



Parent & Family Engagement Plan Coversheet

Complete the information below then scan and upload this coversheet with the required documentation.

School: Pinewood Elementary

Were parents given the opportunity to provide input on the PFEP?

☒ Yes: ☐ In Person ☒ Virtual ☐ No, explain: _____

Is the following documentation attached?

- Notification/Invitation

☒ Yes ☐ No, explain: _____

- Agenda (must include discussion of PFEP)

☒ Yes ☐ No, explain: _____

- Parent/Family Sign-in Sheets

☒ Yes ☐ No, explain: _____

- Evidence of Input (check all that apply)

☒ Meeting Minutes ☐ Marked up copies of old PFEP
☒ Parent Survey ☐ Other: _____

Is your PFEP available in multiple languages? (check all that apply)

☒ English ☒ Spanish ☒ Haitian Creole ☐ Other: _____

Is a copy of all available languages attached?

☐ Yes ☒ No, explain: Spanish & Haitian Creole being translated

How were parents notified the District PFEP and School PFEP were available? (check all that apply)

☒ Annual Parent Meeting ☐ Marquee ☐ Newsletter
☒ Flyer ☐ Remind App ☐ Other: Dojo &

Where can parents/families access or request a copy of the PFEP? (check all that apply)

☒ School Website ☒ PEN ☐ Parent Portal ☐ Other: _____

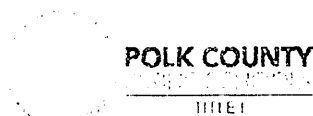
Mrs. April Campbell 10/23/2020

Principal's Signature & Date

Meghan Stahl 10/23/2020

Title I Contact's Signature & Date

The Federal Every Student Succeeds Act (ESSA) requires that Title I schools jointly develop, agree on, and distribute a written parent and family engagement policy (section 1116(a)(2)).



Parent and Family Engagement Plan 2020-2021

Pinewood Elementary

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 upon by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

At Pinewood Elementary School, we strive to build and develop partnerships with parents and families that will help our students meet high academic standards for the school year. We will provide parents with needed resources and activities to encourage academic achievement.

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.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature: April Campbell Date: 1/27/2021



All Parents Welcome!

10-5-2020 @ 3:30pm

Virtual School Advisory Council Meeting

•Information on Title I Parent/Family Involvement Plan

•Pinewood Compact • Title I Budget • School Improvement Plan

If you would like to attend virtually, please return the bottom portion with your name and email to your child's teacher.

Name : _____

Email: _____



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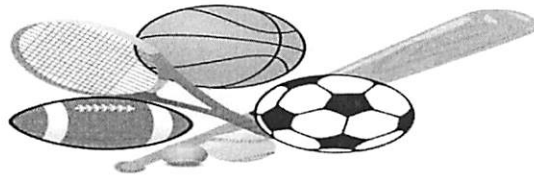
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**Pinewood Elementary
School Advisory Council
October 5, 2020**

- **Welcome**
- **Review of Minutes**
Sharon Claridy
- **School Improvement Plan**
 - Adam Hippeli
- **Student Demographics**
 - **Staff Vacancies**
 - **Title One Budget**
April Campbell
- **Title One Compact**
- **Parent Family Involvement Plan**
Meghan Starling
- **New Business/Questions/Concerns**
Sharon Claridy

The next meeting is scheduled for November 2, 2020.

virtual Sign-in Sheet



Evidence of Input

ID	Start time	Completion time	Email	Name	Did you rev	Should anything be added or removed in the Compact?	Should anything be added or removed in the Compact?
1	9/17/20 12:39:35	9/17/20 12:40:57	jason.williams@polk	Jason Williams	Yes	No	No
2	10/5/20 9:48:43	10/5/20 9:49:01	anonymous		Yes		
3	10/5/20 15:47:30	10/5/20 15:48:09	anonymous		Yes	No	No
4	10/5/20 15:21:01	10/5/20 16:01:10	anonymous		Yes	No	No
5	10/9/20 8:14:17	10/9/20 8:22:25	anonymous		Yes	No, it is covers everything.	No, it seems fine.

Any comments or suggestions regarding the School Improvement Plan (SIP)?	Any comments or suggestions
None	None
No	No
Yes, it's very detailed and easy to follow along.	It's good.

