


School Name Parent and Family Engagement Plan (PFEP) 2019-20

I, Jon Spencer, 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 1116 (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 1116(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 1116(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 shall submit parent comments with the such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- 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 1112(e)(1)(A)].


Signature of Principal or Designee

8/27/19
Date Signed

Engagement 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 1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

Response:

The Parent Lighthouse Team (PLT) and School Advisory Councils (SAC) are instrumental in the area of Parent Engagement at Woodlawn Elementary School. The SAC is our parent engagement group devoted to the progress of our school. During the spring, SAC seeks input in the development of the Parent and Family Engagement Plan as well as the Home/School Compact. The PFEP and Home/School Compact is reviewed, discussed and voted on for approval at the SAC meeting. The membership is close to the demographics of our school. Staff members are assigned by administration with one representative from each grade level team also.

Input from parents will be documented using the annual parent survey to be used as the Parent and Family Engagement Plan is developed. Parents and staff develop the Parent and Family Engagement Plan which eventually is recommended for SAC committee approval. Parents who would like to serve on the SAC committee are placed on a ballot, and the ballot is sent home with each student. Each student's parent has an opportunity to vote for the SAC committee and then return the ballot to the school.

A committee member compiles data including student progress for review by administration and the committee. All input from parents is taken into account for future planning of parent involvement activities. The parent's survey along with input from the SAC and PLT members helps in the development of the Parent and Family Engagement Plan. Administration schedules flexible times for school activities in order that all parents working or not working may attend and participate. At the Annual Title 1 meeting for parents, administration will explain the opportunities for students which Title 1 provides. Parents will also be informed of the opportunities to service in the school. SAC will determine how funds reserved for parental involvement will be spent. Input from parents will be documented in notes/minutes from SAC or PLT meetings. SAC meets 5 times per year. The SAC minutes will be kept in the Title 1 notebook housed in the front office. If parents would like to review meeting notes, they are welcome to do so.

The following parent involvement activities are scheduled for the 2019-20 school year:

August: Parent/Teacher Orientation Night

September: Curriculum Night, Dads and Donuts

October: Fall Festival Family Night and Report Card Conferences.

November: Veterans Day Program, Holiday Meal

December: Family Crafty Christmas, Choral Program, Holiday Meal

January: Mother/Son Date Night, Class Awards

February: Daddy/Daughter Dance

April: Parent Conferences, Moms and Muffins

May: End of Year Awards

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 1116(a)(2)(D) and 1116(e)(4)].

count	Program	Coordination
1	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Family Engagement Plans, and other items of concern.
2	District Parent Advisory for Advanced Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
5	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers, administrators, and parent family engagement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district.
6	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program.
7	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
8	Title II	Provides for teachers and administrators professional development and supports all teachers to be state certified.
9	Title III	Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
10	ELL	The ELL Parent Advisory Council is involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FSA standards, graduation requirements and post-secondary career opportunities.
11	Title IV	Supports activities to assist students, teachers, staff, and administrators in the areas of well-rounded educational opportunities, safe and healthy schools, and effective use of technology

12	Title V	Supports students by giving opportunities to them for on-line courses through the Highlands Virtual School
13	Title IX-Homeless & Title 1, Part A-Homeless	Student Services coordinates with Title 1 Part A and Title IX to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title IX also funds a homeless advocate for homeless students.
14	Supplemental Academic Instruction (SAI)	Supplemental Academic Instruction (SAI) funds will be coordinated to provide summer school for Level 1 readers.
15	VPK	The District has three area schools that are providing VPK during the regular school year. The VPK program will also be facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector or in the district's regular school year PCK program.
16	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
17	Nutrition Programs	The LEA participates in the Federal Community Eligibility Provision (CEP), and the CEP provides free lunches for all students in the District's schools. Students are also provided with a free breakfast. The summer food programs are provided at various school sites and community locations.

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 (school-wide or targeted assistance), opportunities for students, School grades, Student Achievements, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Title 1 Annual Meeting (Powerpoint to include school grades, information on schoolwide Title 1 program and rights and opportunities for parents)	Principal	10/7/19	Parent & Family Engagement Plan, Sign in sheet, PowerPoint, Handouts, Agenda Items and Minutes
2	Title 1 Annual Meeting Notification	Administration	Week before meeting	Flyer, ConnectEd Phone Call, School Website, grade level newsletter, Facebook page
3	Title 1 Annual Meeting Agenda	Administration	10/17/19	Agenda

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 1116(c)(2)].

