

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Pinewood Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

### Assurances

The above-named school agrees to the following assurances:

- Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Jointly develop/revise plan with parents and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
- Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
- Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

### Mission Statement

<p><b>1. Does the mission statement include:</b></p> <p>How the parent and family engagement plan is a shared responsibility?</p>	<p>Working collaboratively with our parents and all stakeholders, Pinewood Elementary is committed to developing successful students that are equipped with the skills necessary to become productive citizens in the future. It is our belief that parent and family engagement is an important driving force in a child's education, and is a shared responsibility. Pinewood staff believes that it takes a village to raise a child.</p> <p>The staff is committed to working jointly with parents and family to develop a plan for activities and workshops, in order to support the</p>
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<p>How the parent and family engagement plan will assist in providing high quality instruction for all learners?</p>	<p>high-quality instruction needed for all learners to be successful. Pinewood ES will host multiple curriculum nights aligned to grade-level standards to model instructional strategies for home and school. Therefore, we encourage the involvement of parents and community members in all school activities.</p>
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### Involvement of Parents

<p><b>2. Does the plan include:</b> 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]?</p>	<p>Pinewood Elementary will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> <li>• Class Dojo</li> <li>• Connect Orange Messages</li> <li>• Remind APP</li> <li>• Flyers</li> <li>• Email</li> <li>• Student planners</li> <li>• Newsletters</li> <li>• Home-to-School and School-to-Home Communication</li> <li>• School Website</li> <li>• And other known best practices as needed</li> </ul> <p>Pinewood parents will involve families in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used by:</p> <p><b>Attending</b></p> <ul style="list-style-type: none"> <li>• Title I Annual Meeting</li> <li>• School Advisory Council (SAC) meetings</li> <li>• Multilingual Parent Leadership Council (MPLC) meetings</li> </ul> <p><b>Participating In</b></p> <ul style="list-style-type: none"> <li>• Parent and Family Engagement capacity-building activities</li> </ul> <p><b>Reviewing</b></p> <ul style="list-style-type: none"> <li>• Academic data</li> <li>• Previous School Year Parent and Family Engagement Plan</li> </ul>
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### Coordination and Integration with Other Federal Programs

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

### Annual Parent Meeting

<p><b>4. Does the plan include:</b> 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>Pinewood will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:</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 brochure and other resources</li> </ul>
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<p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Parents and families are informed of the nature of the Title I program through the following statement:</p> <p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <a href="http://www.fldoe.org/bsa/title1/title_compile.asp">http://www.fldoe.org/bsa/title1/title_compile.asp</a> and le our district's Title I website <a href="https://www.ocps.net/departments/title_i">https://www.ocps.net/departments/title_i</a>.</p> <p>Below are the specific steps that Pinewood Elementary will take to conduct the Title I Annual Meeting.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notices sent home to parents in English and/or other languages	PEL, Administrator, PEL, Staffing or Title I Coordinator	September 2020	Copy of notice with date of dissemination
Agenda and presentation material developed	School Administrators	September 2020	Copies of Agenda
Develop Sign-in Sheets	Title I Coordinator	September 2020	Sign-in sheets
Connect Orange message sent	School Administrators	September 2020	Copy of message
Conduct Title I Annual Meeting	School Administrators	September 2020	Copies of Agenda and handouts
Maintain documents	Title I Coordinator	September 2020	Copies of all documents

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### Flexible Parent Meetings

<p><b>5. Does the plan include:</b>          How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<p>Monthly SAC meetings will be held on the first Tuesday of each month at 5:45 pm with the monthly PTA meeting to be held immediately following. Childcare will be provided for each of these meetings. Two SAC meetings, specifically at the beginning and end of the year, will be devoted to evaluating and revising the Parent and Family Engagement Plan. Our school website, Twitter, Facebook page, Connect Orange messages, monthly event calendars, and school marquee will be used to announce these meetings. Sign-in sheets, agendas, and minutes will be used to document these meetings. Some events hosted by our PTA will be held in the mornings and others held in the evenings to best accommodate our families' schedules. At the end of the first grading period and various points throughout the school year, evening conferences will be scheduled to discuss student progress. Conferences may also be scheduled before school or during teacher planning time to allow for more flexibility for our families.</p>
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### Building Capacity

<p><b>6. Does the plan include:</b>          How the school will implement activities that will build the capacity for meaningful parent/family engagement?</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 work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Pinewood Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.</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. Our teachers will also share information about activities and events to support our Parent Engagement Liaison.</p> <p>Below are the specific steps that Pinewood Elementary will take to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Instructional Staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 2020	Connect Orange, Marquee
Progress Report Conference Night	Classroom Teachers	Teachers will conduct individual conferences to discuss child's test results, expectations, progress toward benchmarks, and individual needs.	September 2020	Conference/Parent communication logs
Family Night Series (Reading, Math, Writing, Science, Arts)	Instructional Staff	Parents will interact with their students while learning a targeted skill.	One in: <ul style="list-style-type: none"> <li>• October</li> <li>• November</li> <li>• January</li> <li>• February</li> <li>• March</li> </ul>	Flyers, Sign-In Sheets, Handouts when available
Connect Orange Messages	Principal, Assistant Principal	Increased parental awareness of school events and participation	Ongoing	Copies of message on file
ClassDojo, Newsletter, website, daily planners, email communication, Social Media (Facebook & Twitter)	Principal, Assistant Principal, Classroom Teachers, PEL	Parents and students will have access to information about school events/ activities	Ongoing	Screen shots and copy of newsletter, calendar of events

