

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 school wide 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]

## Involvement of Parents

### **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].

Forsyth Woods Elementary will have Parent Meetings to organize all of the stakeholders, in order to discuss current suggestions for our 2019-2020 meetings, review the Title I budget and set goals for 2019-2020 school year.

Involvement of parents will be documented through sign in sheets and minutes of meetings. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and the Parental and Family Engagement Policy/Plan (PAFEP).

Results of parent surveys will be reviewed in a Parent Forsyth Woods Elementary to determine needed changes.

Forsyth Woods Elementary will ensure the organized, ongoing and timely manner of involving parents through the following methods:

- Home-to-school and school-to-home communication in English and/or other languages
- Student planners
- Flyers
- Newsletters
- Connect Orange messages
- School Website

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Parent and family engagement capacity-building activities</li> </ul>                                 |
|  | Reviewing <ul style="list-style-type: none"> <li>• Academic data</li> <li>• Previous school year parent and Family Engagement Plan</li> </ul> |

## Coordination and Integration with Other Federal Programs

| <p><b>3. Does the plan include:</b><br/>How the school will coordinate and integrate parent and family engagement programs and activities?</p> <p>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]?</p> | <p>Forsyth Woods 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 teach parents how to help their child (ren) at home through the implementation of various best practices that have proven to have a high impact on student achievement. Below you will find the delineated program and coordination for each school-based program.</p> |
|--|--|
| Program  | Coordination   |
| Pre-K  | Coordinate transition meetings with parents  |

|                  |   |
|------------------|---|
|                  | parents of Florida Standards. Teachers will learn about these standards through Title II funds.   |
| <b>Title III</b> | Multilingual Services coordinates with the ESOL CT to provide support for our ELL students and parents.   |
| <b>Title X</b>   | Coordination with the school-based liaison provides services and materials to students of families experiencing homelessness. Transportation is arranged and provided to students so that students may remain at their home school. |

## 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 (school wide or targeted assistance).</p> | <p>Forsyth Woods Elementary will host an annual Title I meeting to inform parents and families of children participating in the Title I program at the beginning of the school year. 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>Parent sand families are informed of the Title I program by the following statement:</p> <p>Title I schools receive services from the largest federal aid to education program in existence. Title I</p> |
|--|--|

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](http://www.fldoe.org/bsa/title1/title_compile.asp) and our district's Title I website [https://www.ocps.net/departments/title\\_i](https://www.ocps.net/departments/title_i).

Below are the specific steps that Example Elementary will take to conduct the Title I Annual Meeting:

| Activity/ Task  | Person Responsible           | Timeline        | Evidence of Effectiveness   |
|---|------------------------------|-----------------|---|
| Develop agenda, handouts, and/or presentation materials | Principal                    | September 2019  | Copies of agenda, PowerPoint Presentation and handouts                          |
| Develop and disseminate information                     | Parental Involvement Contact | September 2019  | Communicate with parents to inform them about school activities, meetings, etc. |
| Copies made for meeting                                 | Secretary                    | Week of Meeting | Number of participants  |
| Develop Sign-in sheets                                  | CRT                          | September 2019  | Posting on Marquee/Flyer  |
| Advertise event   | Parental Involvement Contact | September 2019  | Posting on Marquee/Flyer  |
| Translator will be                                      | ESOL Compliance and          | September 2019  | Sign-in sheet   |

|   |  |
|---|--|
| <p>or evening?</p> <p>How the school will provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement [ESEA Section 1116].</p> | <p>P.T.A and SAC meetings will be held once every other month, and Multi-Lingual Parent Leadership Council (M.P.L.C), school programs and community presentations, will be offered 2 times during the school year.</p> |
|---|--|

## Building Capacity

|  |  |
|--|--|
| <p><b>6. Does the plan include:</b></p> <p>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</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 family.</p> <p>Below are the specific steps that Forsyth Woods Elementary will take to build capacity for meaningful parent and family engagement.</p> |
|--|--|

|   |   |   |   |  |
|---|---|---|---|--|
| <b>Welcome</b>                                    |   | level expectations and give a tour of the school  | August 2019                               | invitations, Facebook, Twitter, Class Dojo                                   |
| <b>Meet the Teacher</b>                           | Instructional Staff                     | Teachers will introduce classroom expectations, routines and establish rapport.             | August 8 <sup>th</sup> , 2019             | Marquee, Connect Ed, Sign in Sheets, Handouts, Facebook, Twitter, Class Dojo |
| <b>Report Card Conference Night</b>               | Principal, Assistant Principal, Faculty | Teachers will conduct conferences with parents to discuss the child's academic progress.    | October 2019 and January 2020             | Sign in Sheets, Parent Conference Sheets                                     |
| <b>Additional Parent Conference Opportunities</b> | Principal, Assistant Principal, Faculty | Individual conferences allows parents to be informed about their child's academic progress. | Reporting Periods throughout school year. | Communication Logs, Class Dojo messages, Facebook, Twitter                   |
| <b>Regularly Scheduled SAC/PTA/PLC Meetings</b>   | Principal, Parents, Staff               | Parents will actively participate in decision-making process for the                        | Ongoing                                   | Meeting Minutes  |

|                     |                            |                               |                        |                |
|---------------------|----------------------------|-------------------------------|------------------------|----------------|
|                     |                            | to the English language.      |                        |                |
| Parent ESOL classes | Parent Involvement Contact | Teach English to ELL parents. | October/ November 2019 | Sign in sheets |

## Staff Development

### 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

Forsyth Woods 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 staff to build capacity in parent and family engagement.

