



2018-2019 Title I Parent and Family Engagement Plan

Southwest Middle School



General introduction of school's vision for parent and family engagement.

Southwest Middle School will strive to provide the maximum learning potential for all students by increasing family engagement through ongoing communication, high expectations, and activities that build capacity.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

Principal:

Date:

7/30/18

Involvement of Parents

If the school wide program plan under Section 1116 (b) (1) is not satisfactory to the parents of participating children, the school will include/submit the parents' comments with the plan that will be made available to the local education agency Section 1116(b) (4).	
Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.	
Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?	All parents/families are invited to participate in developing and revising this plan. This plan is reviewed/revised multiple times a year using parent input.
How do you use the information from reviewing the plan to design strategies for more effective engagement?	This plan is reviewed multiple times throughout the school year to check progress and make changes to what has been planned. Reviewing student data provides valuable information to help determine where we need additional support to help our families understand the curriculum, state assessments, and provide strategies, materials, and resources to help support learning at home.
How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?	Parents are surveyed when developing/revising this plan and asked what types of trainings and/or workshops they would like to see the school to provide to assist in helping their child's academic achievement. Results from surveying parents is used to plan parent and staff trainings.
What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)	Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their "Parent and Family Engagement Policy". Schools are required to provide evidence that documents how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring.
How will this plan assist in providing high quality instruction for all learners?	This plan helps ensure that we provide parents/families with information, materials, and resources to support their child's learning at home by offering parent workshops on the Florida Standards, Literacy and Math, and test taking tips to support the high quality instruction provided during the school day.
How will the school share comments received from parents/families?	All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan.
How will this plan be made available to the community?	This plan is available to all parents, business partners, and School Advisory Council. The plan is also available on our school website and in the Title I parent informational notebook that is located in our front office.

Annual Parent Meeting

The school will conduct an Annual Meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout). Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with: notifications and invitations; agendas; sign in sheets; copy of the PowerPoint with specific school information and parent evaluations.

<i>Date and time you will hold your meeting?</i>	Our Annual Parent Meeting will be held on Tuesday, September 11 th at 6:00pm and Wednesday, September 12 th at 9:00 am. The night meeting on 9/11 will be held in the school cafeteria then at 6:45 pm, families will move to individual classrooms. The morning meeting on 9/12 will be held in the media center. All parents are invited and encouraged to attend one of the meetings. Mrs. Sybille Oldham-Jackson, Principal, will welcome families to SWMS, make introductions, and kick off the meeting. Lindsey Graham, Title I Contact, will direct the meeting to inform parents about the Title I requirements.
<i>Notification and invitation:</i> o How will you inform and invite parents/families in a timely way about the Annual Meeting.	All parents/families will be notified of the Annual Meeting via a flyer sent out 7 th period 2 weeks prior, a School Messenger notice 2 weeks and the Friday before the meetings, numerous social media posts (Facebook, Twitter, & Instagram), Remind messages, and school announcements. Information for the meetings will be posted on the school website and marquee in front of the school. Parent blast emails will be sent home multiple times
<i>Information:</i> <i>Please describe how your meeting will cover information about:</i> <ul style="list-style-type: none"> the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field. 	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on: 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment Information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field. Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum. Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
<i>Barriers:</i> o What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation	By offering different days and times, we hope to accommodate parents and their schedules. Transportation and childcare will not be provided; however, parents are welcome to bring their child(ren) to the meeting so that childcare is not needed at home. Translation of materials will be provided in Spanish for those families that request it. Due to the number of deaf/hard of hearing families, we will provide ASL translators at the meeting. Light refreshments will be provided before the meeting.
<i>Evaluations:</i> o How will you get feedback from parents about the meeting?	Every parent who attends the meeting will be asked to complete a short evaluation of the meeting. The evaluation is the culminating activity and asks if there is any additional information about Title I, the curriculum, or testing that they would like to learn more.
<i>Parents who do not attend?</i> o How will you get the information home to parents who do not attend the meeting?	For parents who are not able to attend the meetings, a video along with the information will be available on our school website.