MINUTES OF THE SCHOOL ADVISORY COUNCIL MEETING

PINEWOOD ELEMENTARY SCHOOL

TIME/DATE/PLACE

3:30 p.m. October 5, 2020 Virtual Meeting on Microsoft Teams

PRESIDING OFFICER

Members Present: A. Campbell, A. Hippeli, B. Johnson, M. Alvarez, A. Willis, C. Alvarado
S. Claridy, V. Jean-Louis, S. Ramlochan, Z. Marius, J. Zavala

Prior to the meeting, all members received a copy of the School Improvement Plan, Title 1 Budget, Compact, and Parent and Family Involvement Plan to review before the meeting.

- S. Claridy welcomed and called the meeting to order at 3:36p.m.
- S. Claridy reviewed the minutes, B. Johnson made a motion to accept the minutes as written, A. Campbell seconded the minutes. Minutes were approved.
- School Improvement Plan – A. Hippeli –Explained the School Improvement Plan (SIP) and that STAR scores is the data that is used. He explained our areas of focus this year differentiation, small group instruction, and positive culture and environment. All expenses in SIP are included in our budget.
- Student Demographics – A. Campbell shared current students enrollment is 667, which is higher than we normally are at this time of year. Due to the increase in enrollment, another primary unit was added and a move from an intermediate teacher to primary occurred. Current demographics of students are as follows: 323 female, 344 male, 19.5% Black, 39% White, 37.2% Hispanic, 3.7% Multiracial, less than 1% Asian/Indian. Our demographic breakdown has stayed the same for the past few years and aligns with our SAC Committee balance. Current Enrollment numbers in each grade level, Kindergarten 114 students, 1st grade 112 students, 2nd grade 114, 3rd grade 98 students, 4th grade 109, 5th 94 students.
- Staff Vacancies – A. Campbell – We have two vacancies currently. An Inclusion ESE teacher that is currently filled by a sub, and an ESE Pre K teaching unit. Ms. Sykes is a long- term sub that will enable the ESE students to receive the services they need. Mrs. Campbell is still interviewing and searching for candidates for the positions.
- Title 1 Budget – A. Campbell opened the floor for discussion on the Title 1 budget that was shared at the September meeting.
- Title 1 Compact and Parent and Family Engagement Plan – M. Starling reviewed the documents opened the floor for discussion for any changes that needed to be made.
- S. Claridy asked for questions or concerns and if there was any new business.

ADJOURNMENT

With no further discussion Raylee made a motion to adjourn, Z. Marius seconded the motion and SAC adjourned at 4:01 p.m.

SAC Chair, Sharon Claridy

POLK COUNTY

TITLE I

Pinewood Elementary

2020-2021 Compact for Learning

This compact outlines how the parents/family, the entire school staff, and the students will share the responsibility for improved student academic achievement. By linking learning, the school and parents will build and develop a partnership that will help our students achieve the state's high standards for the school year.

