

Westpine Middle School
School-Level Parent and Family Engagement Plan (PFEP)
2019-2020

Mission Statement

Westpine Middle School is committed to delivering educational opportunities for students to achieve personal and academic success. We believe that a partnership must exist between our parents and our school. We promote positive communication between the school and our student's home. The school provides a variety of opportunities for parents to be involved in activities supporting our school.

Engagement of Parents and Families

Westpine Middle School will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

Parents will be invited and encouraged to become active members of the School Advisory Council (SAC). At the SAC meetings parents will be provided information regarding the school's Title I allocation (inclusive of professional development and parent involvement allotments). Parents will be given the opportunity to provide input in the development and decision-making process of all Title I activities related. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's parent and family engagement plan.

Coordination and Integration

Westpine Middle 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)].

Count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental support provided by the school will be discussed with parents during the development of their student's IEP. Information is also available onsite in the Parent Resource Center in the Guidance office.
2		
3		

Annual Parent Meeting

Westpine Middle School will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline (Including frequency and duration)	Evidence of Effectiveness
1	Orientation Letter	Principal	Second week of school	letter
2	Public Meeting Flyer	Melissa Zavala	Third week of school	Flyer, letter, school website, marquee, parent link
3	Parent link	Administrator	2 weeks prior to the meeting date	Parent link report
4	Agenda and Sign in sheets	Principal, Melissa Zavala	A week before the event	Sign in sheets, agenda, social media feedback

Flexible Parent Meetings

Westpine Middle School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].

Westpine Middle School will schedule meetings to be held at various times during the day or evening, to better accommodate parents. Our school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising the school's Title I Plan. Teachers will hold conferences individually with parents of children in their classrooms either before school or for IEP meetings to accommodate the parent's schedule. Parents will be given a summary of the students' test scores and an explanation of the interventions that teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. The school will offer parents a special workshop each year to provide an explanation of statewide assessment systems, standards, and other accountability measures.

Building Capacity

Westpine Middle School will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Annual Parent Meeting	Principal, Melissa Zavala	Parents will be provided with grade specific handouts and outlining and identifying Florida Standards and strategies they can use at home	Sept 2019	Flyer, agenda, sign in sheets, evaluation forms	Parents who are informed about the expectations of their students improve their achievement
Individual Conferences	Guidance counselor s, teachers	Teachers will conduct individual conferences to discuss a student's	Sept – Jun 2019-2020	Flyer, agenda, sign in sheets, evaluation forms	Parents who are informed about the expectations of their students improve their

		assessment results , expectations, and goals for the year.			achievement
Family Science, technology, engineering, math (STEM) night	Literacy team, science, math dept	Parents will be provided with grade specific handouts and outlining and identifying Florida Standards and strategies they can use at home	Oct-Nov 2019	Flyer, agenda, sign in sheets, evaluation forms	Parents who are informed about the expectations of their students improve their achievement
Family literacy Night	ELA/Literacy dept, reading coach	Parents will be provided with grade specific handouts and outlining and identifying Florida Standards and strategies they can use at home	Jan – Feb 2019	Flyer, agenda, sign in sheets, evaluation forms	Parents who are informed about the expectations of their students improve their achievement
5 th Grade Matriculation	Guidance, Administration, all depts	Parents of 5 th grade students will have the opportunity to tour and learn about our school, ask questions to teachers and administrators , and gain knowledge and information related to middle school	Feb – Apr 2020	Flyer, agenda, sign in sheets, evaluation forms	

Innovative Program Showcase	Literacy/ Administration Team	Parents will be able to experience and get additional information on the innovative programs and extracurricular activities	Oct – Feb 2019 - 2020	Flyer, agenda, sign in sheets, evaluation forms	
				Flyer, agenda, sign in sheets, evaluation forms	

Staff Training

Westpine Middle School will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Communicating with Parents	Principal designee	Improve the ability of staff to effectively communicate with parents	Sept – Nov 2019	Agenda, sign in sheets	When there is better open effective communication students perform better
Social emotional learning	SEL Committee	Teachers better able to address students social, emotional and academic needs	Aug – Jun 2019-2020	Agenda, sign in, evaluation forms/feedback	When all students needs are met they perform better
Equity Training	Barnes and the Equity training team,	Faculty and staff	Aug – Jun 2019 - 2020	Agenda sign in sheets, teacher feedback forms	When we are more sensitive, and meet them at their current level they perform better.
Project-based Learning	Principal designee	Students learn through a problem-solving, real world approach	Aug – Jun 2019 - 2020	Lesson plans, formative and summative assessments	Proven learning strategy that improves students achievement

Other Activities

Westpine Middle School will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections

1116(e)(4), 1116(e)(13) and 1116(e)(14)].

Title I Resource bus, Parent Resource center, guidance dept

Communication

Westpine Middle School will provide parents of participating children the following [Section 1116(c)(4)]:

- *Timely information about programs under this part [Section 1116(c)(4)(A)];*
- *A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [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, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and*
- *If the school-wide program plan under Section 1114 (b is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

Westpine Middle School will provide information about Title I programs in a timely manner, using various methods of communication (newsletter, website, marquee, meetings, parentlink). Information about Title I programs, academic programs, Florida State Standards, Grade Level Expectations, and forms of academic assessment will be shared with parents during Open House/Title I Information Meeting, parent conferences, any other time a parent requests such information. Classroom teachers will explain and discuss the school's curriculum, the Florida State Standards and types of assessments used to measure student progress during Open House. Title I teachers and administration will explain Title I programs and opportunities at the Title I Public Meeting. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at the annual Title I Public Meeting. Florida Standards Assessment data will be shared through the school website and direct written communication to parents and parent meetings such as school Advisory Council (SAC).

Accessibility

Westpine Middle School will provide full opportunities for participation in parental

involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].

Westpine Middle School will provide the Parent and Family Engagement Plan (SPIP) in English, Spanish, and Haitian Creole. Parents will be sent notification of the plan in the schools newsletter, website, and made available in the front lobby of the school. All correspondences regarding the parent meetings will be created in the aforementioned languages and distributed to parents to increase participation.

School-Parent Compact

As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.


This plan was adopted by the school on 05/02/2019 and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2019.



Signature of Principal

5/28/19

Date



SAC Chairperson

5-28-19

Date