

PINEWOOD ELEMENTARY SCHOOL Title I, Part A Parental and Family Engagement Plan

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I, Jennifer Radcliff, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

Jennifer Radcliff

9/21/2020

Signature of Principal or Designee

Date Signed

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Mission Statement

Parental Involvement Mission Statement:

Response:

The mission of Pinewood Elementary is to Educate All Students for Success.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response:

The members of the School Advisory Committee, which includes parents, community members and PWE staff, will actively engage in planning and developing activities, programs and events for students and their families. Results of the stakeholder surveys as well as state, district and local assessment data are used to plan and determine what activities, programs and events will be implemented to meet the needs of our families. The School Advisory Council (SAC) helps school personnel in decision-making regarding calendar, budget, activities, programs and special events.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Transition to KG Parent Orientation Tours	All children that will be transitioning to kindergarten at PWE will be provided the opportunity to tour the school with our school ambassadors/safety patrols, Pinewood administration and support staff, guidance counselors, and KG teachers. We will share information about the curriculum, school policies, PBIS expectations and activities, PTA, SAC, programs and events for students and their families. In addition they will have the opportunity to participate in an activity with a kindergarten class and have a snack in the café to learn about our Food and Nutritional Services Program.
2	Family Nights	School personnel collaborate with SAC members and PTA to plan and implement Family Nights focusing on the areas of reading, math, science and technology.
3	Summer Slide	Students in need of additional academic assistance receive this through additional instructional time during the summer months.

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5	Pinewood Website, Blackboard Connect, and PWE Facebook Page	Increase parental knowledge of how to help their children at home. Provide important information about school programs, events and activities. Share information with families and community members about what happens during the school day.
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Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequate Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Meet the Teacher Day	Principal	August 2020	Parent Attendance Records
2	KG- 5th Grade Annual Title 1 Parent Meetings	Grade Level Teachers	August 2020	Parent Attendance Records
3	School Advisory Council Meetings	Principal	Sept. 2020-May 2021	SAC Attendance Records
4	MTSS and IEP Meetings	MTSS Team	August 2020-May 2021	MTSS and IEP Conference Notes

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response:

Parent meetings are held at various times taking into consideration parents' work schedules, the availability of child care and transportation. Our School Advisory Council collaboratively decided their meetings will be held at 5 p.m. Student of the month is held monthly.. Parent/Teacher conferences are held twice a year from 5:00-8:00 pm. Teachers are also available to conference with parents before school starts, during the school day and after school. PWE works collaboratively with MCHS for translators. Transportation services are provided to parents to school conferences, medical and dental appointments and other family service agencies by our Title 1 Parent Liaison. Child care is provided at some school events as well.

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Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	KG – 5 Grade Annual Title One Meetings	Administration, Title 1 Parent Liaison, KG-5 Grade Teachers	Increase parental involvement at school. Build parent awareness and understanding of school, grade level and teacher expectations for student learning.	Sept. 2020	Parent attendance and participation logs.
2	Family Nights	School Events Committee, Administration, Title 1 Parent Liaison, KG-5 Grade Teachers	Increase students' proficiency ELA, Math, STEM and Technology	3x per year	Parent attendance and participation logs.
3	Student of the Month	Guidance Counselor, Guidance Clerk, Administration, Title 1 Parent Liaison	A celebration to formally acknowledge students who demonstrate good character each month.	Once per month	Parent attendance and participation logs.
4	Website, APP and Connect 5 Automated Phone Call System, Facebook Page	Webmaster(s), Assistant Principals	Increase parental knowledge of how to help their children at home. Provide important information about school programs, events and activities	August 2020 - May 2021	Parent attendance and participation logs.
5	Holiday Show	Music teacher, student chorus, classroom teachers	Increase students' understanding and appreciation for various traditions and cultural celebrations	annually	Number of adult participants
6	Earth Day Program in collaboration with MCHS	Teachers, Music teacher, Green School Chairperson	Increase students' awareness and build respect for the environment	annually	Number of adult participants