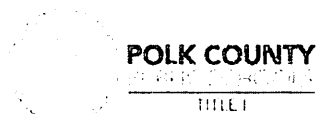
	Staff Responsibilities	Parent/Family Responsibilities	Student Responsibilities
Curriculum High Academics	<ul style="list-style-type: none"> • Provide high-quality instruction in teaching the Florida State Standards • Assist students in setting reasonable personal goals for high academic achievement 	<ul style="list-style-type: none"> • Work with your child to reinforce what he/she is learning in school • Encourage and celebrate attaining goals • Utilize Parent Centers for resources and support 	<ul style="list-style-type: none"> • Work with your teacher to set academic and AR goals • Read AR books and take AR quizzes regularly • Read 20 minutes a day outside of school • Listen and follow directions
Monitoring Student Progress	<ul style="list-style-type: none"> • Explain expectations/grading system to students and families. Post grades in a timely manner. • Communicate student progress by use of agendas, interim reports, Tuesday, report cards, and Dojo. • Conference with parents two times a year for academic progress 	<ul style="list-style-type: none"> • Hold a face to face/virtual conference with your child's teacher at least twice a year • Review interim reports, report cards, and agendas • Sign up for Parent Portal and review child's progress • Sign up for Dojo 	<ul style="list-style-type: none"> • Strive to improve in your schoolwork by achieving academic goals, completing assignments, and always trying your best
Partnership Be Involved	<ul style="list-style-type: none"> • Provide families with needed resources and activities to encourage academic achievement • Demonstrate professional behavior and positive character traits 	<ul style="list-style-type: none"> • Participate in decisions about your child's education via PTO, committees, surveys, and visiting the website for volunteer opportunities • Make sure your child is dressed for success in uniform 	<ul style="list-style-type: none"> • Respect yourself, the school, and others by making positive behavior choices • Be a dependable student, dressed in uniform, and prepared to learn each day
Communication Stay Informed	<ul style="list-style-type: none"> • Communicate with parents using agendas, Dojo, interims, report cards, conferences, email, and newsletters 	<ul style="list-style-type: none"> • Review the Parent Portal • Sign and communicate with the teacher via the agenda/Dojo daily • Visit the school's website https://pinewood.polkschoolsfl.com 	<ul style="list-style-type: none"> • Deliver all notices and information you receive at school to an adult at home • Let your teacher know if you need help
Learning Environment	<ul style="list-style-type: none"> • Provide a safe and effective learning environment in order for all students to meet high achievement standards • Plan, prepare, and provide for different learning styles 	<ul style="list-style-type: none"> • Provide a suitable time and quiet place for homework and 20 minutes of daily reading time • Limit screen time • Have your child to school on time daily and well rested 	<ul style="list-style-type: none"> • Come to school on time each day, well rested, with proper materials and agenda • Follow school and classroom expectations • Accept responsibility for your own actions
This compact was discussed on _____ Optional for Secondary	_____ Teacher Signature	_____ Parent/Guardian Signature	_____ Student Signature

Please visit our school's website for additional information, including curriculum and instruction, assessment dates, staff contact information, Title 1 resources, and other important dates.

If you do not have access to our website please visit the front office for printed information or call the front office.

Web Address: <https://pinewood.polkschoolsfl.com>

Phone Number: 863-298-7977



Parent and Family Engagement Plan 2020-2021

Pinewood Elementary

EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. **Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program.**
The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.

	Date of meeting to gather parent input.	How were parents invited to give input?	Describe the method in which parents were involved.	What evidence do you have to document parent/family participation?
School Improvement Plan (SIP)	10/5/2020	All parents were invited through an invitation sent home/or on Dojo to attend the SAC committee meeting.	Suggestions were submitted through a Microsoft form.	meeting minutes, submitted comment forms, screenshot of participates on Microsoft Teams
Parent and Family Engagement Plan (PFEP)	10/5/2020	All parents were invited through an invitation sent home/or on Dojo. They were invited to participate in revving the plan.	Parents are emailed the plan to read over and make any notes or suggestions. Discussion will occur after about the changes wanting to be made.	Parent invitation, comment forms with specific input given by parents
School-Home Compact	10/5/2020	All parents were invited through an invitation sent home/or on Dojo to participate in revving the plan.	Parents are emailed the plan to read over and make any notes or suggestions. Discussion will occur after about the changes wanting to be made.	Parent invitation, comment forms with specific input given by parents
Title I Budget	9/21/2020	All parents were invited through an invitation sent home/or on Dojo to attend the SAC committee meeting.	SAC members reviewed the budget and voted unanimously to approve it	Meeting minutes ,comment form with input, and screenshot of participates on Microsoft Teams
Parent & Family Engagement Allocation	10/5/2020	All parents were invited through an invitation in the sent home/or on Dojo to attend the SAC committee meeting.	Parents voted	Meeting minutes ,comment form with input, and screenshot of participates on Microsoft Teams

**Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

** Evidence of the input gathered and how it was/will be used should be available on Title I Crate.*

2. **Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.**

Tentative date & time(s) of meeting	October 8 2020 4:30-5:30 & 5:30-6:30
How are parents notified of the meeting?	Parents will be notified via flyers and labels in agenda. The dates and times will be posted on the school marquee, school website, Facebook page, and class Dojo.
What information is provided at the meeting?	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum.
How are parents informed of their rights?	Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	Translation of materials will be in English and Spanish. We will provide translators at each meeting.
How will you get feedback from parents about the meeting?	Every parent who attends the meeting will be asked to complete a short evaluation of the meeting and if they would like any more information about Title I, curriculum, or testing.
How do parents who are not able to attend receive information from the meeting?	Parents who are not able to attend this meeting can view the information presented on our school's website.



