



Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2020-2021**

**Paul R. Smith 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:** Our mission at Paul R. Smith Middle School is to develop self-motivated lifelong learners who reach their highest potential. This occurs through a challenging and stimulating curriculum and the establishment of positive relationships between teachers, students, parents, and the community.

**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: Joel Di Vincent

Date: April 24, 2020

Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2020-2021**

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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.**

Describe the method in which parents were involved	Paul R. Smith Middle School will solicit and incorporate parent feedback when making decisions regarding the use of Title I funds to enhance the learning experiences of our students. Parents are encouraged to be a part of the School Advisory Council (SAC). All parents were invited to join SAC through schoolwide communication and during Open House where the PFEP was distributed and feedback was collected. Parent feedback is documented throughout the year in the School Advisory Council minutes.
Date of meeting to gather parent input for Comprehensive Needs Assessment	11/14/2019, 12/19/2019, 1/16/2020
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	11/14/2019, 12/19/2019, 1/16/2020

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

How were parents invited to develop or revise the compact?	<p>Paul R. Smith Middle School will partner with our families utilizing a School/Family Compact. The Compact will specify the expectations and goals for the student, family and school. These expectations will enable the student to have a meaningful experience with a focus on academic achievement.</p> <p>Paul R. Smith Middle School will solicit and incorporate parent feedback when making decisions regarding the home compact to enhance the learning experiences of our students. Parents are encouraged to be a part of the School Advisory Council (SAC). Parents are invited to join SAC through schoolwide communication and during Open House.</p>
Date of parent meeting to develop or revise the compact	11/14/2019, 12/19/2019, 1/16/2020

Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2020-2021**

**Paul R. Smith Middle School**

<b>What communication methods will be used between teachers &amp; parents as well as school &amp; parents?</b>	<p>Paul R. Smith Middle School is committed to providing our families with consistent and timely information. Families will be informed of school events, volunteer opportunities, and specific student information through various modes of communication:</p> <ul style="list-style-type: none"> <li>• School messenger phone system</li> <li>• School website - <a href="http://prsms.pasco.k12.fl.us/">http://prsms.pasco.k12.fl.us/</a></li> <li>• Social Media – Facebook, Instagram, and Twitter; linked to our website</li> <li>• Documents sent home with students – including monthly newsletters</li> <li>• Progress reports and report cards</li> <li>• myStudent parent portal</li> <li>• Parent and teacher conferences</li> </ul>
<b>Elementary schools are required to hold at least one face to face conference with parents. Explain your process?</b>	N/A

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

*\*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>	<p>Information provided to the parents at the annual Title I meeting includes the following: What is Title I, requirements for Title I, what Title I funds are used for, how PRSMS uses their Title I funds, an overview of district curriculum being used and assessments for progress monitoring, how parents can help the school and be involved, what parents can do to help their child, and an open question and answer forum.</p> <p>Parents are notified of this meeting via the School Website, Weekly School Messenger calls, Facebook, twitter, PA announcements to students, and our school marquis.</p>
<b>Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting</b>	Our Annual Title I Meeting is planned for our Open House/Meet the Teacher date on 08/5/2020 at 8:30 AM. The school developed a brief PowerPoint presentation to address frequently asked questions about Title I. The school will follow up on any feedback from parents.
<b>How do parents who are not able to attend receive information from the meeting?</b>	The information will be made accessible to parents who cannot attend the meeting as the PowerPoint presentation and information will be posted to the school’s website and will be kept in the school’s parent involvement binder.

Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2020-2021**

**Paul R. Smith Middle School**

<b>How are parents informed of their rights?</b>	Parents are informed of their rights verbally at our Annual Title I meeting as well as via a letter that is sent home with their child.
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- 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>	N/A
<b>Title IX-Homeless</b>	PRSMS engages our district office supports within the Students in Transition program.
<b>Preschool Programs</b>	N/A
<b>IDEA/ ESE</b>	PRSMS offers academic support to students with disabilities through in-class support facilitation and self-contained services.
<b>Migrant</b>	PRSMS engages our district office supports within appropriate programs
<b>Other</b>	Pace/Reach program on campus every school day.

- 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>Allocation</b>	ITC Math, LDC ELA
<b>Explain how these funds will be used this school year</b>	Parent engagement activities and curriculum events throughout the year.
<b>How are parents involved in deciding this?</b>	Parents are involved in the decision process through School Advisory Council (SAC) procedures.
<b>How did you document parent input?</b>	Parent input is documented through School Advisory Council (SAC) minutes.

