Portal.						
How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?		Our workshops/events will be evaluated through direct parent feedback and parent surveys/Exit Tickets.						
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.		We have several staff members on campus that speak a second language and we ensure that there is at least one person available to attend each event.						
What are the barriers for parents to attend workshops/events and how do you overcome these?		Transportation, childcare and work schedules can impact parent attendance. We are going to offer some of our workshops/events both in the day and evening to accommodate our families. Childcare will be provided.						
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)		We will offer our workshops during the school day and after work hours. For example, we offer workshops at 10:00 AM and another at 5:30 PM.						
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?		We have parents that are legally blind and will make sure that the information is given to them in a format that they can access. For example, we will email the information to the parent and they will be able to access the information through a translation program.						

*\*These events should be included on the Data Collection Sheet for School Events.*

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**7. Utilize strategies to ensure meaningful Communication**


Describe the methods that will be used to ensure meaningful, ongoing communication between home and school	In person parent conferences, telephone and Zoom conferences, emails, newsletters, Remind app, Class Dojo app, school website and Facebook, School Messenger, school marquee and home visits.
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**8. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.**

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Workshop for families	This will enable our staff to build positive Relationships with our parents, as well as help them become more familiar with our curriculum.	Workshops	Parents	Ongoing throughout the school year via Zoom
Social Emotional Learning (SEL) Professional Development	These training sessions will help our staff build a more compassionate school.	Presenter	School Staff	District Early Release Days

**9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.**

<u>Location of Resource Center/Area</u>	<u>Person responsible for monitoring and updating Resource Center/Area</u>	<u>List a sampling of materials made available in the Resource Center/Area</u>
Front Office/ Parent Involvement Coordinator Office	Parent Involvement Coordinator/Front Office Secretary	Informational/educational flyers/brochures, access to a computer and the internet.

Principal:  Date: 9-17-2020

*Drafts of PFEP's are due to Title I Crate by April 28th, 2020.*

*\*Copies should be placed on the school website as well as in the Title I Family and Community Binder in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

*\*A "Family Friendly" version of this plan should be distributed to families and uploaded to Title I Crate.*