



Pasco County Title 1 School Level  
**Parent and Family Engagement Plan 2023-2024**

**Raymond B. Stewart 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:**

To create a legacy of excellence with the support of our families and communities.

**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: 4/7/23

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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	<p>All parents were provided a digital Parent Engagement survey link sent out on 2/13/22 through school messenger as a phone call, email, and text message. The survey link was also posted in our February 12, 2023 Bulldog Bark Newsletter on our website and sent through email on 2/10/23.</p> <p>All parents were invited to the March 23, 2023 SAC meeting through a 3/10/23 school messenger as a phone call, email, and text message. An invitation was also communicated through the March 20, 2023 newsletter that was posted on our website 3/10/23.</p> <p>During the March 23 SAC meeting, with the parents who were present, we reviewed the data from the Parent Engagement, the 22-23 Parent and Family Engagement Plan, and the Home and School Compact. I used the PFEP parent input form to ask questions, facilitate discussion, and take notes on changes.</p>
Date of meeting to gather parent input for Comprehensive Needs Assessment	10/13/22 SAC Meeting, February 2/12-3/3 Parent Engagement Survey
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	March 23, 2023

*\*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>All parents were invited to the March 23, 2023 SAC meeting through a 3/10/23 school messenger as a phone call, email, and text message. An invitation was also communicated through the March 20, 2023 newsletter that was posted on our website 3/10/23.</p> <p>During the March 23 SAC meeting, with the parents who were present, we reviewed the data from the Parent Engagement, the 22-23 Parent and Family Engagement Plan, and the Home and School Compact. I used the PFEP parent input form to ask questions, facilitate discussion, and take notes on changes.</p>
Date of parent meeting to develop or revise the compact	March 23, 2023

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What communication methods will be used between teachers & parents as well as school & parents?	Communication by all stake holders take place through announcements on webpage, Facebook postings, Connect Messages, Zoom Parent/Teacher Conferences, Virtual Community Connections Nights
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.**

What information is provided at the meeting? How are parents notified of the meeting?	Parents are invited to the Annual Parent Meeting through a variety of ways: school webpage, Facebook, Connect Message, Parent Flyer, Announcements on News Show. Information that was presented included requirements of Title One, Title One Budget, Parents Right to Know, State Assessments, Textbooks, Qtr. Assessments and other RBSMS school wide initiatives include Virtual Community Connections Events.
Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	The Annual Title One Meeting tentatively takes place on October 15. Prior to this meeting, a Title One planning committee will review the CNA and results of the Parent Survey. This information will assist the team in the development of the agenda so that so it would meet the needs of the parents.
How do parents who are not able to attend receive information from the meeting?	Title One information is posted on the school web-page. All handouts are available for parents to download.
How are parents informed of their rights?	All parents receive the Parents Right to Know Pamphlet posted on our website and sent home though school messenger.

**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	
Title IX-Homeless	
Preschool Programs	
IDEA/ ESE	
Migrant	
Other	Thomas Promise

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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>	\$3,000.00 Parent Involvement Supplies \$23,537.00 Community Connections Activities/ Events (staff hourly rate)
<b>Explain how these funds will be used this school year</b>	Each quarter after hours virtual parent conferences will be scheduled during our Community Connection event. In addition, informative parent educational sessions will be offered for families.
<b>How are parents involved in deciding this?</b>	In addition to the Parent Engagement Survey and parent feedback during the SAC meeting, parents also complete surveys at the conclusion of each Community Connections Event and provide input for future events
<b>How did you document parent input?</b>	Survey Data and meeting 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.

<b>Building Capacity of Families</b>								
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	Meal	Childcare	Translation	
<b>Strengthen Tier 1 instructional practices.</b>	Quarterly Community Connection Nights sessions on myLearning, Math/ELA standards, parent teacher conferences, myLearning, and myStudent.	Through strengthening Tier 1 Instructional practices and parents having a better understanding of the school's goals students will increase their understanding of the standards being taught in all subjects.	Quarterly Community Connection Night		x		x	Parents and students will be able to navigate myLearning and online resources with a better understanding
<b>Collaborative Culture</b>	Quarterly Community Connection nights student recognition events and family fun games.	Students and families will feel more comfortable while on school campus as a result students and parents will increase engagement.	Quarterly Community Connection Night		x		x	Parents will have a better understanding of RBSMS to assist with communicating with their student and teachers.
<b>Data Driven Decisions: Utilize data to inform educational decisions</b>	Quarterly Community Connection Nights parent teacher conferences and sessions on myStudent.	Parents will be able to monitor their students' academic performance and support from home.	Quarterly Community Connection Night		x		x	Parent can create Parent Portal to monitor student progress
Other:								

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<p><b>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b></p>	<p>Parents have academic informational sessions provided at the community connections event as well as the opportunity to schedule parent conferences</p>
<p><b>How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?</b></p>	<p>All parents will receive a survey to be completed at the conclusion of each Community Connections event</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>Translation services are provided for parents needing assistance when requested. Announcements and invitations are made in English and Spanish</p>
<p><b>What are the barriers for parents to attend workshops/events and how do you overcome these?</b></p>	<p>If parents need assistance with transportation, city bus passes are available for free. We hold community connection nights during a 3 hour block of time in the evening to avoid most parents' work schedule. Scheduling sessions and conferences during those 3 hours is flexible for the parents.</p>
<p><b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b></p>	<p>Parents can schedule after hours parent conferences between 4-8 at all Community Connections events. They can schedule an appointment time at their convenience.</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>Accommodations are made for any family members with disabilities</p>

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

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**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>	Ongoing communication is provided to families through use of school web page, school messenger (email, phone, and text), Facebook posts and weekly newsletters sent by email and posted to the website.
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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>
Staff collaboration on most effective parent communication.	Teacher learn strategies to communicate effectively with parents, students, and staff	Grade level and team based collaboration on best parent communication practices.	Instructional Staff	August 3- August 9, 2023 (pre-planning)
PowerMyLearning Workshop	Teacher learn strategies to communicate effectively with parents, students, and staff	Two 90 min PD sessions	Instructional staff	October 11 <sup>th</sup> and November 8 <sup>th</sup>

**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	<u>Parent Involvement Coordinator-Raven Johnson</u>	Raising your Middle School child Abc forms Thomas Promise forms What to expect about Middle School

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

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

**Drafts of PFEP's are due in Title I Crate by April 8th, 2022.**

*\*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.*