- 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.**
- **Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.**
  - **Think of Family Engagement as a strategy to reach the goal of student achievement**
  - **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.**

Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2020-2021**

**Paul R. Smith Middle School**

<b><u>Building Capacity of Parents</u></b>	<b><u>How will this impact Student Achievement ?</u></b>	<b><u>Tentative Date/Time</u></b> Are they flexible?	<b><u>Check all that apply.</u></b>					<b><u>How will this support learning at home?</u></b>	<b><u>SUP Goal (s) this Strategy supports</u></b>
<b><u>Title and Description of Event</u></b>			<u>Transportation</u>	<u>Meal Refreshments</u>	<u>Childcare</u>	<u>Translation</u>			
<b>Curriculum Areas:</b> Parent/family events will be scheduled quarterly	Students and families will engage in enrichment activities directly tied to the Florida standards. Parents will learn about the school program and how they can support their child.	Once per quarter: October, 2020 , December 2020, February, 2021, March, 2021		X	X		Families will learn how to support their children with the academic rigors of middle school. These workshops aim to empower and build understanding with our parents so they can support and participate in their child's learning.	PRSMS teachers will provide evidence of well-planned, rigorous lessons that are aligned to the Florida standards.	
<b>Achievement Levels, Expectations and Assessments:</b> Cambridge Summer Camp with parent presentation  6 <sup>th</sup> grade Orientation Camp with parent presentations	Preparing parents for the rigors of middle school curriculum and school expectations	July 24		X		U P O N R E Q U E S T	Families will learn how to support their children with the academic rigors of middle school. These workshops aim to empower and build understanding with our parents so they can support and participate in their child's learning.	PRSMS staff will begin implementing social emotional learning opportunities within their classrooms.	
<b>Progress Monitoring:</b> SAC Meetings  Open House	Improving the school's programs and learning environment	Monthly  8/5/2020		X			Monthly parent involvement and progress monitoring  Communication and information; Title 1 parent meeting	PRSMS staff will collect, organize, and analyze early warning system data to monitor academic, behavior, and attendance status of all students.	
<b>Other Activities:</b> One Book, One School  AVID field trips and presentations	Encourages literacy skills and engagement by building a community of readers.  AVID supports college awareness and readiness	August & September  Per semester		X	X		Families will engage with their children around the reading of the schoolwide book which will create a bridge between building literacy achievement levels at both home and school.  Families will have opportunities to engage their students in conversations around college and career planning and readiness.	PRSMS teachers will provide evidence of well-planned, rigorous lessons that are aligned to the Florida standards.  PRSMS staff will begin implementing social emotional learning opportunities within their classrooms.	
<b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>		Information is updated regularly and posted on our website. Parents can utilize myStudent to monitor student progress as well as staying in touch with the teacher via email, phone calls, and social media.							

Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2020-2021**

**Paul R. Smith Middle School**

<p><b>How will workshops/events be evaluated?          How will the needs of parents be assessed to plan future events?</b></p>	<p>Events and or Workshops will be evaluated through attendance, verbal feedback from parents on the night of the event as well as feedback surveys.</p>
<p><b>Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.</b></p>	<p>Families who speak a language other than English will receive district materials in their language and/or will receive support from bi-lingual staff.</p>
<p><b>What are the barriers for parents to attend workshops/events and how do you overcome these?</b></p>	<p>Transportation is a barrier with some of our parents. One way to overcome this is to try and offer events at different times of the day when they may have transportation available. We can also video our events and post on our website for any family who was unable to attend an opportunity to access the information. We will provide meals at academic parent events.</p>
<p><b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b></p>	<p>We will offer events at different times of the day. Parents seem to respond positively to events that include meals. Academic events will occur during the school day, late afternoon, and early evening.</p>
<p><b>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b></p>	<p>Paul R. Smith middle school was built in 2006 and is a fully ADA compliant facility. Access ramps allow for access to all buildings and a functioning elevator allows access to second story classrooms.</p>

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

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

<p><b>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school</b></p>	<p>Paul R. Smith Middle School is committed to providing our families with consistent and timely information. Families will be informed of school events, volunteer opportunities, and specific student information through various modes of communication:</p> <ul style="list-style-type: none"> <li>• School messenger phone system</li> <li>• School website - <a href="http://prsms.pasco.k12.fl.us/">http://prsms.pasco.k12.fl.us/</a></li> <li>• Social Media – Facebook and Twitter; linked to our website</li> <li>• Documents sent home with students – including monthly newsletters</li> <li>• Progress reports and report cards</li> <li>• myStudent parent portal</li> <li>• Parent and teacher conferences</li> </ul>
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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>
Teacher Pre-planning week	Specific strategies to support staff with parent communication	Face to face training	Teachers and Staff	August 2020
School Leadership Team Training	Specific strategies on student and family engagement	Face to face training	Teachers and Staff	Monthly: August-May
Eagle Professional Development	Specific training on Social Motional Learning	Face to face, Early Release Days	Teachers and Staff	Monthly: September-May

**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	Ms. Chrissie Mills and Ms. Kailin Klemmer	Variety of parent resource brochures covering critical topics.

Pasco County Title 1 School Level  
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Principal: Joel Di Vincent

Date: April 24, 2020

**Drafts of PFEP's are due to Title I Crate by April 28th, 2020.**

*\*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.*