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 parents and make available to the local community;
* Involve parents and families in planning, reviewing, and improving schoolwide program plan;
* Use the findings of the 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**

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| **1. Does the mission statement include:**  How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement plan will assist in providing high quality instruction for all learners? | In collaboration with parents and all stakeholders, Pinewood Elementary is committed to developing successful students who are equipped with the skills necessary to become productive citizens in the future. We believe that parent and family engagement is a driving force in a child’s education, and is a shared responsibility. The staff believes that it takes a village to raise a child. Therefore, we encourage the involvement of parents and community members in all school activities.  We are committed to working jointly with parents and family to develop a plan for activities and workshops, that will support the high-quality instruction needed for all learners to be successful. We will host multiple curriculum nights aligned to grade-level standards to model instructional strategies for home and school. |

**Involvement of Parents**

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| **2. Does the plan include:**  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]? | Pinewood Elementary will ensure the organized, ongoing and timely manner of involving parents through the following methods:   * + - * Home-to-school and school-to-home communication * Student planners * Flyers * Newsletters * Connect Orange messages * School Website * Email * ClassDojo * And other known best practices as needed   At Pinewood Elementary 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:  Attending   * School Advisory Council (SAC) meetings * Multilingual Parent Leadership Council (MPLC) meetings * Title I Annual Meeting   Participating In   * Parent and family engagement capacity-building activities   Reviewing   * Academic data * Previous school year Parent and Family Engagement Plan |

**Coordination and Integration with Other Federal Programs**

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| **3. Does the plan include:**  How the school will coordinate and integrate parent and family engagement programs and activities?  How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]? | Pinewood Elementary will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will inform and teach parents how to help their child(ren) at home through the implementation of various best-known practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program. |
| **Program** | **Coordination** |
| Pre-K Varying  Exceptionalities ESE - IDEA | The school will work with the teachers and paraprofessionals to coordinate transitions for students into the regular classroom. Meetings will be held to discuss student needs and develop new IEPs. An opportunity for orientation to kindergarten and classroom visits will occur in spring and/or summer. Pre-K families will be invited to all Family Night events. |
| Title I | The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community. |
| Title II | The school will continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds. |
| Title III | Provides funding for some of our ELL students to use Imagine Learning to support their oral language development. |
| Title X | McKinney-Vento Program provides support to our homeless students. |

**Annual Parent Meeting**

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| **4. Does the plan include:**  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?  A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?  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? | Pinewood will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:   * Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts * School Choice via district handouts and policies * The rights of parents via brochure and other resources   Parents and families are informed of the nature of the Title I program by the following statement:  Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant  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.  For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <http://www.fldoe.org/bsa/title1/title_compile.asp> and le our district’s Title I website  <https://www.ocps.net/departments/title_i>.  Below are the specific steps that Pinewood Elementary will take to conduct the Title I Annual Meeting. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Notices sent home to parents in English and/or other languages | PEL, Administrator, PEL, Staffing or Title I Coordinator | September 5, 2018 | Copy of notice with date of dissemination |
| Agenda and presentation material developed | School Administrators | September 7, 2018 | Copies of Agenda |
| Develop Sign-in Sheets | Title I Coordinator | September 7, 2018 | Sign-in sheets |
| Connect Orange message sent | School Administrators | September 9, 2018 | Copy of message |
| Conduct Title I Annual Meeting | School Administrators | September 11, 2018 | Copies of Agenda and handouts |
| Maintain documents | Title I Coordinator | September 5, 2018 | Copies of all documents |

**Flexible Parent Meetings**

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| **5. Does the plan include:**  How will the school offer a flexible number of meetings, such as meeting in the morning or evening?  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]? | Pinewood Elementary will offer a variety of flexible parent meetings by implementing the following:   * Morning, afternoon and evening opportunities for activities and teacher conferences * Developing and distributing a yearlong calendar in the first weeks of school and update as needed * Conduct parent surveys and use results to accommodate most requested times for school-wide activities   As it pertains to services related to parent and family engagement, the school will provide the following:   * Transportation to a minimum of 1 Parent Academy |

**Building Capacity**

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| **6. Does the plan include:**  How the school will implement activities that will build the capacity for meaningful parent/family engagement?  How will the school implement activities that will build relationships with the community to improve student achievement?  How the school will provide material and training to assist parents/families to work with their child(ren)?  How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | Pinewood 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.  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 family.  Below are the specific steps that Pinewood Elementary will take to build capacity for meaningful parent and family engagement. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Meet the Teacher | Instructional Staff | Teachers will introduce classroom expectations, routines, and establish rapport. | August 2018 | Connect Orange, Marquee |
| Progress Report Conference Night | Classroom Teachers | Teachers will conduct individual conferences to discuss child’s test results, expectations, progress toward benchmarks, and individual needs. | September 2018 | Conference/Parent communication logs |
| Family Night Series (Reading, Math, Writing, Science, Arts) | Instructional Staff | Parents will interact with their students while learning a targeted skill. | One in:   * October * November * January * February * March | Flyers, Sign-In Sheets, Handouts when available |
| Connect Orange Messages | Principal, Assistant Principal | Increased parental awareness of school events and participation | Ongoing | Copies of message on file |
| Newsletter, website, daily planners, email communication, Social Media (ClassDojo & Facebook) | Principal, Assistant Principal, Classroom Teachers, PEL | Parents and students will have access to information about school events/ activities | Ongoing | Screen shots and copy of newsletter, calendar of events |

