

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2024-2025

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: _____

Date: _____

8/7/24

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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	PRSMS will solicit and incorporate parent feedback when making decisions regarding the use of Title I funds to enhance the learning experiences of our students. All parents were invited to join the School Advisory Council (SAC) and the Title I Engagement meeting. All parents were invited to join SAC through schoolwide communication, during Meet the Teacher/Registration Day, advertisement on the school website, and weekly parent newsletters. The 23-24 PFEP was distributed to parents during SAC. Feedback was collected in person during the SAC meeting and through a digital MachForm survey for families who could not attend in person. Feedback was documented by the principal and assistant principal to add to the Comprehensive Needs Assessment and for reflection with the leadership team when planning for the next school year.
Date of meeting to gather parent input for Comprehensive Needs Assessment	December 11, 2023
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	November 13, 2023 and December 11, 2023

**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.

How were parents invited to develop or revise the compact?	PRSMS partnered with our families to develop the 23-24 School/Family Compact. All parents were invited to join the School Advisory Council (SAC). All parents were invited to join SAC through schoolwide communication, during Meet the Teacher/Registration Day, advertisement on the school website, and weekly parent newsletters. The 23-24 Compact was distributed to parents in SAC meetings to give feedback. Feedback was given during 3 SAC meetings to develop, collaborate, and refine what the compact needed to include. Feedback was given through editing copies of the compact as well as discussions around changes. Feedback was documented by assistant principal Mrs. Synnott to revise and make changes.
Date of parent meeting to develop or revise the compact	November 13, 2023; December 11, 2023; January 29, 2024

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What communication methods will be used between teachers & parents as well as school & parents?	<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"> • School messenger phone system • School website - http://prsms.pasco.k12.fl.us/ • Social Media – Facebook, Instagram, and Twitter; linked to our website • Documents sent home with students • Progress reports and report cards • myStudent parent portal • Parent and teacher conferences: with face to face and virtual options • Weekly Parent Newsletter sent to student and parent emails every Friday
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	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.

<p>What information is provided at the meeting? How are parents notified of the meeting?</p>	<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, the beginning of the year parent event flyer mailed home, and the weekly newsletter.</p>
<p>Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting</p>	<p>Our Annual Title I Meeting will be held on Monday, September 9th at 8:30am in the Media Center. The school will develop a brief PowerPoint presentation to address frequently asked questions about Title I. The school will follow up on any feedback from parents.</p>
<p>How do parents who are not able to attend</p>	<p>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 newsletter and will be</p>

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receive information from the meeting?	kept in the school's parent involvement binder. A virtual option will be made available for parents to attend online Parent University and the meeting will be recorded for families to access via YouTube and the newsletter.
How are parents informed of their rights?	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.

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.

Title III-ESOL	Split District ESOL Teacher with Anclote HS, District ESOL support monthly, ESOL IA daily push ins, AVID XL
Title IX-Homeless	PRSMS engages our district office supports within the Students in Transition program.
Preschool Programs	N/A
IDEA/ ESE	PRSMS offers academic support to students with disabilities through in-class support facilitation with ESE Teachers and self-contained services with our SBP program.
Migrant	PRSMS engages our district office supports within appropriate programs
Other	Mental health services provided on campus as well as resources for parents to access services off of campus.

5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

Allocation	\$12,026
Explain how these funds will be used this school year	Parent engagement activities and curriculum events throughout the year. We will host our annual Fright Fest, Spring Fling, PMP Night, Literacy Night, Curriculum Fair, 6 th Grade Parent University, Eagle Eyes Program, and monthly Parent University meetings.
How are parents involved in deciding this?	Parents are involved in the decision process through School Advisory Council (SAC) procedures.
How did you document parent input?	Parent input is documented through School Advisory Council (SAC) minutes.

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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.
- 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.

Building Capacity of Families								
SuP goals	Title/Description of Strategy	How will this impact student achievement?	When will this occur?	When applicable, indicate the services you will provide to families.				How will this support learning at home?
				Transportation	Light Refreshments	Childcare	Translation	
1.By the end of the 24/25 SY 80% of all students will show at least 10% growth or demonstrate proficiency of a level 3 or higher on district/state benchmark assessments by the end of the academic 2024-	6 th Grade Parent University PMP Night Literacy Night Monthly Data Chats	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.	August 2024 October 2024, January 2025, Monthly	x	x	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.