Flexible Parent Meetings:

The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	Parents are provided with numerous types of communication methods of dates, well in advance of the planned activity. All dates are posted on social media, the school website, and school marquee. Parent activities are offered on different days, and sometimes different times, to meet the needs of our parent population.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	We do not offer childcare or transportation services. SWMS provides translation services for students who need accommodations in language and/or American Sign Language.

Building Capacity of Parents

School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e) (1-3). School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2).

Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as: the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.
- The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply: Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum /Florida Standards	Provide information to parents on standards by Grade level and how they can help their child at home.	Information regarding Florida Standards and the required tests by grade level/track.	October 9 – Reading @ 5:30pm December 4 – Math/Science @ 5:30pm February 19 – History/Electives Showcase @ 5:30pm		X		X
State Tests & Achievement Levels	Provide information to parents on state assessments and the achievement levels.	Information regarding Florida Standards Assessments and the End of Course assessments for 8 th grade science, Civics, Algebra I and Geometry.	October 9 – Reading @ 5:30pm December 4 – Math/Science @ 5:30pm		X		X
Transition (Kdg, MS, HS)	This activity might will provide information to parents to help their child prepare for the transition to middle school or high school and see what courses offer, including electives as well as graduation requirements.	Parents of incoming 5 th grade students will preview core and elective course options. Parents of 8 th grade students will receive information regarding core and elective course options that they will participate in high school, as well as information regarding their 4 year plan.	May 2019 – 5 th grade preview January 2019 – 8 th grade Night				X
Literacy 1116 (e)	Provide information to parents on standards by grade level and how they can help their child at home.	Information regarding Florida Standards and tips/strategies for reading. Students that attend will be eligible for a free book and the Book Fair will be available.	October 9 – Reading @ 5:30pm		X		X
Technology, Parent Portal							
College and Career							
Graduation Requirements/Scholarships							
How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?		Parents are asked to complete evaluations at the conclusion of all parent activities and leave feedback for future events. We are receive parent input at SAC meetings, as well as parent meeting to review compacts and PEEP.					
How do you evaluate effectiveness?		Parent evaluations and comments, student achievement data					
Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.		Provide information regarding curriculum and strategies for parents to use at home. Parent assistance is also mentioned in select social media posts.					
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?		SWMS has partnered with a variety of community members that serve on SAC. These individuals provide input on the decisions that we make a school-level that impacts students achievement and learning.					

Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [Section 1116(e) (3).

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...

- how to reach out to, communicate with, and work with parents/families as equal partners,
- the value and utility of contributions of parents/families
- how to implement and coordinate parent/family programs
- how to build ties between parents/families and the school

Please describe below how you do this.

Topic -Title	Purpose?	Implementation format: (Workshop, book study, etc.) Presenter?	Who is the audience?	Tentative Date/Time
Dual Capacity Building Framework	How does this help staff build school/parent relationships? The purpose of this professional development is to start brainstorming ideas and ways to create effective parent-school partnerships to increase family engagement and student achievement	Presentation will happen on a staff development day. Staff members will view the PPT and discuss it. It will also be sent via email for follow up.	School staff	October 2018

Communication

The school will provide parents of participating children; a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1116(c)(4)(B)]; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1116(c)(4)(C)];

How do you notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field?

Schools are required to notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.

How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?

We provide all parents with Right To Know letters at the beginning of the school year. Also, if a student is being instructed by a staff member for 4 or more weeks, who is not considered qualified, we will notify parents with a 4 week notification letter.

Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

Information is provided in various ways, such as: Annual Meeting, parent/family nights, website, parent conferences, extended learning opportunities, PIN, FSA/EOC testing information letters sent in the spring, newsletters.

Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?