Below are the specific activities and tasks that Forsyth Woods Elementary will implement to build capacity for meaningful parent and family engagement.



|   |   |   |                  |                               |
|---|---|---|------------------|-------------------------------|
|   |   | school to home partnerships.  |                  |                               |
| <b>Parent and Family Engagement Professional Development Module 2- Building ties Between Home and School</b>                                    | PEL Contact<br>PD contact—Jennifer Zagarella, CRT | Improved ability of staff to work with parents and families.                                      | To be determined | Sign in sheets and exit slips |
| <b>Parent and Family Engagement Professional Development Module 3- Implementation and Coordination of Parent and Family Engagement Programs</b> | PEL Contact<br>PD contact—Jennifer Zagarella, CRT | Increased parent and family participation in school activities which support student achievement. | To be determined | Sign in sheets and exit slips |
| <b>Parent and Family Engagement Professional Development Module 4- communicating and Working with Parents as Equal Partners</b>                 | PEL Contact<br>PD contact—Jennifer Zagarella, CRT | Improved relationship, communication and collaboration between parents and school.                | To be determined | Sign in sheets and exit slips |
|   |   |   |                  |                               |

#### Other Activities

|   | <p>Parents, District Parent Academy and Virtual Academy offered throughout the year. All activities are planned with the objective of involving the parents and the community in our school. We believe and research shows that students' academic achievement improves with parental involvement.</p> |                       |  |
|---|--|-----------------------|--|
| Activity/ Task  | Person Responsible   | Timeline              | Evidence of Effectiveness  |
| <p>Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)] Trainings on Statewide assessments, Reading Nights, ELL Nights</p> | <p>Teachers, CRT, Principal, Assistant principal</p>   | <p>Spring 2020</p>    | <p>Student Achievement is increased with parental involvement.</p> |
| <p>Maximizing parental involvement 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</p>  | <p>PEL Contact</p>   | <p>2 times a year</p> | <p>Student Achievement is increased with parental involvement.</p> |

|  |                       |            |   |
|--|-----------------------|------------|---|
|  | Engagement<br>Liaison | determined | Registration,<br>Flyers, Facebook,<br>Twitter, Class<br>Dojo, Marquee |
|--|-----------------------|------------|---|

## 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</p> | <p>Our school will advertise all events in multiple formats, including flyers, marquee and school website. We will also communicate with parents about curriculum, assessments, meetings, student progress, and Title I programs through the Annual Title I meeting, SAC and PTA Meetings, newsletters, Connect Orange messages, Facebook, Twitter, Class Dojo, Marquee sign, student planners, teacher conferences, Skyward, and flyers. Parents are welcome to schedule parent conferences whenever needed with their child's teacher to discuss any concerns. Parents are encouraged to become ADDitions volunteers, as well as be full participants in the PTA, MPLC, and SAC committees. By joining these committees, parents are well informed of the many events happening on campus. Copies of flyers sent home will be kept on file or electronically. All information sent home will be translated in Spanish.</p> |
|---|--|

|  |   |
|--|---|
|  | <p>renovating.</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 an Family Engagement Plan (PFEP), and School Compact</li> </ul> <p>If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.</p> |
|--|---|

## Accessibility

|   |   |
|---|---|
| <p><b>10. Does the plan include:</b></p> <p>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</p> | <p>Ourschoolwilladvertiseall events in multipleformats, including flyers, marqueeandschoolwebsite. We will also communicate withparents about curriculum, assessments, meetings, student progress, and Title I programs through the Annual Title I meeting, SAC Meetings, and PTA Meetings, newsletters, Connect Orange School Messenger, Facebook, Twitter, Marquee sign, student planners, teacher conferences, and Skyward. Parents are welcome to schedule parent conferences with their child's teacher whenever needed to discuss any concerns. Parents</p> |
|---|---|

## Extracurricular Activities

| <p><b>11. Does the plan include:</b><br/>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 will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that Forsyth Woods Elementary will implement that are funded by Title I, Part A.</p> |  |                    |                            |
|---|---|--|--------------------|----------------------------|
| Activity/ Task  | Person Responsible  | Correlation to Student Achievement                                 | Timeline           | Evidence of Effectiveness  |
| <p><b>Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training (Section 1118(e)(7) Trainings on Statewide assessments, Reading Night, etc.)</b></p> | <p>Teachers, CRT, Principal, Assistant Principal</p>  | <p>Student Achievement is increased with parental involvement.</p> | <p>Spring 2020</p> | <p>I Ready Growth Data</p> |

|  |  |  |  |  |
|--|--|--|--|--|
| parents who are unable to attend those conferences at school (Section 1118(e)(10) Report Card/ Conference Week |  |  |  |  |
|--|--|--|--|--|

## Barriers

|  |   |
|--|---|
| <p><b>12. Does the plan include:</b><br/> 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 migratory children [ESEA Section 1116]?)</p> | <p>Forsyth Woods 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:</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Language</li> <li>• Education</li> <li>• Economically disadvantage</li> </ul> <p>Below are the specific steps that Forsyth Woods Elementary will take to address barriers that existed in the previous year.</p> |
| <b>Barriers (Including the Specific Subgroup)</b>  | <b>Steps the School will Take to Overcome</b>   |
| <b>Spanish Speakers non-native ELL</b>   | Use translation services as needed.   |
| <b>Economically Disadvantaged FRL</b>  | Provide food during some evening events, free lunch for all students, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts and food, school uniforms, etc.   |

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?

### 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 2019 and will be in effect for the period of 2019-2020 .

The School will distribute this policy to all parents of participating Title I, Part A children on or before 9/2/2019 .

Signature of Authorized Personnel



## Abstract: Researcher Summary of FLEET Evaluation

☐ Parent and Family Engagement Activities Tracking Form