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Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Staff/Parent Involvement Training	Title One Parent Advocate	Provide teachers with strategies to more actively involve parents in their students' school life.	August 2020	Increased parental involvement
2	Marketing the Parent Resource Center	Parent Resource Center Staff	Increase parents' awareness of the PRC, available materials and training to support their children at home.	Sept. 2020	Increased use of materials from the Parent Resource Center
3	Parent/Teacher Conference Nights	Teachers/Support Staff/Administration	Build parents' understanding of how to provide support for academics as well as providing resources for use at home	August 2020 - May 2021	Conference Attendance Logs
4	Teacher Professional Learning Communities and Professional Development sessions	Instructional Personnel, Coaches, Administration, Paraprofessionals	To increase the capacity of instructional staff knowledge and expertise to directly impact student learning.	August 2020 - May 2021	PLC/PD sign-in sheet, classroom observations
5	KG – 5 th Grade Annual Title 1 Meetings	Teachers/Administration	Build parents understanding of school and teacher curriculum, instructional	Sept. 2020	Parent feedback, sign in logs

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			practices, policies and procedures.		
6	Meet the Teacher Day	Title One Parent Advocate, Administration	Inform parents about being a Title 1 school and the assurances that are provided to students and their families.	August 2020	Parent feedback, sign in logs

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response:

1. Teachers will complete online prescriptions to the Parent Resource Center focusing on academic content to remediate and enrich students.
2. Use of PWE Website, Facebook Page and Connect 5 automated phone messaging (Eng. & Spanish) system to provide parents with information about teacher links, helpful instructional tips/strategies, school programs, events, special activities and conferences, as well as to remind parents about school operating procedures and policies.
3. Student celebrations: Student of the Month and celebrations of learning recognize students' academic and character development monthly throughout the school year.
4. Celebrations such as the Holiday Show, Earth Day, and various programs are planned throughout the year for students to apply their knowledge of Social Studies and Science content and enhance students' public speaking skills.
5. Family Nights focus on ELA, math, science and technology and actively engage students and their parents in fun, interactive, hands-on activities and lessons to increase parents' understanding and skills to support their children at home.
6. Encourage parents to be active members of the School Advisory Council to provide input to school administrators on instructional programs, curriculum, budgets, special events and activities. Parents will also learn more about the overall policies, procedures and operation of the school.

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Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response:

Parents are notified of programs and events through the school website and APP, written notices, flyers and our Connect 5 automated phone messaging system (in English & Spanish). The district sends parent informational flyers in English and Spanish on the Florida State Standards, standards-based grading system, iReady assessments and the Florida State Assessment. The school district's FOCUS grade book has a parent portal component so parents can monitor their child's academic progress throughout the year. Flyers and pamphlets outlining assessment information as well as proficiency levels are sent home in English and Spanish. (which are also provided at conferences and at the Annual Title One meeting). Parent input is solicited in a variety of ways through: surveys, personal contact, during parent conferences, via the Title One Parent Liaison, counselors, administrators and SAC meetings. Parent input is also provided at Family Nights, morning events and conference nights. School staff is always available to conference with parents regarding the academic, behavioral, medical, and attendance of their children. Teachers provide important instructional and curriculum information at the Annual Title 1 parent meetings held at the beginning of the school year. Parents gain an understanding of the academic, behavioral and attendance expectations as well as how their children's progress will be assessed and monitored throughout the year.

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Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response:

Communication including the school website and APP, notices and flyers are prepared and distributed in English and Spanish; generally, in one document. Our weekly Connect 5 automated phone call reminders (for special events, conference nights, etc.) are also sent out in English and Spanish. A bilingual Title One Parent Liaison is available full time to translate and provide information to families. Parents have access to the Parent Liaison by phone and/or in person (at school or in their home). Additional bilingual paraprofessionals and teachers are available to translate and provide information at parent conferences, meetings and events. The Parent Liaison translates at the Annual Title 1 Parent meeting, Family Nights and at School Advisory Council meetings. PWE's facility is ADA compliant and fully accessible to all stakeholders.