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2025 school year.	Parent University Monthly Meetings Title I District Academic Modules	Monthly topics that address curriculum, standards, study habits, supporting middle school children, etc to give families tools and resources to use at home.	Monthly virtual meetings in the evenings at 6:00 pm or 7:00 pm	X (virtual)				Giving families tools and resources that they may not be aware of to help them in the future. Communication, progress monitoring.
2. By the conclusion of the 24-25 SY, stakeholder morale will increase through the implementation of monthly activities planned to foster positive relationships across all stakeholder groups.	SAC Meetings Open House/Registration/Meet the Teacher Day Increased social media and website presence Updated Parent Resource Center in Front Office Weekly newsletters	Increased communication and collaboration between families, students, teachers, and staff. This will support student achievement by giving more opportunities for supports.	August 2024, monthly SAC meetings, weekly updates	X (virtual)		X	X	Giving families tools and resources that they may not be aware of to help them in the future.
	Fright Fest Spring Fling Curriculum Night Monthly Calendar Events to include families	Students and families will have opportunities to learn and celebrate together important academic milestones and learning together.	Monthly and October 2024, January 2025, April 2025			X	X	Families will increase engagement and support in their child's education with increased involvement on campus.

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3. By the conclusion of the 24-25 SY, on-track academic performance will increase by 10% from the previous school year.	SAC Meetings Monthly Data Chats 6 th Grade Parent University PMP Night Literacy Night Monthly Parent University	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.		x (virtual options)	x	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.
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Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Information is updated regularly and posted on our newsletters and 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. Information will be distributed at the Annual Title I Meeting
How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?	Events and or Workshops will be evaluated through attendance, verbal feedback from parents on the night of the event as well as feedback surveys.
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.	Families who speak a language other than English will receive district materials in their language and/or will receive support from bi-lingual staff.
What are the barriers for parents to attend workshops/events and how do you overcome these?	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 are increasing our virtual event presence through the Parent University meetings and will offer recordings that families can view on YouTube through our newsletter. We will also provide meals at academic parent events.

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How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	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 late evening. Virtual events will be offered in the evening and via recording.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	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.

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

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7. Utilize strategies to ensure meaningful Communication

<p>Describe the methods that will be used to ensure meaningful, ongoing communication between home and school</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"> • School messenger phone system • School website - http://prsms.pasco.k12.fl.us/ • Social Media – Facebook, Instagram, and Twitter; linked to our website • Documents sent home with students • Progress reports and report cards • myStudent parent portal • Parent and teacher conferences • Weekly Newsletters sent to student and parent emails on Fridays
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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. Indicate below if you are choosing to participate in the Scholastic provided PD, or the district micro-PD video option, or a combination of both. 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>
Scholastic PD/District Micro Title I PDs	Increasing staff awareness of Title I procedures and how to involve families in this process	Face to face training and resources supplied in staff newsletter and Sharepoint	Teachers and Staff	August and September 2024
Teacher Pre-planning week	Specific strategies to support staff with parent communication	Face to face training	Teachers and Staff	August 2024
School Leadership Team and AVID Site Team Training	Specific strategies on student and family engagement	Face to face training and Summer PD	Teachers and Staff	June (AVID and Kagan) Monthly: August- May
Eagle Staff Professional Development	Specific training on resiliency, parent communication, and family engagement	Face to face, Early Release Days, staff PD days, whole group and small group learning, optional lunch and learns	Teachers and Staff	Monthly: September-May

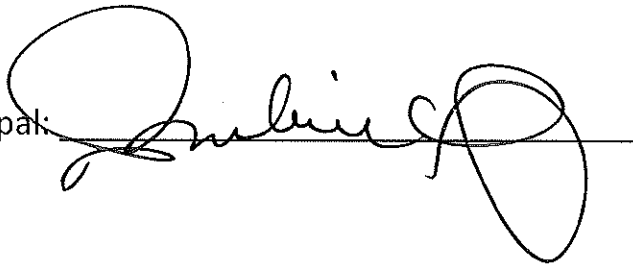
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9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

<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	Mrs. Tamara Littlejohn, Mrs. Raychel Olson, and Mrs. Kelsey Synnett	Variety of parent resource brochures covering critical topics, a computer center to access virtual materials, QR codes and sign ups for upcoming events, and a scrolling tv with upcoming and important information

Principal:



Date:

8/7/24

Drafts of PFEP's are due in Title I Crate by April 15th, 2024.

**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.*

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