All evening meetings will have available translation in Spanish provided upon request. Each year in August we begin with a Back to School Orientation. All events are advertised in English and Spanish by way of ConnectEd telephone messages, grade level newsletters, school website, school Facebook and local newspapers. Our migrant liaison is available to coordinate transportation barriers. Evening meetings focusing on curriculum, subject expectations and data on student progression are provided at least twice each semester. School grade and FSA/FCAT results will be reviewed. Attendance records will be kept for all parent meetings.

All parent involvement workshops and meetings are offered at flexible times. The window for parents to attend includes a two and a half hour time span. For parents who are unable to attend during the scheduled time, a separate meeting can be made with the teacher to discuss topics missed. A social worker can be requested to make a home visit when needed.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(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 1116(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 1116(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Back to School Orientation	Jon Spencer, Jerry Wright	Confirm expectations	8/6/19	Parents will understand procedures, rules and

					homework assignments for the classroom; invitation and sign in sheets
2	Parent Lighthouse Team (PLT)	Jon Spencer, Jerry Wright	Planning	9/9/19 10/7/19 1/13/20 2/10/20 4/13/20	Parents will understand the plans for fundraising and parent opportunities to volunteer
3	Parent Conferences/ Curriculum Night	Teachers	Student Progression	10/17/19 3/26/20	Parents will be informed of their child's academic progression; conference schedules, sign in sheets
4	Title 1 Annual Meeting	Jon Spencer, Jerry Wright	Communication and parental input	9/9/19	Parents will be provided with Title 1 information and the opportunity for input. Sign in sheets
5	Dad's and Donuts	Jon Spencer, Jerry Wright	Opportunity for father figures to be on campus with their students	Sept. 2019	Sign in sheets
6	Individual Education Plan (IEP) Meetings	ESE Teachers, Classroom Teachers, Parents, LEA, Guidance Counselor	Individual program planning for students with special needs	2019-2020	Increased academic and/or behavioral performance of individual students
7	School Attendance Review Committee	Jon Spencer, Jerry Wright	Review of student's attendance records, including excessive absences, habitual tardies, and check out prior to dismissal. Review will improve the attendance of those students with attendance issues. A plan will be discussed with the parent to improve attendance which will increase student achievement.	2019-2020	SARC Meeting notes
8	Crafty Christmas	Ginger McIntyre, Laura Ritenour	Opportunity for families to come do crafts together.	12/2019	Sign In Sheets
9	SAC Meetings	Jon Spencer, Jerry Wright	Planning	9/9/19 10/7/19 1/13/20 2/10/20 4/13/20	Parents will understand the policies of the school and district; minutes and sign in sheets
10	Student Led Conferences/ Curriculum Night	Classroom Teachers	Students will understand their data, track goals, and be able to explain to parents.	10/17/19 3/26/20	Parents will understand the scheduled activities and announcements; grade level newsletters
11	Facebook Page/Website	Classroom Teachers	Provide communication with parents	2019-20	Parents will understand the scheduled activities and announcements
12	Moms and Muffins	Classroom Teachers	Provide an opportunity for mother figures to come in and spend the morning with their students while enjoying classroom activities and muffins.	4/2020	Sign in Sheets
13	Holiday Meal	April Baucom	Family members get the opportunity to come and have a Thanksgiving Meal with their students.	11/2019	Number of tickets sold

14	Woodlawn 5k	Angel Nowling	Fundraising event that allows families to join us on a weekend and run to raise funds for our school.	1/18/2020	Registrations
15	Fall Fun Fest	Parent Lighthouse Team	Annual event that raises money for our school. Parents and their families come and enjoy games, food, and lot of fun.	11/24/19	Number of tickets sold
16	Mother/Son Date Night	5th Grade Team	Mother figures and their sons will join us at a local restaurant for a very special date night.	1/2020	Number of tickets sold
17	Daddy/Daughter Dance	4th Grade Team	Father figures and their daughters join us for a dance party. Food will also be available.	2/2020	Number of tickets sold
18	Book Fair	Cheryl McGovern	During our parent conference nights, our Media Specialist coordinates a book fair that same evening.	10/2019	Book sales

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, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	PBiS Training for new Teachers	PBiS Team	Instruct new teachers on shaping behaviors and communicating daily/weekly behaviors with parents	8/2019	Parents will support positive social skills. Planners and behavior towers/teacher sign in sheets
2	PreSchool Procedures	Jon Spencer, Jerry Wright	Communication with parents to improve student achievement	8/2019	Improvement in discipline, attendance, and academic achievement
3	Professional Development/Faculty Meeting	District Office, Jon Spencer, Jerry Wright	Increase growth in students' academic achievement. Work with parents as equal partners and build relationships with parents and families.	2019-2020	Progress monitoring of students and staff throughout the school year toward academic goals. Strategic planning to address individual academic, cultural, and behavioral needs.
4	The Leader in Me Booster	Leader in Me Team members	Implementation of LIM with fidelity	Monthly	Teacher implementation of strategies and tools with home tools provided to include parents

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 1116 (e)(4)].

