

## 2020-2021 Parent and Family Engagement Plan

School Name	Forsyth Woods Elementary School
LEA	Orange County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA)

### Assurances

The above named school agrees to the following assurances:

- ☐ Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- ☐ Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- ☐ Jointly develop/revise plan with parent and make available to the local community;
- ☐ Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- ☐ Use the findings of parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- ☐ Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
- ☐ Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
- ☐ Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

### Mission Statement

<b>1. Does the mission statement include:</b>	The mission of Forsyth Woods Elementary School is to lead our students to success with the support and engagement of families and the community. Forsyth Woods Elementary School creates a positive energetic environment that encourages parents and family involvement in all school activities. Parents are essential in the planning process to build strong relationships between the school, students, families, and community. This supports the philosophy that involvement is vital for our students' academic achievement and behavioral successes.
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### Involvement of Parents

<p><b>2. Does the plan include:</b> How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?</p>	<p><b>Forsyth Woods Elementary School</b> will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and/or other languages (Language Line)</li> <li>• Student planners</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Ed messages</li> <li>• School Website</li> <li>• Email</li> <li>• Facebook/Tweeter</li> <li>• ClassDojo</li> <li>• And other known best practices as needed</li> </ul> <p>At Forsyth Woods Elementary School parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used by:</p> <p><b>Attending</b></p> <ul style="list-style-type: none"> <li>• <b>School Advisory Council (SAC) Meetings</b></li> <li>• <b>Multilingual Parent Leadership Council (MPLC) Meetings</b></li> <li>• <b>Title I Annual Meeting</b></li> </ul> <p><b>Participating In</b></p> <ul style="list-style-type: none"> <li>• <b>Parent and Family Engagement Capacity-Building Activities</b></li> </ul> <p><b>Reviewing</b></p> <ul style="list-style-type: none"> <li>• <b>Academic data</b></li> <li>• <b>Previous school year parent and Family Engagement Plan</b></li> <li>• <b>Parent/Teacher/Student Compacts</b></li> <li>• <b>School surveys</b></li> </ul>
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### Coordination and Integration with Other Federal Programs

<p><b>3. Does the plan include:</b></p>	<p>Forsyth Woods Elementary School will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child(ren) at home through the implementation of various best known practices that are linked to learning, and have proven to have a high impact on student achievement. Below you will find the program and coordinating activities.</p>
<p><b>Program</b></p>	<p><b>Coordination</b></p>
<p><b>Pre-K</b></p>	<p><b>The administration and teachers will work together with the VPK office to coordinate transitional programs for students entering the regular public school program. Activities may include: coordinating meetings with</b></p>

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<b>Varying Exceptionalities ESE IDEA</b>	<b>parents, VPK, and Kindergarten teachers to discuss learning needs and what transitional practices work best for these students. Meetings will be held to discuss student needs and develop new IEPs. Pre-K families will be invited to all Family Night events.</b>
Title I	The Principal and Title 1 Contact will coordinate with the Title 1 office to provide opportunities for parent and family engagement at home, at school, and in the community.
Title II	<b>The school will continue to work on informing parents of FL Standards. Professional development for facility and staff that supports the integrity of ambitious instructions to improve student achievement and build teacher capacity.</b>
Title III	<b>Funds provide additional instructional materials for our ELL families. These funds also provided an ELL Parent Tutoring Program, 1 time per week for 13 weeks.</b>
Title X	McKinney Vento Program provides support to our homeless students. These students are provided with extra support services such as: transportation, clothes, backpacks, school supplies, and our "love" pantry which supplies food to the family for the weekend or when needed. In addition, these students receive free breakfast, and lunch on campus. If they participate in the After School or Tutoring programs, they also receive free supper.

