

2023 – 2024
Parent and Family Engagement Plan
Planning Guide

Fort Braden School
School

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:



Title I, Part A Parent and Family Engagement Plan 2023 – 2024

School Name

I, Todd Lanter, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA; as amended by ESSA.
- Involve parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
- Jointly develop/revise with parents the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Signature of Principal

Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

Fort Braden School, in partnership with its parents, seeks to educate and support students as they develop into lifelong learners. The school will work with all stakeholders to provide a nurturing environment where all students can achieve academic and personal excellence.

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 parent and family engagement will be used [Sections 1116].

Response:

All parents shall be invited and encouraged to attend: Quarterly SAC Meetings, Monthly PTO Meetings
Parent Representatives will attend parent involvement district trainings and committee meetings as well as monthly TAC and DAC meetings.
The school will provide information and explain to parents the requirements of Title I and parents' rights through: Parent Right To Know letters sent home and available in the parent resource room, Monthly Newsletters, ListServ emails, the school's website, the school's marquee and student flyers.
The school will seek parent feedback through: conferences, surveys both electronic and paper form, and meeting forums.
The school's parent involvement/social PLC will also include parent feedback in their plans for literacy nights and other events.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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].

Count	Program	Coordination
1	Orientation	Orientation acclimates parents to the school community. It provides parents with information about parent involvement opportunities as well as information regarding strategies for the academic success of students.
2	Open House	Open House provides parents for an opportunity to meet with teachers and become familiar with the structure of the

		school day. Parents receive grade level expectations and requirements this night as well. Teachers present strategies to engage parents to help their students have a successful school year. It also gives parents additional opportunities to learn about Title I and ways to become more involved in the school community/decisions.
3	Problem Solving Team	The Problem Solving Team meets with parents to create an action plan for the success of students' academic and/or social emotional progression.
4	Parent/Teacher Workshops	Teachers meet parents to discuss student progress and mastery of standards on assessments as well as student behaviors and interests.
5	Parent Workshops	Various parent workshops will focus on academic content and work-study skills to provide parents with strategies to improve their student's academic and social emotional progress. These events will help parents to engage their students in literacy practice and help the families.
6	Success Celebrations	Various celebrations, performances, and award ceremonies will provide access to parents and teachers the opportunity to share in promoting student achievements, both for academic and social emotional progress.
7	Title I	Funds will be used to hold parent/family workshops and to train parents and teachers on strategies that will support student achievement.
8	Title II	Funds will be used for professional development in the areas of: positive behaviors, Learning Progressions, lesson plan design, utilizing growth mindset, communication and collaboration, and family engagement.
9	Title IX	School will utilize district FIT program to provide services.

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), 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 1116].

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine date for Annual Title I Meeting	Administration / Title I Liaison	August/September	Copies of Agenda and Handouts
B	Prepare presentation, handouts, and agenda	Administration / Title I Liaison	August/September	Copies of Agenda and Handouts
C	Create flyer/invitation informing families of the meeting (include translated versions)	Administration / Title I Liaison	August/September	ListServ, PTO Social Media, & Handouts
D	Create sign-in sheet "Annual Title I Meeting" (include school name; date; location; time; parent/guardian's name; student name(s); phone number; email address; and role) and create evaluation	Administration / Title I Liaison	August/September	Copies of the sign-in sheets
E	Send out meeting notifications at least two (2) weeks prior to the meeting date	Administration / Title I Liaison	August/September	ListServ, PTO Social Media, & Handouts
F	Send reminder notices via school robocalls; post to social media outlets; school marquee; Class Dojo; Remind, student agenda, etc.	Administration / Title I Liaison	August/September	ListServ, PTO Social Media, & Handouts
G	Conduct meeting and record minutes	Administration / Title I Liaison	August/September	Meeting Minutes
H	Provide opportunities for feedback	Administration / Title I Liaison	August/September	Surveys
I	Complete and upload required documentation for compliance to folder on SharePoint	Administration / Title I Liaison	August/September	Title I files with Title I Liaison, Sharepoint Site.