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Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	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)]	Family literacy, math, science and technology nights.	School leadership team, instructional coaches	Increase knowledge and proficiency in academic areas.	October 2020 - April 2021
2	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 work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]	Arranging school meetings at a variety of times to accommodate parents work schedules.	Administration	Increase parental attendance at meetings and their involvement and support .	August 2020 - May 2021
3	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]	Increase our School Advisory Council (SAC) membership.	Title 1 Coordinator, Title One Parent Liaison, Principal, SAC members	Increase parental involvement and support.	September 2020 - May 2021

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Attached Evidence of Input from Parents

Attach evidence of parent input in the development of the plan.

Attached document Title: Annual Title 1 Parent Meeting

Attached Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly

Attached document Title: School Advisory Council Meeting minutes- May 2020

develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Attach an electronic version of the Parent-School Compact.

Attached Evidence of Parent Involvement in Development of Parent-School Compact

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Attach evidence of parent input in the development of the compact.

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Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher Day	1	730	Increase parental involvement at school. Parent identification of his/her child's teacher and classroom location. Obtain general information for starting the school year.
2	KG – 5 Grade Annual Title One Meetings	1	730	Increase parental involvement at school. Build parental awareness and understanding of school, grade level and teacher expectations for student learning.
3	Grade 5 – EOY Parent meeting, promotion ceremony	2	<i>N/A School Remote</i>	Provide information to parents regarding the 5 th grade class trip and procedures for promotion ceremony
4	Family Nights – focused on ELA, Math and the Arts	3	300	Increase family involvement in academic knowledge and application, and use obtained resources to support students at home.
5	Student of the Month Recognition Program	8	730	Increase students' demonstration of appropriate behavior and work habits.
6	Special Programs/Events: Holiday Show, Art Gallery, Walk-a-thon	1	100	Involve families in the recognition, celebration, fitness of students, families and community stakeholders
7	Building Literacy: Literacy and Math Week activities, Readers/Writers celebrations	5	319	Promote family involvement in students' school life and build literacy skills.
8	PreK Parent Transition to KG Meeting and PreK Visits	4	<i>N/A School Remote</i>	Provide important information to parents for children entering kindergarten and to tour incoming PreK students transitioning to school.
9	Parent/Teacher Conference Nights	2	650	Communicate student academic, behavioral progress with parents and

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				offer information and resources for how to help their children at home.
10	School Advisory Council meetings	4	40	Provide collaboration and gather parent input for addressing students' needs at school.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Staff/Parent Involvement Training	1	90	Increased support of student learning and providing resources for parent to use with their children at home.
2	Teachers and paraprofessionals promoting visits to the Parent Resource Center	3	79	Promote parental use of the center and check out materials to use in teachers' classrooms.
3	Family Night Planning Meetings – focused on planning events and creating activities for parents and their children in ELA, Math and Science	3	63	Increase family involvement in academic knowledge and application, and use obtained resources to support students at home.
4	WIDA – Building Understanding of Language Acquisition	3	59	Increase instructional personnel's understanding of language development and instructional practices to support students with their language acquisition and empathy when interacting with families.
5	School Advisory Council meetings	8	6	Collaborate with parents by providing them with school information and collect input from them regarding school programs, policies and operations.
6	PreK Parent Transition to KG Meeting and PreK Visits	N/A School Remote	N/A School Remote	Provide important information to parents for children entering kindergarten and to tour incoming PreK students transitioning to school.

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Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents and students lack of technology at home	Build parents' awareness of the importance of having a computer, laptop or other tablet at home.
2	Parents lack of knowledge of how to help their children at home.	Continue to provide parents with knowledge, demonstrations and resources at Title 1 parent meeting, curriculum nights, family nights and other school events to support their child's learning.

Best Practices

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice.

count	Content/Purpose	Description of the Activity
1	Family Nights – focused on ELA, Math and the Arts	Increase family involvement in academic knowledge and application, and use obtained resources to support students at home.
2	Building Literacy programs: Literacy and Math Week activities, Readers/Writers celebrations,	Promote family involvement in students' school life and build literacy skills.
3	Student Recognition Program	Increase students' demonstration of appropriate behavior and work habits.