State & district scoring reports and parent conferences

How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?

Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.

Coordination and Integration:

The school will coordinate and integrate parental involvement programs and activities that teach parents 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)].

Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:

<input type="radio"/> Homeless	The Hearth Program, funded by Title X, provides support for homeless students. Title I provides support for this program and many other activities through the Hearth Program.
<input type="radio"/> Migrant	Materials and information are provided in Spanish in addition to English to meet the needs of our school demographics. Any home visits are conducted by the school social worker.
<input type="radio"/> Preschool	NA
<input type="radio"/> ESOL	Provide services to students and parents who are English Language learners. An ESOL para provides assistance to LEP students. Materials and information are provided in Spanish in addition to English to meet the needs of our school demographics. We work in collaboration with the district ESOL department to get the services and resources to serve our ESOL students and families.
<input type="radio"/> SAC School Advisory	Members are nominated and voted on at the beginning of the school year. All parents are given the opportunity to attend quarterly meetings and provide input. Notification is provided via school marquee, parent blast emails, Remind, social media posts, and school announcements.
<input type="radio"/> PTO/PTA	Members are nominated and voted on at the beginning of the school year. All parents are given the opportunity to attend meetings and provide input. Notification is provided via school marquee, parent blast emails, Remind, social media posts, and school announcements.
<input type="radio"/> Community Agencies	Kid Packs provide meals for disadvantaged students on the weekends. We provide opportunities for community agencies to partner with our school and participate on the School Advisory Council. Many of our students live at the Florida Baptist Children's Home and we partner with them to support the students that attend Southwest. We provide information to them so that students can participate in activities and events.
<input type="radio"/> Booster Clubs	Our school music department (choir, orchestra, and band) offers a booster club to raise money and support the efforts of our students. The booster club is responsible for coordination of music department related events, as well as fundraising opportunities and activities.
<input type="radio"/> Business Partners	Southwest Middle collaborates with local business to support the school and the students. Some of our business members have students that attend SWMS and others do not. These business partners serve on the School Advisory Council and provide services to benefit our school. We utilize our business partners as mentors for students at school.

Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. Sec 1116(e)(5) and 1116(f)

<p>What opportunities do parents have to participate in their child (ren)s education? Volunteer? Section 1116 (d) (c) Mentor?</p>	<p>Parents are provided multiple opportunities at different times to participate in their child's education, such as parent conferences, PTA/SAC meetings, parent involvement activities, and TI meetings scheduled for the purpose of revising and editing documents like the compact and PFEIP. Parent are encouraged to volunteer – Instructions on how to become an approved volunteer are discussed at Annual Meeting and outlined on the school/district website.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • and other activities 	<p>Communication is provided in the following ways:</p> <ul style="list-style-type: none"> • school marquee, flyers, parent blast emails, school messenger, Remind, Facebook, Twitter, Instagram, the school website, parent meetings, progress reports, interim reports, report cards, parent conferences, state assessment & curriculum information, the school compact and the Parent and Family Engagement Plan
<p>What barriers hinder participation by parents in parental involvement activities? What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)</p>	<p>Possible barriers: language, transportation, childcare, schedule conflicts, translation (ASL), economically disadvantaged</p> <p>To overcome these barriers, we provide the following:</p> <ul style="list-style-type: none"> • ASL translators for our large Deaf and Hard of Hearing students at all family events • Spanish-English translation for materials and events/conferences • Provide dinner to families who participate in evening family events • Provide clear, easy to understand materials for all parents and students
<p>How does your school provide information to parents in their native language? What languages do you provide? Section 1116 (e) (5) Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p>	<p>Translation is provided at all school events. ASL interpreters are present at all school events. Communication is provided in English and Spanish.</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Parent University • Other 	<p>Additional Title I resource opportunities are encouraged via: school website, PIN, Annual Meeting, Compact, Parent and Family Engagement Plan, and informational flyers.</p>