



## Parent and Family Engagement Plan 2019-2020

### Southwest 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:

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.

#### 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: \_\_\_\_\_

Date: \_\_\_\_\_

8/27/19



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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?
<b>School Improvement Plan (SIP)</b>	April 25, 2019 September 10, 2019	Social media post and flyers	Parents were provided a copy of the 18-19 PFEP. Specific input and suggestions were noted during the meeting via minutes	Agenda, sign in sheets, meeting minutes, and specific input from parents from the PFEP review
<b>Parent and Family Engagement Plan (PFEP)</b>	April 25, 2019 September 10, 2019	Social media post and flyers	Parents were provided a copy of the 18-19 PFEP. Specific input and suggestions were noted during the meeting via minutes	Agenda, sign in sheets, meeting minutes, and specific input from parents from the PFEP review
<b>School-Home Compact</b>	April 25, 2019 September 10, 2019	Social media post and flyers	Parents were provided a copy of the 18-19 PFEP. Specific input and suggestions were noted during the meeting via minutes	Agenda, sign in sheets, meeting minutes, and specific input from parents from the PFEP review
<b>Title I Budget</b>	April 25, 2019 September 10, 2019	Social media post and flyers	Parents were provided a copy of the 18-19 PFEP. Specific input and suggestions were noted during the meeting via minutes	Agenda, sign in sheets, meeting minutes, and specific input from parents from the PFEP review
<b>Parent &amp; Family Engagement Allocation</b>	April 25, 2019 September 10, 2019	Social media post and flyers	Parents were provided a copy of the 18-19 PFEP. Specific input and suggestions were noted during the meeting via minutes	Agenda, sign in sheets, meeting minutes, and specific input from parents from the PFEP review

*\*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.

<b>Tentative date &amp; time(s) of meeting</b>	Tuesday, September 10, 2019 at 6:00pm and Wednesday, September 11, 2019 at 9:00am
<b>How are parents notified of the meeting?</b>	All parents/families will be notified of the Annual Meeting via flyers sent home during 7th period, School Messenger notification, numerous social media posts, Remind messages, and school announcements. Information for the meetings will be posted on the school website and marquee.
<b>What information is provided at the meeting?</b>	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.
<b>How are parents informed of their rights?</b>	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.
<b>What barriers will you address to encourage parents/families to attend?</b>	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.
<b>How will you get feedback from parents about the meeting?</b>	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.
<b>How do parents who are not able to attend receive information from the meeting?</b>	For parents who are not able to attend the meetings, a video along with the information will be available on our school website.





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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.**

<b>Title IV-Homeless</b>	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.
<b>Migrant</b>	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.
<b>Preschool Programs</b>	NA
<b>Title III-ESOL</b>	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.
<b>SAC</b>	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 provide via school marquee, Remind, social media posts, and school announcements.
<b>PTO/PTA</b>	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 provide via school marquee, parent blast emails, Remind, social media posts, and school announcements.
<b>Community Agencies/Business Partners</b>	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. In addition, we have many partnerships and program in conjunction with local colleges/universities.

4. **Utilize strategies to ensure meaningful communication and accessibility.**

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.</b>	Communication is provided in the following ways: school marquee, flyers, parent 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.
<b>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.</b>	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.
<b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	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 newsletter.
<b>Describe how your school provides information to parents in their native language. What languages do you provide?</b>	Translation is provided at all school events if requested in Spanish.
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Translation is provided at all school events. ASL interpreters are present at all school events.
<b>Describe the opportunities parents have to participate in their child's education.</b>	Volunteering, conferences, workshops, parent engagement activities, and Annual Meeting. Communication regarding current event is advertised regularly.

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.**

<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>
Effective Parent Communication	The purpose of this professional development is to start brainstorming ideas and ways to create effective parent-school partnerships by increasing the amount of two-way communication to impact family engagement and student achievement	Presentation	Staff	October 2019

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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>								
<u>Topic</u>	<u>Title</u>	<u>How will this impact Student Achievement?</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Transportation</u>	<u>Refreshments</u>	<u>Childcare</u>	<u>Translation</u>	<u>How will this support learning at home?</u>
Curriculum Areas	Literacy Night Math & Science Night	Provide information to parents on standards by grade level and how they can help their child at home.	October – Reading @ 6pm December – Math/Science @ 6pm		✓		✓	Parent will gain an understanding of the curriculum requirements needed of their students to be proficient in specific core content areas
State Assessments & Achievement Levels	Literacy Night Math & Science Night Student Success Night	Provide information to parents on state assessments and the achievement levels.	October – Reading @ 6pm December – Math & Science @ 6pm March – Student Success Night @ 6pm		✓		✓	Parent will gain an understanding of state assessments/achievement level and the impact on their student's educational process.
Technology, Parent Portal								
Transition (Kdg, MS, HS)	5th Grade Preview Night	This activity night will provide information to parents to help their child prepare for the transition to middle school and see what courses offer, including electives as well as graduation requirements.	May 2020 – 5th grade preview		✓		✓	Families will gain an understanding of the requirements of moving to middle school.
College & Career								
Graduation Requirements & Scholarships								
Conferences								

How will workshops/events be evaluated?	Parents will be encouraged to fill out evaluations for each parent activity that they attend.
How will the needs of parents be assessed to plan future events?	Parents are asked to complete evaluations at the conclusion of all parent activities and leave feedback for future events. We receive parent input at SAC meetings, as well as parent meeting to review compacts and PFEP.
What are the barriers for parents to attend workshops/events and how do you overcome these?	There are many barriers that prevent families from participating; however, we send out multiple forms of communication to advertise events, we provide free refreshments for families, and we also provide translation for our Spanish-speaking families and ASL translations for DHH students/families.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Flexible dates and times are offered, including offering Annual meeting twice with one evening and one morning session.
How do parents who are not able to attend building capacity events receive information from the meetings?	Information and materials from parent events will be made available on the school's website.

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