A curriculum resource room contains materials available to parents providing them with additional materials and resources to work with students at home. The reading and stem coaches are available to work with parents to help them understand the content, purpose and directions for these materials. The reading coach holds individual reading practices that could be completed at home. Improvement will be monitored by iReady data. A parent sign in sheet and distribution log will be housed in the resource room to document parent involvement. The administration will monitor the notebook for parent participation.

Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(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 1116(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 1116(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 1116(c)(5)].
 - o Woodlawn Elementary publicizes all Title 1 Annual Meetings, Parent Lighthouse Team, SAC, Parent Nights, Report Card Conferences and Statewide Assessments by use of the school marquee, sending home written notifications in English as well as Spanish, using Connect-Ed automated phone systems, our Facebook page, school app which can be translated in over 50 languages, and our website. 504 and IEP meetings are scheduled for individual students, and the parents are invited to attend MTSS meetings involving their child. Progress monitoring plans are created for students performing below grade level. Parents are notified and signatures are requested for this documentation. Parents are also notified through conferences and written documentation if their child has a possibility of retention. Various timelines for the distribution of these notifications will be used as per school policy. Much of the information being distributed is saved in a data warehouse. A Title 1 notebook with agendas, minutes, and sign in sheets is available to review in the front office. Parents are welcome to review the notebook. The administration will monitor that information is provided in a timely manner. The newsletter and website are updated monthly. Facebook is updated with new events as they occur. Connect Ed is recorded 1-3 days before the event as a reminder.
- The school will notify parents on the first day of school through the "Right to Know" letter that parents have the right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals. The school will also notify parents when their student has been assigned or has been taught for four or more consecutive weeks by a teacher who is out of field. This notification will be a "Four Week Letter" to the parents. The school will provide each family with an individualized student report of the child's performance on state assessments for those students taking the assessments. Copies are available for pick up through the school's front office. A Connect-Ed phone call is sent out from the school to make them aware results are available.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA 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 1116 (e)(5) and 1116(f)).

Woodlawn Elementary provides written and phone notification to parents in English and Spanish about school events and activities. Translators are provided if needed for parent conferences, PLT and SAC meetings. Social workers and our migrant recruiter are also available for home visits and translations. Woodlawn and its administrators will ensure that parents with disabilities have access to parental involvement activities and/or services by assuring that the activity is accessible and welcoming. During orientation/initial student registration, parents are asked which language is used prevalently in their home for communication purposes. The administration will work with the ELL para to monitor the numbers of various languages needed for communication. If presented with percentage of change significantly, another language will be added to communications.

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)].

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 and families to help their children academic achievement [Section 1116 (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	Back to School Orientation	1	533	Confirm expectations
2	PLT Meetings	5	10	Planning
3	Parent Conferences	2	491	Discuss student progression
4	Title I Annual Meeting	1	10	Communication with parental input
5	School Attendance Review Committee Meetings	55	175	Review of student's attendance records including excessive absences, habitual tardiness and check out prior to dismissal. Review will improve the attendance of those students with attendance issues. A plan will be

				discussed with the parent to improve attendance which will increase student achievement.
6	SAC Meetings	5	10	Planning

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff 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 1116(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	PBiS Training for new Teachers	1	5	Instruct new teachers on shaping behaviors and communicating daily/weekly behaviors with parents
2	Pre School Procedures	1	65	Staff would understand changes and vision for the upcoming school year.
3	Lighthouse Team Meeting	Monthly	15	Work together collaboratively to ensure the Leader in Me Process continues throughout the year and that our action teams have all the resources that they need.
4	Professional Development	Monthly	65	Grow in instructional strategies, Kagan Cooperative Learning Structures, teach the teacher

Barriers

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (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 1116(a)(2)(D)(i)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Limit English Proficiency	-Use of Rosetta Stone daily in the computer lab and classroom -ELL Support with ESOL Para -Providing translators at school meetings with parents and family -Translate school letters that are sent home
2	Economically Disadvantaged	-Mentoring program for students at-risk of academic failure -Inexpensive meals and free school aged child care at some events
3	Past Educational Experiences	-Welcoming and comfortable atmosphere