### Annual Parent Meeting

<p><b>4. Does the plan include:</b></p> <p>A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Forsyth Woods Elementary School will host an Annual Meeting at the beginning of the school year to inform parents and families of our schools' participation in the Title I program. We will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> <li>• Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts</li> <li>• School Choice via district handouts and policies</li> <li>• The rights of parents via Power Point.</li> </ul> <p>Parents and families are informed of the Title I program by the following statement:</p> <p>Programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p>
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	<p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <a href="http://www.fldoe.org/bsa/title1/title_compile.asp">http://www.fldoe.org/bsa/title1/title_compile.asp</a> and le our district's Title I website <a href="https://www.ocps.net/departments/title_i">https://www.ocps.net/departments/title i</a> .</p> <p>Below are the specific steps that Forsyth Woods Elementary School will take to conduct the Title I Annual Meeting.</p>		
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<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Create and distribute flyers with date and time of meeting in English and Spanish	Principal/Assistant Principal/Behavior Specialist/Parent Engagement Liaison	2 weeks prior to meeting	Sign-In Sheets Number of Participants
Advertise/publicize event	Principal/Assistant Principal/Behavior Specialist/Parent Engagement Liaison	Posted on the website at schools start/Marquee 1 week/1 week prior to meeting/ 2xs other methods	Posting on Forsyth Woods Elementary School Website, marquee in front of school, via the School Messenger, Social Media and Remind 101 announcements.
Create an agenda, PowerPoint and present materials in English and Spanish	Principal/Assistant Principal	Prior to meeting date	Copies of agendas, PowerPoint Presentation and handouts
Create Sign In Sheets	Behavior Specialist/ Title I coordinator	Prior to meeting	Sign in sheets for all meetings and parent events on campus
Conduct Annual Meeting	Principal	September 2020	Sign - In - Sheets Participation Summary
Maintain Title 1 documentation	Behavior Specialist/Title I coordinator	Monthly	Title 1 documentation will be maintained electronically by the Behavior Specialist. All documentation will be shared with the Title 1 office for monitoring purposes.

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### Flexible Parent Meetings

<p><b>5. Does the plan include:</b> How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<p>Forsyth Woods Elementary School will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> <li>• Monitoring, afternoon and evening opportunities for activities and teacher conferences</li> <li>• Developing and distributing a yearlong calendar in the first week of school and update as needed.</li> <li>• Conduct parent surveys and use results to accommodate most requested times for school-wide activities</li> </ul> <p>As it pertains to services related to parent and family engagement, the school will provide the following:</p> <ul style="list-style-type: none"> <li>• Transportation to a minimum of 1 Parent Academy</li> <li>• Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings.</li> </ul>
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### Building Capacity

<p><b>6. Does the plan include:</b> How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Forsyth Woods Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.</p> <p>Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and families.</p> <p>Below are the specific steps that Azalea Park Elementary will take to build capacity for meaningful parent and family engagement.</p>
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Kindergarten Welcome	Administration	Kg. Teachers will introduce grade level expectations and give a tour of the school.	August 2020	Marquee, ConnectEd, Sign in Sheets, handouts, invitations, Facebook, Tweeter, Class Dojo participation
Meet the Teacher	Instructional Staff	Teachers will introduce classroom expectations, routines and establish rapport.	August 2020	Marquee, Connect Ed, Sign in Sheets, handouts, facebook, tweeter, class dojo
MPLC	CCT Coach	Parents will gain knowledge of information pertaining to the ESOL services the school provides to ELL students	MPLC will meet 2 to 4 times per school year	Sign In Sheets, agendas, handouts, presentations materials
Report Card Conference Night	Teachers	Parents will have an opportunity to meet with the teachers outside of the normal school hours to discuss their student's academic progress	October 2020, and January 2021	Sign in Sheets Parent Conference Sheets.
FSA& EOC	Principal/Assistant Principal/Academic Coaches/Teachers	Provide parents with information and updates to state testing.	February 2021	# of participants, end of activity surveys
Extended Media Hours	Principal/ Staff/Media Specialist	Access to school based materials/computers so parents can work with their students to be able to better support academic achievement as well as homework completion	Tuesdays & Thursdays 3:30-7:00pm	Sign in Sheets
Multicultural Fair	CCT Coach/Parent Engagement Liaison	Parents and families will be able	November 2020	Flyers, handouts Agenda, Sign In Sheets,

