

2025 – 2026
Parent and Family Engagement Plan

Fort Braden School

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:
3/17/25	3/17/25		

2025 – 2026 Parent and Family Engagement Plan

School Name	Fort Braden School
LEA	Leon County Schools

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
Mission Statement

3/24/25
Date Signed

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, Focus 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 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 V [Section 1116].

Count	Program	Coordination
1	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.
2	Celebrations of success	Various celebrations, performances, and award ceremonies will provide access to parents and teachers the opportunity to share in promoting student achievements, for academic progress and resiliency.
3	Title I	Funds will be used to hold parent/family workshops and to train parents and teachers on strategies that will support student achievement.
4	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.
5	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].

Include translated version of all documents.

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine date for Annual Title I Meeting	Administration	August/ September 2025	Posted date in email and social media
B	Prepare presentation, handouts, and agenda	Administration	August/ September 2025	Copy of: presentation, handout, agenda
C	Create notification informing families of the meeting (include translated versions)	Administration	August/ September 2025	Copy of: notification
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	August/ September 2025	Copy of: sign in sheets, survey results
E	Distribute initial meeting notifications at least three (3) weeks prior to the meeting date	Administration Media Specialist Tech Con	At least three (3) weeks prior to the meeting	Copy of: notification, survey results
F	Distribute notices via various platform i.e. website; social media; marquee; Parent Portal; Remind, student agenda book	Administration Media Specialist Tech Con Teachers	One (1) week prior to the meeting	Copy of: notification, survey results
G	Conduct meeting and record minutes	Administration	August/ September 2025	Copy of: sign in sheets, agenda, minutes, survey results
H	Provide opportunities for feedback	Administration	August/ September 2025	Copy of: Parent Feedback forms, survey results
I	Complete and upload required documentation for compliance to SharePoint folder	Parent Liaison Compliance Contact	By September 30, 2025	Copy of: notification, agenda, minutes, sign in sheets, presentation, handout, survey results

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, on flyers and social media, and sent out through FOCUS 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 & Parent Liaison	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, and ways to support academic achievement	By September 30th	- Survey results - Attendance log - Agenda - Notification of Meeting
Parent Workshops - Dads Take Your Child to School (Donuts with Grownups) - ELL Support Night - Literacy Night - STEAM Night - FAST Fest - Kindergarten Round Up	Leadership team/Parent Liaison/parent involvement PLC/ Teachers	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.	2025-2026	- Agendas - Flyers - Sign-In Sheets - Feedback/Parent survey
Title I Information/Right to Know	Administration & Parent Liaison	Parents will be aware of the opportunities available	August/	- Parent Right to Know Letters - Parent Surveys

		to assist their student(s) at home and at school.	September 2025	
Curriculum /Florida Standards / Grade Level Expectations	Administration/ Teachers	Parents will be familiar with what is required for students to be successful.	August 2025 and on-going	• Open House sign in sheets • Orientation sign-in sheets • Parent conference forms and sign-in sheets • Parent surveys
Orientation	All staff	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.	August 2025	• Flyers • Sign-in sheets • School climate survey
Open House	All staff	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.	September 2025	• Flyers • Sign-in sheets • School 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
Annual Title I PFE Training	Administration, Parent Liaison, or Principal Designee	Staff will be equipped with strategies designed to foster, strengthen, and improve communication with families.	By September 30, 2025	• Parent survey results • School Climate survey results • Sample parent communication documents
Data Chats	Administration, Instructional Coaches, Teachers	Teachers will utilize data from assessments to prioritize student groupings, to inform instruction, and to communicate more effectively with parents	On-going	• Progress monitoring assessment results • Benchmark assessment results • School Climate Survey
Professional Development • BEST standards & collaborative planning • Data analysis • Active shooter & school safety • ELL support • ESE/MTSS • Classroom management • UFLI & Lexia • Vocabulary • Content Area Literature • Collaboration & student engagement	Administration, Instructional Coaches, Teachers	Staff will be equipped with instructional strategies related to pedagogical aspects that will impact student achievement related to goals outlined in our School Improvement Plan.	On-going	• Progress monitoring assessment results • Benchmark assessment results • School Climate Survey

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 FOCUS email that highlight important school information. Parents are invited 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 FOCUS email, Flyers, newsletters, and on the school's social media. 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 do not have to find childcare. Fort Braden will also provide light refreshments or dinners for parents when events are scheduled during meal times.

