



## Parent and Family Engagement Plan 2019-2020

### Westwood Middle

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 upon by parents periodically to meet the changing needs of parents and the school.

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

Our vision for Parent and Family Engagement is to increase the awareness for parents and students of the various programs and initiatives started at Westwood Middle School, as well as work steadily for increased parent involvement in the various activities and academic enrichment programs that will be offered this year. We also want teachers to learn how to better reach out to parents and guardians with information and advice that helps their students understand the need to work and take advantage of the multiple educational opportunities that exist at Westwood Middle School.

#### 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.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature:     *Lill Bth*    

Date:     08/19/2019



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### EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.

	Date of meeting to gather parent input.	How were parents invited to give input?	Describe the method in which parents were involved.	What evidence do you have to document parent/family participation?
School Improvement Plan (SIP)	8/22/2019 04/14/2020	Flyer's, newsletter, Phone Call and various survey	Feedback from the Power-point Presentation at Open House/ Title 1 Night	Survey Input Results
Parent and Family Engagement Plan (PFEP)	8/22/2019 04/14/2020	Flyer's, newsletter, Phone Call and various survey	Feedback from the Power-point Presentation at Open House/ Title 1 Night	Survey Input Results
School-Home Compact	8/22/2019 04/14/2020	Flyer's, newsletter, Phone Call and various survey	Feedback from the Power-point Presentation at Open House/ Title 1 Night	Survey Input Results
Title I Budget	8/22/2019	Flyer's, newsletter, Phone Call and various survey	Feedback from the Power-point Presentation at Open House/ Title 1 Night	Survey Input Results
Parent & Family Engagement Allocation	8/22/2019	Flyer's, newsletter, Phone Call and various survey	Feedback from the Power-point Presentation at Open House/ Title 1 Night	Survey Input Results

*\*Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

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

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

Tentative date & time(s) of meeting	August 22, 2019 @ 5:00 PM
How are parents notified of the meeting?	Informational flyers were handed out at Orientation to all students and parents who attended. Flyers were also sent home with all students on Monday, August 12th in the student packets. Phone message to sent out. Follow up reminder sent home with each student by Wednesday, August 21st.
What information is provided at the meeting?	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. 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.
How are parents informed of their rights?	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 engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	We haven taken a survey about childcare for Parent night Meetings and will work on a plan to include this in the future. Meeting times and
How will you get feedback from parents about the meeting?	A different survey will be distributed each Parent Night to solicit feedback on various issues discussed and programs presented.
How do parents who are not able to attend receive information from the meeting?	School Newsletter and information on the school website. Notices sent home in student agendas as needed.



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3. 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.

Title IV-Homeless	School counselors work with the HEARTH Program, identifying students to teachers for access to personal supplies and other assistance, tutoring school supplies, and clothing. Parents are given information about support programs in the community.
Migrant	The District has staff assigned to meet with our migrant students to assist them with the transition back to school. If the student does not speak English we have Spanish and Haitian Creole translators available.
Preschool Programs	N/A
Title III-ESOL	Westwood Middle School has a full time ESOL Teacher, fluent in Spanish and a paraprofessional to translate Haitian Creole. Every effort it made to have parent handouts in the appropriate language. Westwood has a strong working relationship with the District ESOL department, any material or supplies needed are made available to our parents and students.
SAC	All parents are invited to become part of the SAC Committee
PTO/PTA	Currently the school administration is working to restart a PTO/PTA
Community Agencies/Business Partners	There are several church and social groups that assist with the student population. Girl Scouts has started a troop at school, church groups come to assist with various meetings serving dinner or snacks to parents and students. Community and Business organizations are invited to attend Parent Nights to interact with those in attendance.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	Information will continue to be placed on the school website as well as being sent home
Describe how 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.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Annual Parent Night, alternate languages are available for parents, translators will be present for Spanish and Haitian Creole. School website is updated with parent information handouts and general school information in various languages. Reading level information will be distributed at least twice each year. Four Parent Nights will include opportunities for parents to meet with teachers. FSA and AR information will be distributed as it become available for each student.
Describe how your school provides information to parents in their native language. What languages do you provide?	All Documents sent home to parents will be translated
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Informational Flyer's to be sent home with all students about Parent Nights. Notices sent home in student agendas and phone calls.
Describe the opportunities parents have to participate in their child's education.	Parent Nights, SAC, Volunteer, Student Shadowing.

5. 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.

Topic/Title	How does this help staff build school/parent relationships?	Format for Implementation: workshop, book study, presenter, etc.	Who is the audience?	Tentative Date/Time
1st week Break out sessions	Communicate the culture of the school wide expectations and procedural systems.	Presentation, Workshop Break Out Sessions, Powerpoint Presentation	All teachers, staff and students	August 9th -23rd
PBIS- Positive Behavior Intervention Support	Implementation of Positive Phone Call logs to modify student behavior using positive feedback techniques and incentives.	Phone Logs and monthly reward recognitions	All teachers, staff and students	Monthly throughout the year

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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.
- 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>Building Capacity of Parents and Families</b>							
<b>Topic</b>	<b>Title</b>	<b>How will this impact Student Achievement?</b>	<b>Tentative Date/Time</b> Are they flexible?	<b>Transportation</b>	<b>Refreshments</b>	<b>Childcare</b>	<b>Translation</b>
Curriculum Areas	Florida Standards	Positive indicated by FSA results	All Parent Nights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	FSA and STAR Testing	Positive indicated by FSA and STAR results	Annual Parent Night and Spring Parent Nights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	FOCUS System	Staff is available at each meeting to assist parents.	All Parent Nights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Transitional Meetings	Positive indicated by FSA results	Spring Parent Nights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	Not applicable			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships	Not applicable			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Parent Teacher Conferences	Positive indicated by FSA, STAR results	Annual Assessments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Surveys with rating scores for presentation effectiveness and later for application effectiveness.
How will the needs of parents be assessed to plan future events?	We have multiple surveys each year to work on communication with parents and their information needs.
What are the barriers for parents to attend workshops/events and how do you overcome these?	We have taken a survey about childcare for Parent Night Meetings and will work on a plan to include this in the future. Meeting times and night will vary to better allow parent attendance. Translation provided at every meeting(Spanish and Haitian Creole) A meal is provided for attending parents.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	The days of the week and meeting start times will vary for the Parent Nights during the year.
How do parents who are not able to attend building capacity events receive information from the meetings?	School Newsletter with highlights of Parent Night and information on the school website.

*\*These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*