Parent and Family Engagement Plan 2020-2021

Pinewood Elementary

3. 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 IV-Homeless	Pinewood works with the HEARTH program for homeless students. Teachers are made aware of students who are homeless. Teachers notify our school counselor of students who need extra food. We distribute SMILE packs weekly to those students who are identified.
Migrant	All information sent home to parents is sent in English as well as the student's native language. At parent workshops, translators are available for parents who speak Spanish as a primary language.
Preschool Programs	Preschool parents receive invitations and are included in workshops where applicable and other parent involvement activities.
Title III-ESOL	Pinewood has one ESOL para who works closely with parents and students specifically in Spanish. Our ESOL paras attend all workshops to provide translation to parents who need it. Information is sent home to parents about upcoming events in English and Spanish. We work closely with the ESOL department to get materials translated as needed.
SAC	Our SAC committee meets once a month to discuss school business.
PTO/PTA	Our PTO meets monthly to discuss upcoming school events, fundraisers, etc.
Community Agencies/Business Partners	Horace Mann- At the end of every school year, a bicycle is awarded to one girl and one boy who had perfect attendance all year. Winter Haven Partners in Public Education (PEP)- PEP sends a representative to Kindergarten Round-Up to share information on the "Winter Haven Kindergarten Reading" initiative.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	Ongoing communication between home and school is mainly through the agenda and class Dojo. Parents also obtain information through Class Dojo, the school website, and Facebook.
Describe how you 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 who is out of field.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	*Annual Parent Meetings *Website *Parent Workshops *Parent Conferences (English/Spanish)
Describe how your school provides information to parents in their native language. What languages do you provide?	All communication is sent home in English and Spanish and at all parent nights/workshops translation is offered for families
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	The school has handicapped parking at the front along with multiple ramps for wheelchairs. Hearing impaired assistance is available from the district with 72 hours notice.
Describe the opportunities parents have to participate in their child's education.	Families are encouraged to conference with teachers, attend building capacity events, and to volunteer

5. 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>
Family Engagement	Building the teacher/family connection and involvement between home and school	workshop	Classroom Teachers	Sept. 2020
Effective Virtual Conferences	how to have an effective virtual conference with families	Workshop	Classroom Teachers	Oct. 2020



Parent and Family Engagement Plan 2020-2021

Pinewood Elementary

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.
- 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 Parents and Families							
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation How will this support learning at home?
Curriculum Areas	Annual Meeting	Provide information on standards and how parents can help at home.	10/8 5:00-7:00				✓ Families will know how to help their child at home and be able to see what their child is learning at school.
State Assessments & Achievement Levels	Family Engagement Night	Provide strategies to parents and present information on the assessment their child will take.	11/5, 2/4				✓ Families will understand the implications of testing and will have the ability to monitor their child's progress.
Technology, Parent Portal	Annual Meeting	Families will be able to monitor progress of student learning.	10/8 5:00-7:00				✓ Families will be aware of student progress.
Transition (Kdg, MS, HS)	Kindergarten Round-up	Provide parents information on how to help their child in K.	Date/Time TBD				✓ Families will know which skills to introduce prior to beginning school.
College & Career							
Graduation Requirements & Scholarships							
Conferences	Virtual Conferences	Families will understand the progress of their students and how to help.	Date and Time is coordinated				✓ Families learn how to support their students at home.

How will workshops/events be evaluated?	survey results, comments on surveys
How will the needs of parents be assessed to plan future events?	Responses to survey and data analysis
What are the barriers for parents to attend workshops/events and how do you overcome these?	Language and time are common barriers. Translation is provided and flexible times is offered to assist with these barriers.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Workshops are held at different times and content is posted on the school website.
How do parents who are not able to attend building capacity events receive information from the meetings?	Parents are able to schedule an appointment by calling the school and information is posted on the website.

**These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*