**Staff Development**

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| **7. Does the plan include:**  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]? | Pinewood Elementary 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 other staff to build capacity in parent and family engagement.  Below are the specific activities and tasks that Pinewood Elementary will implement to build capacity for meaningful parent and family engagement. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Parent and Family Engagement Professional Development  Module 1 - Building Strong Partnerships with Parents and Families | Parent Engagement Liaison, School Administration, Title I Coordinator | Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships | October 2018 – November 2018 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development  Module 2:  Building Ties  Between Home and  School | Parent Engagement Liaison, School Administration, Title I Coordinator | Improved ability of staff to work with parents and families | November 2018 - January 2019 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development  Module 3:  Implementation and  Coordination of  Parent and Family Engagement  Programs | Parent Engagement Liaison, School Administration, Title I Coordinator | Increased parent and family participation in school activities which support student achievement | January 2019 - March 2019 | Sign-in sheets, exit  slips |
| Parent and Family Engagement Professional Development  Module 4:  Communicating  and Working with  Parents as Equal Partners | Parent Engagement Liaison, School Administration, Title I Coordinator | Improved relationship, communication and collaboration between  parents and school | March 2019 - May 2019 | Sign-in sheets, exit  slips |

**Other Activities**

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| **8. Does the plan include:**  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]? | Pinewood Elementary 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:   * The ESE and Guidance office have a resource area that includes information about but not limited to the following:   + Homeless Education   + Retention   + Counseling Services   + Exceptional Education Services   + Behavioral Support Services   + And other resources outside of the school * The Media Center offers computer access to allow students and parent’s access to district applications and other materials. * District Parent Academy and Virtual Academy events offered throughout the year. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Resource Area | Guidance Counselor, ESE Contact, Parent Engagement Liaison | Ongoing | Sign-in Sheets |
| Media Center | Media Specialist | Ongoing | Sign-in Sheets |
| Virtual Academy | Parent Engagement Liaison | October 4, 2018  - Beyond the classroom  December 6, 2018  - With Math We Can  February 7, 2019  - STEM Works! Interactive and Fun Adventures  April 4, 2019  - Digital Messages for 21st Century Learners | Flyers  Parent Registration, Media Center Sign-in Sheet |
| Parent Academy | Parent Engagement Liaison | September 15, 2018  - A Balanced Beginning  November 3, 2018  - Parents as Partners  January 12, 2019  - New Year-New You:  Health Choices for School and Home  March 9, 2019  - Do your best on the Test  May 4, 2019  - Sunny Ideas for Summer Learning | Parent Registration  Pictures  Flyers |
| Chat & Chew | Parent Engagement Liaison | Ongoing | Flyers, Pictures, Presentation Materials, Sign-In Sheets, |

**Communication**

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| **9. Does the plan include:**  How the school will provide timely information about the Title I programs?  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?  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)?  How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? | Pinewood Elementary will maintain timely communication about Title I programs through the following:   * Hosting the Title I Annual Meeting * Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs   Teachers and other staff members will support parents’ understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:   * School Compact * Progress Report Nights * Class Dojo * Planners * Parent Conferences * Connect Orange Messages * And other school communication methods   Parents will be included in the formulation of suggestions and decision making through the following:   * One-on-one meetings with teachers, administrators, and/or support personnel * Parent Surveys * Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact   If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates. |

**Accessibility**

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| **10. Does the plan include:**  A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?  A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand? | Pinewood Elementary 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:   * Family Nights will be presented in multiple languages to services our ELL families. * Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.   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:   * Home-to-school and school-to-home communication in English and/or other languages * Student planners * Flyers * ClassDojo * Newsletters * Connect Ed messages * School Website * Email * And other known best practices as needed |

**Discretionary Activities (optional)**

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| **11. Does the plan include:**  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.) | Pinewood Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.  Below are additional activities and tasks that Pinewood Elementary will implement that are funded by Title I, Part A. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Provide training opportunities to parents to enhance the engagement of other parents. | Parent Engagement Liaison | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom. | Ongoing | 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. | Principal; Assistant Principal; Leadership Team | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom. | Ongoing | Sign-in sheets, Parent program survey |

**Barriers**

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| **12. Does the plan include:**  A description of the barriers that hindered participation by parents/families during the previous school year?  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 migratory children [ESEA Section 1116]? | Pinewood Elementary, 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:   * Language * Education * Economically disadvantaged   Below are the specific steps that Pinewood Elementary will take to address barriers that existed in the previous year. | |
| **Barriers (Including the Specific Subgroup)** | | **Steps the School Will Take to Overcome** |
| Language barrier (ELL) | | Provide Spanish and Creole translation as needed. |
| 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. |
| Economically disadvantaged (FRL) Provide | | Provide food during some evening events, free lunch for all students, clothing, Thanksgiving food baskets, Christmas gifts and food. PTA purchases various items for students. |
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**School-Parent Compact**

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| **13. Does the plan include:**  As a component of the school-level parent and family engagement 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? | Provide a scanned copy, with this document, of the School-Parent Compact and evidence of parent input in the development of the Compact. |

**Adoption**

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by ***parent feedback on PFEP evaluation forms.***

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| **One year.** |

This policy was adopted by the school on and will be in effect for the period of

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The school will distribute this policy to all parents of participating Title I, Part A children on or before

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| **Signature of Authorized Personnel** |  |
| **Date** |  |

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year’s Parent and Family Engagement Plan, if applicable. (*previously referred to as the Parent Involvement Plan – PIP)*

The following documents can be scanned with this document and submitted as evidence:

* Parent surveys of previous year’s events and activities
* Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
* Parent Feedback Summary of PFEP Evaluation
* Parent and Family Engagement Activities Tracking Form