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		to learn about all of the cultures represented by all the Forsyth Woods Families.		pictures, passports
Star-Buck of the Galaxy Breakfasts	Behavior Specialist	Parents are invited to celebrate their children as they are honored for that month's character trait.	Monthly beginning in September	# of participants with Invitations (RSVP) & Pictures
Open House	Principal, Teachers	Provides parents with information to allow them to better assist their students with academic endeavors.	September 2020	Sign-in Sheets
Family Math/Science Night	Math/Science Coach	Parents will have the opportunity to play/solve science and math related games with their children.	October 2020 and February 2021	Sign –in Sheets handouts, pictures
Honor Roll	School-wide Events Committee	Parents are invited to see their child receive a quarterly honor roll award.	October 2020 January 2021 April 2021	# of participants with invitation RSVP's and pictures
Evening of Arts	Special Area & Gifted Teachers	Parents are invited to see and walk through what their students have worked on in Art, Music, PE, & Gifted classes	April/May 2021	Sign in sheets, pictures
Parent ESOL to English Classes	Parent Involvement Contact, Teacher	Parents will attend a one time per week class to teach them how to communicate in English.	October 2020 – February 2021	Sign in Sheets
Parent Collaboration	Faculty, Staff, PTA	Provide academic and fun activities for parents to better connect home to school	Ongoing	Sign in Sheets

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### Staff Development

<p><b>7. Does the plan include:</b>  A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff:  - with the assistance of parents/families, in the value and utility of contributions of parents/families?  - in how to reach out to, communicate with, and work with parents/families as equal partners?  - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>	<p><b>Forsyth Woods Elementary School strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders, and staff to build capacity in parent and family engagement.</b></p> <p><b>Below are the specific activities and tasks that Forsyth Woods Elementary will implement to build capacity for meaningful parent and family engagement.</b></p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
<b>Parent and Family Engagement Professional Development Module 1 Building Strong partnerships with Parents and Families</b>	<b>Staff, Title I Coordinator, Parent Engagement Liaison</b>	<b>Improve school staff resources to create a welcoming school environment, understand and value the importance of parents and family engagement, and maintain strong school to home partnerships.</b>	<b>October 2020</b>	<b>Sign in sheets and exit slips</b>
<b>Parent and Family Engagement Professional Development</b>	<b>Staff, Title I Coordinator, Parent Engagement Liaison</b>	<b>Improved ability of staff to work with parents and families.</b>	<b>January 2021</b>	<b>Sign in sheets and exit slips</b>



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<b>Module 2 Building this Between Home and School</b>				
<b>Parent and Family Engagement Professional Development Module 3 Implementation and Coordination of Parent and Family Engagement Programs</b>	<b>Staff, Title I Coordinator, Parent Engagement Liaison</b>	<b>Increased parent and family participation in school activities which support student achievement</b>	<b>March 2021</b>	<b>Sign in sheets and exit slips</b>
<b>Parent and Family Engagement Professional Development Module 4 Communicating and Working with Parents as Equal Partners</b>	<b>Staff, Title I Coordinator, Parent Engagement Liaison</b>	<b>Improved relationships, communication, and collaboration between parents and school</b>	<b>April 2021</b>	<b>Sign in sheets and exit slips</b>

### Other Activities

<b>8. Does the plan include:</b> How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]?	Forsyth Woods Elementary School will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families: <ul style="list-style-type: none"> <li>• The ESE and Guidance office have a resource center that includes information about but not limited to the following             <ul style="list-style-type: none"> <li>o Homeless Education</li> <li>o Retention</li> <li>o Counseling Services</li> <li>o Exceptional Student Education Services</li> <li>o Behavioral Support Services</li> <li>o And other resources outside of the school</li> </ul> </li> <li>• The Media Center offers computers to allow students and parent's access to district applications and other materials during extended hours weekly.</li> <li>• District Parent Academies and Virtual Academies offered throughout the year.</li> </ul>
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<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Resource Center	Guidance Counselor, ESE Contact, Parent Engagement Liaison	Ongoing	Sign in sheets
Media Center	Media Specialist, Parent Engagement Liaison	Ongoing	Sign in sheets
Love Pantry	Guidance Counselor, Parent Engagement Liaison	Ongoing	Sign in sheets
Virtual Academy	Parent Engagement Liaison, Media Specialist	October 2020, February 2021, April 2021	Parent registration, Media Center sign in sheet
Parent Academy	Parent Engagement Liaison	TBA by county	Pictures, Parent Registration, Flyers.