### Staff Development

<p><b>7. Does the plan include:</b>          A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff:          - with the assistance of parents/families, in the value and utility of contributions of parents/families?          - in how to reach out to, communicate with, and work with parents/families as equal partners?          - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>	<p>Pinewood Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities and tasks that Pinewood Elementary will implement to build capacity for meaningful parent and family engagement.</p>
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Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Parent Engagement Liaison, School Administration, Title I Coordinator	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships	October 2020 – November 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Parent Engagement Liaison, School Administration, Title I Coordinator	Improved ability of staff to work with parents and families	December 2020 - January 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Parent Engagement Liaison, School Administration, Title I Coordinator	Increased parent and family participation in school activities which support student achievement	February 2021 - March 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Parent Engagement Liaison, School Administration, Title I Coordinator	Improved relationship, communication and collaboration between parents and school	April 2021 – May 2021	Sign-in sheets, exit slips

### Other Activities

<p><b>8. Does the plan include:</b> How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]?</p>	<p>Pinewood Elementary will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:</p> <ul style="list-style-type: none"> <li>• The ESE and Guidance office have a resource area that includes information about but not limited to the following: <ul style="list-style-type: none"> <li>○ Counseling Services</li> <li>○ Homeless Education</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Retention</li> <li>○ Exceptional Education Services</li> <li>○ Behavioral Support Services</li> <li>○ And other resources outside of the school</li> <li>● The Media Center offers computer access to allow students and parent's access to district applications and other materials.</li> <li>● District Parent Academy and Virtual Academy events offered throughout the year.</li> </ul>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Resource Area	Guidance Counselor, ESE Contact, Parent Engagement Liaison	Ongoing	Sign-in Sheets
Media Center	Media Specialist	Ongoing	Sign-in Sheets
Virtual Academy	Parent Engagement Liaison	School Choice—12/10/2020 Safe Digital Environment—02/25/2021 Life After High School—04/22/2021	Flyers Parent Registration, Media Center Sign-in Sheet
Parent Academy	Parent Engagement Liaison	Social and Emotional Learning—11/07/2020 Transitioning to Middle School—01/23/2021 Summer Learning—05/15/2021	Parent Registration Pictures Flyers
Chat & Chew	Parent Engagement Liaison	Ongoing	Flyers, Pictures, Presentation Materials, Sign-In Sheets,

### Communication

<p><b>9. Does the plan include:</b> How the school will provide timely information about the Title I programs?</p>	<p>Pinewood Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> <li>● Hosting the Title I Annual Meeting</li> </ul>
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<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 child(ren)?</p> <p>How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116j]?</p>	<ul style="list-style-type: none"> <li>• Conducting New Parent Orientation every month for parents new to the school to cover Title I programs</li> </ul> <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> <li>• School Compact</li> <li>• Progress Report Nights</li> <li>• Class Dojo</li> <li>• Planners</li> <li>• Parent Conferences</li> <li>• Connect Orange Messages</li> <li>• Social Media methods, such as Remind and Facebook</li> </ul> <p>Parents will be included in the formulation of suggestions and decision making through the following:</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 and 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>
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### Accessibility

<p><b>10. Does the plan include:</b> 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 and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in</p>	<p>Pinewood Elementary will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. The following methods will be used:</p> <ul style="list-style-type: none"> <li>• Family Nights will be presented in multiple languages to service our ELL families.</li> <li>• Activities will be offered at multiple times throughout the day for parents and families to participate during the morning, afternoon and evening.</li> </ul> <p>We will share information through various best-known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:</p>
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languages that the parents/families can understand?	<ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and/or other languages</li> <li>• ClassDojo</li> <li>• Student planners</li> <li>• Flyers</li> <li>• Connect Ed messages</li> <li>• Newsletters</li> <li>• School Website</li> <li>• Email</li> <li>• And other known best practices as needed</li> </ul>
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### Discretionary Activities (optional)

<b>11. Does the plan include:</b> Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)	Pinewood Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement. Below are additional activities and tasks that Pinewood Elementary will implement that are funded by Title I, Part A.			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Provide training opportunities to parents to enhance the engagement of other parents.	Parent Engagement Liaison	Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom.	Ongoing	Sign-in sheets, Parent program survey
Maximizing parent engagement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.	Principal; Assistant Principal; Leadership Team	Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom.	Ongoing	Sign-in sheets, Parent program survey

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### Barriers

<p><b>12. Does the plan include:</b> A description of the barriers that hindered participation by parents/families 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>Pinewood Elementary, after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> <li>• Language</li> <li>• Education</li> <li>• Economically disadvantaged</li> </ul> <p>Below are the specific steps that Pinewood 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>
Language barrier (ELL)	Provide Creole and Spanish translation as needed.
Education barrier (FRL, SWD, ELL)	Open House – preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand (i.e. Instead of just using the words fluency, fact family, etc.) we will accompany these terms with a definition and model strategies accordingly.
Economically disadvantaged (FRL) Provide	Provide food during some evening events, free lunch for all students, clothing, Thanksgiving food baskets, Christmas gifts and food. PTA purchases various items for students.

### School-Parent Compact

<p><b>13. Does the plan include:</b> As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement?</p>	<p>Provide a scanned copy, with this document, of the School-Parent Compact and evidence of parent input in the development of the Compact.</p>
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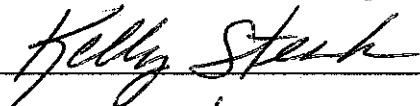
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### Adoption

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

This policy was adopted by the school on **08/10/2020** and will be in effect for the period of **One year.**

The school will distribute this policy to all parents of participating Title I, Part A children on or before **11/27/2020**

Signature of Authorized Personnel	
Date	5/14/20

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

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

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