



Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2019-2020**

**Crews Lake Middle 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:**

Crews Lake Middle believes positive parental involvement is essential in guiding the social, emotional, and academic growth of students. Our mission as educators and staff at Crews Lake is to educate, inspire and empower our diverse learners to shape their futures, to accomplish their dreams and to contribute positively to our local and global economies.

**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: \_\_\_\_\_

October 17, 2019

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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.**

<b>Describe the method in which parents were involved</b>	Parents are involved in reviewing the current Parent Involvement plan through SAC meetings. The members provided feedback which was integrated into the plan for 2019-2020.
<b>Date of meeting to gather parent input for Comprehensive Needs Assessment</b>	February 28, 2019—Parent Focus Group Meeting (SAC) May 14, 2010—Review allocation of Title 1 funds for 2019-2020 School year
<b>Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan</b>	February 28, 2019—Parent Focus Group Meeting (SAC) May 14, 2010—Review allocation of Title 1 funds for 2019-2020 School year

*\*Evidence of the input gathered and how it was/will be used should be 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.**

<b>How were parents invited to develop or revise the compact?</b>	Parents are involved in reviewing the current Parent Involvement plan through SAC meetings. The members provided feedback which was integrated into the plan for 2019-2020.
<b>Date of parent meeting to develop or revise the compact</b>	On February 28, 2019 the compact was reviewed for the upcoming school year.
<b>What communication methods will be used between teachers &amp; parents as well as school &amp; parents?</b>	School compacts are sent home with students at orientation and at the beginning of the school year. All incoming students and families also receive a school compact. Students are monitored for return of the compact. Communication with families is also provided through School Messenger, Facebook Parent Conferences and our website.
<b>Elementary schools are required to hold at least one face to face conference with parents. Explain your process?</b>	NA

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

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*\*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.**

<b>What information is provided at the meeting? How are parents notified of the meeting?</b>	Overview of Title 1, how Title 1 funds are used at CLMS. An introduction of middle school standards and expectations. An overview of the My Student portal and EWS were provided to parents. Lastly, we gave parents several options to get involved at CLMS.  Website, Facebook, School Messenger and Marquee
<b>Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting</b>	August 27, 2019  Meet with planning committee Plan and discuss agenda Consider parent input
<b>How do parents who are not able to attend receive information from the meeting?</b>	All documents are posted on the website.
<b>How are parents informed of their rights?</b>	Parent Right to Know letters, which are distributed to all students.

**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>	CLMS collaborates with ESOL programs to encourage parents to attend any parent activities sponsored by the ESOL program. We provide support for parents by accessing language services through district as needed for parents and provide conference with parents to address the students learning needs in English. Our ESOL Instructional Assistant has close relationships with students and families to assist them in and out of the classroom.
<b>Title IV-Homeless</b>	CLMS collaborates with the Students in Transition program to identify students in need of the services provided by this program. Additionally, our school counselors and social worker provide ongoing referrals to outside agencies to provide access to basic needs and meeting the learning needs of their child.
<b>Preschool Programs</b>	NA
<b>IDEA/ ESE</b>	CLMS collaborates with IDEA/ESE to provide supports to our students with disabilities. Teachers meet with families to review IEP needs and to educate parents regarding their child's educational progress.
<b>Migrant/Homeless</b>	NA
<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>Minimum allocation</b>	\$1952
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<b>Explain how these funds will be used this school year</b>	Funds and additional funds have been allocated to provide parent nights at the school. The parent nights will focus on our academics and social and emotional learning.
<b>How are parents involved in deciding this?</b>	Parents provided input at the SAC meetings for the need for more support for families and form more information about academics and social and emotional learning.
<b>How will you document parent input?</b>	Parents will sign in and will be surveyed for additional topics of interest.

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</b>		<b>How will this impact Student Achievement?</b>	<b>Tentative Date/Time</b> Are they flexible?	<b>Check all that apply.</b>				<b>How will this support learning at home?</b>
<b>Title/Topic of Event</b>				<b>Transportation</b>	<b>Meal Refreshments</b>	<b>Childcare</b>	<b>Translation</b>	
<b>Curriculum Areas</b>	Curriculum and Social Emotional Learning Night	Parents will be provided information about what their children are learning in the classrooms and ways in which they can help their child's education at home.	December 2019					The overview provides parents with the standards and expectations to help them in working with their children at home.
<b>Achievement Levels, Expectations and Assessments</b>	Annual Title 1 Meeting	This event will review state achievement levels, middle school progression expectations.	8/27/19		X			The overview provides parents with a comprehensive overview of state standards, assessments and expectations.
<b>Progress Monitoring</b>	Annual Title 1 Meeting Progress Reports Report Cards	At this meeting parents are apprised of the Multi-Tiered System of Support.	8/27/19		X			The overview provides parents with an outline of how the school supports learning for ALL students.
<b>Other Activities</b>	PBIS Rewards System -----	All parents receive a letter and school messenger contact, to track their child's PBIS rewards.	9/3/19					Parents are provided the necessary information for logging into the system. -----
	Fall Festival with MGES and SHES	Bringing the families of our community together from 3 schools	10/25/19					This is a great opportunity to bring the community together to strengthen our alignment within our feeder pattern.
<b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>		Parents will be provided information regarding curriculum, achievement, progress monitoring and assessments at the Annual Title 1 meeting and at parent workshops throughout the year.						
<b>How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?</b>		Events will be evaluated based on feedback from parents, at each event parents will be surveyed and given the opportunity to provide feedback.						
<b>Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.</b>		For those families who need translation our ELL Instructional Assistant will be on hand at events and if necessary we will work with the district as well to provide accommodations.						

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<b>What are the barriers for parents to attend workshops/events and how do you overcome these?</b>	One of the key barriers for families is work hours, many of our working families cannot make it to school for such meetings. We continue to work with our feeder pattern Elementary schools to strengthen family engagement.
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Throughout the year we schedule our family engagement activities at various times to accommodate family's participation, they may not be able to attend all but there are ample opportunities for them to attend some events throughout the year based on the times for such activities.
<b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Any parent with a disability must make a request and we will make every effort to make reasonable accommodations in accordance with ADA.

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

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

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school</b>	Families and teachers are encouraged to have ongoing communication through parent teacher conferences. The school will also make use of various forms of digital media to communicate with families including social media, School Messenger, newsletters, etc.
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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>
Trauma Informed Care	This topic will assist staff members to understand the role trauma plays in the brain's development and how to mitigate that in school, while being sensitive to the role of the family.	Workshop	All Staff	Ongoing throughout the school year
Verbal De-escalation	We have a partnership with USF and will be working on this topic and anticipate that our staff will develop skills to better communication with students and families.	Workshop, collaboration with District office	Leadership Team and All Staff	Ongoing throughout the school year

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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	Principal, Assistant Principal and office staff.	1. How to create MyStudent account 2. Access to Canvas 3. Early Release days 4. Insurance Forms 5. United Way 6. Title 1 Information 7. School Advisory Information 8. Title 1 Binder

10. Evaluation of the 2018-2019 Plan:

- Data Collection Sheet for School Events submitted to Title I. Date of submission: \_\_\_\_\_
- Compliance items submitted to the Title I office. Date of notice of completion: \_\_\_\_\_
- N/A – not a Title I school in 2018-2019

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

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

*Drafts of PFEP's are due to the Title I office by June 1, 2019.*

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*\*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.*