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

Response:

Meetings will be advertised and posted on the school's marquee, homepage, and sent out on ListServ in advance to encourage parent involvement. In addition, monthly newsletters will convey important dates and times for parent meetings. We will hold activities at different times during the school year in an effort to accommodate parents and community members' schedules. We will also request input from parents on alternative times and/or locations for meetings and programs. The school strives to make these events family friendly so that parents do not need alternative childcare. Also, a parent resource center will be located on campus (in Guidance) and will be open during school hours.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Annual Title I Meeting	Administration	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, academics	By September 29th	Survey results, attendance log, agenda, flyers sent home for notification
Title 1 Information/Right to Know	Administration/Title 1 Liaison	Parents will be aware of the opportunities available to assist their student(s) at home and at school.	August/September 2023	Agendas, Parent Right to Know Letters, Parent surveys
Parent Workshops	Leadership team/SAC/Title 1 Coordinator	Parents will gain knowledge of academic expectations as well as strategies for helping their student(s) at home towards their academic success. These workshops will include activities to help prepare students and parents for statewide assessments.	2023-2024	Agendas, Flyers, Sign-In Sheets, and Parent survey
Curriculum / Florida Standards / Grade Level Expectations	Administration / Teachers	Parents will be familiar with what is required for students to be successful.	August 2023 and on-going	Open House Sign- In Sheets, parent conference Documentation, Parent survey
Parent Specific Literature/Parent Resource Center	Administration / Guidance/MTSS	Provides parents with tips related to parenting and strategies to improve students' academic and social emotional progress.	On-going	Newsletter, Flyers, ListServ, Climate Survey

Staff Training

Describe 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 parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out,

communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

Staff Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Volunteer/Mentor Training	Administration / Office Staff	Volunteers and mentors will be able to assist teachers more effectively in the classroom and around campus.	On-going	Increase in number of volunteer/mentor hours and partners.
School Problem Solving Team (MTSS)	Referral Coordinator	Analyzes data and determines proper placement for students in order to improve academic achievement.	On-going	Student specific data
Faculty Meetings / Progress Monitoring Meetings	Administration / Teachers	Provides professional developments for teachers as it relates to students and families on the topics of student achievement, whole child development, safety, effective forms of communication, communicating behavior information with parents, and on sharing district requirements with parents.	On-going (monthly)	School Climate Survey, Student Data
SAC Meetings	SAC Chairman	All stakeholders are involved in joint decision making to ensure improvement of student achievement.	Quarterly	Agendas, Minutes, Sign In Sheets, School Improvement Plan (SIP), Title I Plan, Climate Survey
Faculty Professional Development	Administration / Reading Coach	Provides ongoing professional development for teachers on Growth Mindset, lesson planning, and curriculum and classroom engagement.	On-going (monthly)	Agendas, Presentations, Exit Tickets, Surveys
Parent Involvement	Leadership team/administration/Title 1 Coordinator/Parent Liason	Provides workshops and trainings on topics to promote parent engagement and student success	On-going	Parent surveys, agendas, flyers

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 [ESEA Section 1116].

Response:

We will have a parent resource room with relevant literature and a computer so that parents can have access to relevant websites and programs. We also send home monthly newsletters by mail and ListServ that highlights important school information. Parents are solicited to participate as partners, mentors, and volunteers. They are also encouraged to actively participate in field trips, PTO and SAC meetings and other school events.

Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

Response:

Parents will be given information about Title I and how the program is utilized at the school during the beginning of year meetings such as Open House and SAC. Also, administration will send home Right-To-Know letters and Parent Compacts at the start of the school year to make parents aware. Title I information will also be shared through ListServ, Flyers, newsletters, and on the school website.

Parents will learn about curriculum used at the school and in the district as well as how students will be assessed in order to measure student mastery through several avenues. Parents will be invited to SAC meetings, attend grade level meetings, parent teacher conferences, and meeting with our Problem-Solving Team. Parents will receive information from teachers through school-wide agenda books, the Remind app, Class Dojo, and other forms of communication.

Parents are encouraged to actively participate and/or have representation in the PTO, SAC, TAC, and DAC meetings. This gives them the opportunity to have input on the Parent and Family Engagement Plan and School Improvement Plan. Parents are also asked for their input through surveys presented in multiple medias throughout the year.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

Response:

School will provide translations as needed for parents who have limited English proficiency. We will offer translations by school and district personnel or by software. We will also hold meetings at various hours to accommodate a multitude of work schedules and strive to make events family friendly so that parents rarely have to find childcare.

Discretionary Activities (Optional)

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.)

Count	Content/Type of Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involve all stakeholders in the development of trainings for faculty, staff, and parents	Professional development will be aligned with School Improvement Plan	Principal / SAC Chair	Professional development is based on specific teacher need(s) as identified on DPPs or SLOs as they relate to the SIP.	On Going
2	Provide parent trainings using funds allocated for Parent and Family Engagement	To provide training (literacy, math, science, communication, etc.) for parents as needed	Parent Involvement Liaison	This will enable parents to assist students with their school work and provides learning opportunities for parents.	On Going
3	Provide opportunities for parents to invite other parents to increase involvement	Will use outreach programs through PTO to get additional parents involved in school-based activities	Parent Involvement Liaison/PTO/SAC	This will build outreach initiatives for building parent capacity within the school community.	On Going
4	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or by conducting in-home conferences between teachers or other educators, who work directly with	Will schedule parent conferences at the convenience of the parent	Principal /Leadership team/SAC	Providing multiple opportunities and a variety of times for parent involvement reduces the barriers for parents to attend school-based activities	On going

	participating children, with parents who are unable to attend those conferences at school				
5	Adopting and implementing model approaches to improve parental involvement	Implement effective strategies for parent involvement	Leadership team/SAC	Provides the framework for forging relationships between families and schools	On going
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations in parental involvement activities	Outreach to community businesses through Business Partners Program, Mentor and Volunteer Programs	Assistant Principal/ PTO / SAC / Leadership team	Forges relationships between local community businesses and the school community	On going

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 1116].