Discretionary Activities (Optional)

The Parent and Family Engagement Plan includes the following discretionary activities that the District, in consultation with parents, chose to undertake to build parents' and families' capacity for engagement in the school and school system to support their children's academic achievement.

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/ Leadership team/SAC	Professional development is based on specific teacher needs as identified on DPPs, SLOs, and/or included in 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 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 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 virtually	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
5	Adopting and implementing model approaches to improve parental involvement	Implement effective strategies for parent involvement	Principal/ Leadership team/ SAC/Parent Liaison	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	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	Translate school communications: flyers, emails, etc.; provide translators during parent and family engagement events, and as requested	School Counselor District ESOL Department	On-going
Communication	Post flyers on school website; share notifications via Parent Portal, Remind, pass out flyers at parent pick up/drop off	Administrators, Tech Cons, Teachers	On-going
Meeting Attendance	Integrate meetings and/or trainings with an event that features student performance or participation	Administration, Teachers, Sports/Club Sponsors	On-going

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:

School will provide translations of flyers and presentations (verbal and visual) in English and Spanish to reduce the language barrier. Translators will be provided for phone calls, parent conferences, IEP Meetings, MTSS Meetings, etc. Information will be disseminated to parents in multiple forms-FOCUS emails, social media posts, printed flyers, and other accessible forms.

Evaluation of the Previous School Year's Parent and Family Engagement 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	Annual Title I Meeting	1	50	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, and ways to support academic achievement
2	Dads Take Your Child to School/Donuts with Grownups	1	150	All parents/caregivers (regardless of gender) were invited to bring their student(s) to school to learn more about ways to become involved, strategies for

				success when parents are engaged, and information regarding grade level and upcoming events.
3	ELL Support Night	1	50	Parents were provided with strategies to improve their ESOL students' language acquisition skills, learn more about Worldclass Instructional Design and Assessment (WIDA) and Florida Assessment of Student Thinking (F.A.S.T) testing, and ways to support their learning in their native language.
4	STEAM Night	1	75	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 wind turbine with their parents thanks to the Title I STEM lab.
5	Literacy Night	1	75	Students and families learned strategies to increase comprehension and vocabulary inquisition through reading, as well as playing carnival-style games with literacy strategies. All students who attended this event received books and reading tools to take home.
6	FAST Fest Escape Room	1	75	Parents will be presented with their students' current progress monitoring data 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. Families will participate in practice of grade level benchmark skills in math and ELA in an "escape room" style practice activity.
7	Kindergarten Round Up	1	30	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 year.
8	Middle School Curriculum Night	1	30	Families of middle schoolers will be provided with information regarding upcoming class offerings, specifically advanced courses and high school credit courses. Families will receive information regarding the EOCs and credit acquisition requirements.

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	Annual Title I PFE Training	1	100	Staff will be equipped with strategies designed to foster, strengthen, and improve communication with families.
2	Professional Development • BEST standards & collaborative planning • Data analysis • Active shooter & school safety • ELL support • ESE/MTSS • Classroom management • UFLI & Lexia • Vocabulary • Content Area Literature • Collaboration & student engagement	12	100	Teachers will utilize the professional development to make pedagogical improvements to impact student learning and achievement. Professional development topics will be relevant to the teacher and staff needs and to student needs to be specific and responsive for on-going improvement.
3	Collaborative Planning	10	50	Teachers will utilize the Florida BEST benchmarks to design lesson plans and assessments aligned to the benchmarks.
4	Leadership Team Meetings/SBDMC	10	30	All stakeholders are involved in joint decision making to ensure improvement of student safety and achievement.

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 documents 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.