### Communication

<p><b>9. Does the plan include:</b></p> <p>How the school will provide timely information about the Title I programs?</p> <p>How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p> <p>How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)/</p> <p>How the school will submit parents/families comments if the schoolwide plan is</p>	<p>Forsyth Woods Elementary School will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> <li>• Hosting the Title I Annual Meeting</li> <li>• Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs</li> </ul> <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> <li>• School Compact</li> <li>• Report Card Nights</li> <li>• Skyward Parent Access</li> <li>• Planners</li> <li>• Parent Conferences</li> <li>• Connect Orange Messages</li> <li>• Class Dojo</li> </ul> <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> <li>• One-on-one meetings with teachers, administrators, and/or support personnel</li> <li>• Parent Surveys</li> <li>• Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact</li> </ul>
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not satisfactory to them [ESEA Section 1116]?	If these school-wide plans are not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.
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### Accessibility

<p><b>10. Does the plan include:</b> A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p> <p>A description of how the school will share information related to school an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?</p>	<p>Forsyth Woods Elementary School will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. The following methods will be used:</p> <ul style="list-style-type: none"> <li>• Family Nights will be presented in multiple languages to service our ELL families.</li> <li>• Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.</li> </ul> <p>We will share information through various best known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:</p> <ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and/or other languages</li> <li>• Student planners</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Ed messages</li> <li>• School Website</li> <li>• Email</li> <li>• Class Dojo</li> </ul>
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### Discretionary Activities

<p><b>11. Does the plan include:</b> Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)</p>	<p>Forsyth Woods Elementary School will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these additional activities support student behavioral success and academic achievement.</p> <p>Below are additional activities and tasks that Forsyth Woods Elementary School will implement that are funded by Title I, Part A</p>
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Provide training opportunities to parents to enhance the engagement of other parents.	Principal; instructional staff	Increase the engagement of parents at home and increase their knowledge of their student's level of performance to work with their needs in the classroom.	Ongoing - April 2021	Sign-in sheets, Parent program survey
Maximizing parent engagement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school. BBB	Principal; Assistant principal; CRT, Teachers	Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom. Teaching them how to ask the right questions or teach them how to find the answers.	2 Times per year	I Ready Growth Data

### Barriers



<p><b>12. Does the plan include:</b></p> <p>A description of the barriers that hindered participation by parents during the previous school year?</p> <p>A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of</p>	<p>Forsyth Woods Elementary School, after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Language</li> <li>• Homelessness</li> <li>• Education</li> <li>• Economically disadvantaged</li> </ul> <p>Below are the specific steps that Forsyth Woods Elementary School will take to address barriers that existed in the previous year.</p>
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migratory children [ESEA Section 1116]?		
<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>	
Transportation for parents	Look into transportation options for parents as needed. Change location of activity to a community center or alternate site. And to attend at least one Parent Academy.	
Language barrier (ELL)	Provide Spanish, or other languages, and sign language translation as needed, and or requested.	
Education barrier (FRL, SWD, ELL)	Open House - preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand (i.e. Instead of just using the words fluency, fact family, etc.) we will accompany these terms with a definition and model strategies accordingly, through fun activities.	
Economically disadvantaged (FRL)	Provide food during some evening events, free lunch for all students, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts and food. Provide backpacks and school supplies.	

### School-Parent Compact

<b>13. Does the plan include:</b> As a component of the school-level parental involvement policy/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?	<b>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</b> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">   Compact 2020-21.pdf </div> <div style="text-align: center;">   Compact 2020-21.docx </div> </div>
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### Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

This policy/plan was adopted by the school on **May 2020** and will be in effect for the period of **2020-2021** .

The School will distribute this policy to all parents of participating Title I, Part A children on or before **9/4/2020** .

Signature of Authorized Personnel	
Date	

Provide evidence that this policy/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

- ☐ Parent survey of previous year's events and activities
- ☐ Any SAC and PTA artifacts where Title I/PFE topics were on the agenda
- ☐ Parent Feedback Summary of PFEP Evaluation
- ☐ Parent and Family Engagement Activities Tracking Form