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Language Barriers	Written communication (notices, ListServ, and letters) will be translated into students' native languages especially for ELL students and families.	Guidance Counselor, District ESOL Department	On-going
Communication Barriers	Use multiple forms of communication when trying to reach parents (phone numbers are often unreliable). School will utilize: ListServ, email, Remind, Class Dojo, Instagram, Printed letters and flyers, School marquee, and Postings around the community.	Administrators, Tech Cons, Teachers	On-going
Parent Availability Barriers	Offer meetings at varied times during the day and throughout the year and that coincide with other events on campus	Administration, Special Area Teachers, Sports/Club Sponsors	On-going
Participation of Middle School Parents Barriers	Vary the topics of parent meetings to include high-interest subjects that attract these families.	Administration, Middle School Team	On-going

Evaluation of the Previous School Year's Parent 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 1116]. Include participation data on the Title I annual meeting.

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	"Bingo for Books" Literacy Workshop	1	40	Students and families learned strategies to increase comprehension and vocabulary inquisition through reading, as well as playing BINGO. All students who attended this event received a book to take home.
2	Title I Annual Meeting	1	600	Students and families learned about Title I and opportunities for the school year.
3	Christmas Concert	1	50	Middle school band students performed for their parents and peers to showcase this awesome elective opportunity for grades 6-8.
4	Kindergarten Round Up	1	80	Parents along with their rising Kindergarteners will learn about Kindergarten expectations and how to promote literacy and readiness skills at home in preparation for the upcoming school year.
5	Open House/Curriculum Night	1	150	Parents will meet with their child's teacher(s) to become familiar with what is required for students to be successful in school.
6	STEAM Night	1	50	Parents and students were presented with STEAM career information and were able to meet and greet with people in STEAM careers. Students were then able to build a Mars Rover with their parents thanks to the Title 1 STEM lab.
7	Social Studies and Spaghetti Night	1	40	Parents were presented with social studies strategies and the grade level standards for their student while enjoying a spaghetti dinner with their child and school social studies teachers.
8	FAST Fest at the Fort	1	150	Parents will be presented with their students' current progress monitoring data from 2022, FAST testing, and their latest STAR test to find out how well their child is progressing according to those measures. They will also be given testing strategies and ways to best prepare for the final FAST in May.

9	Middle School Step Up Night	1	50	Parents of current and rising middle schoolers will be presented with resources for the transition to middle school and high school featuring speakers from FSU's CROP program and FBS middle school teachers. Rising middle schoolers will be able to fill out their course request forms for 6 th grade and all students will be able to have a Q & A session with FSU and FBS teachers.
10	Donuts with Grownups	1	150	Parents were able to come and enjoy a light breakfast with their Pioneer and were presented with information regarding the benefits of being engaged in their child's academics and school life, encouraged to volunteer and become involved in school events and PTO, as well as take home a free book to read with their child.

Provide 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)? [Section 1116].

Response:

The school will send written communication (notices and letters) translated into students' native languages especially for ELL students. Translators will be provided for phone calls, parent conferences, IEP Meetings, MTSS Meetings, etc. The school will use multiple forms of communication when trying to reach parents, as listed above. The school will offer meetings at varied times during the day and throughout the year.

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 1116 (e)(3)].

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Faculty Meetings	Monthly	60	Provides ongoing leadership and professional development for teachers.
2	SAC Meetings: Relevant School Based Decisions	Monthly/Quarterly	16-21	All stakeholders are involved in joint decision making to ensure improvement of student safety and achievement.
3	Teacher Trainings	As needed	60	Provides ongoing professional development and training in areas such as but not limited to: Youth First Aid, CPI, BEST standards, BOY required

				trainings, active shooter and trauma responsive teaching.
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Evidence of Input from Parents/family members

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other document with parent input).

Submit Parent and Family Engagement Plan with principal signature.

Parent-School Compact

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Submit Parent-School Compact with principal signature.

Evidence of Parents/family members in development of Parent-School Compact

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Evidence of parent input in the development of the compact.