

## 2020-2021 Parent and Family Engagement Plan

School Name	Robinswood Middle School
LEA	Orange County Public Schools

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 parent and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of 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]

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### Mission Statement

<p><b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement plan will assist in providing high quality instruction for all learners?</p>	<p>Robinswood Middle School is committed to creating partnerships between the school, families, and the community to help all students reach high levels of academic and social achievement. The staff of Robinswood Middle School strives to meet the individual needs of each student by differentiating instruction and offering parents skills to help the students with their unique attributes and capabilities. Parental involvement is an integral part of the school's success. Intense focus on student achievement is the school's primary focus, which includes parents, faculty, community, and staff. We will do this by hosting multiple curriculum nights aligned to grade level standards to model instructional strategies for home and school. Our partners will also be part of these nights to provide any needed resources.</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>Robinswood Middle School involves parents in all aspects of its planning, review, and improvement of Title 1 programs including decisions regarding how Title 1 funds for parental involvement will be used. The School Advisory Committee (SAC) reviews the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP) and provides input regarding academic goals and objectives. The SAC, Multicultural Parent Leadership (MPLC) and Parental Involvement Committees (PIC) also share in making decisions regarding academic programs and family involvement activities. More than 50 percent of the members of the SAC are parent representatives. All parents were provided a copy of the PFEP to review. Input and comments regarding the plan were solicited. A Survey of School Conditions is distributed during the spring to parents. The survey results are analyzed and areas of need identified. The survey results are shared with the SAC and made available to all parents. Additionally, the survey results are available to families in their native languages if requested.</p>
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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>Robinswood Middle School will make parent and family engagement a priority throughout the school year through various activities. These activities will educate parents on how to better assist their children at home which will integrate learning not only at school but also in the homes of students.</p>
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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]?	
<b>Program</b>	<b>Coordination</b>
IDEA: Individuals With Disabilities Act	Instructional support and supplemental materials provided by Title I will be discussed with parents during the development of the students' IEP (ESE department).
Title I	Parental engagement activities will be provided to discuss specific learning strategies, supplemental materials, and technology based programs.
Title II	Parental involvement activities will be provided to discuss specific learning strategies, supplemental materials, and technology based programs.
Title III	Tutoring services will be provided for identified ELL students; family night for ELL parents to review Imagine Learning, Skyward, and other instructional materials.
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>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</p>	<p style="text-align: center;">Robinswood Middle School will host an annual Title I meeting for parents and integrate parent and family engagement programs and activities throughout the school year. These activities will inform parents and families how to instruct their children while at home by incorporating practices that are connected and supportive of learning.</p> <p>The following resources are distributed and available in the front office.</p> <ul style="list-style-type: none"> <li>• School Choice via district handouts and policies</li> <li>• The rights of parents via brochure and other resources</li> </ul> <p>Parents and families are informed of the nature of the Title I program by the following statement:</p>
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<p>progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</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. 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>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Parent and Family Engagement Committee Meeting	Title 1 School Coordinator/ SEL	August 14, 2020	The PFE Committee will meet to discuss parental involvement activities for the school year.
Organize materials; develop agenda	Title 1 School Coordinator/ SEL	August 7, 2020	Materials and agenda printed for meeting. Copy of flyer, photo of marquee, and script of Connect-Orange message.
Notify parents and community members about the meeting	Title 1 School Coordinator/ SEL	August 23, 2020	Notification of meeting- Connect Orange message and flyer distributed.
Host the Annual Title 1 Meeting	Title 1 School Coordinator/ SEL	TBD (Hold before or after Open House)	Powerpoint of the presentation, Agenda, Photo of the marquee advertising the meeting.

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Distributed adopted Parent Family Engagement Plan	Title 1 School Coordinator/SEL	August 21, 2020	Agenda from SAC meeting, screenshot from the website
Maintain documentation	Title 1 School Coordinator/SEL	Monthly, Uploaded Quarterly	Title 1 documentation will be maintained by the SEL and shared with the Title I Coordinator. Documentation will be shared with the OCPS Title I office for monitoring.

### 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>In an effort to increase parental involvement, Robinswood Middle School will schedule meetings at a time that is convenient for our families. Individual parent-teacher conferences will be scheduled throughout the year to review student achievement data and behavioral progress/concerns. These meetings are scheduled before or after school or during times that is convenient for the teacher/parents. Telephone conferences will also be utilized as an avenue to communicate with our parents that are unable to attend a meeting scheduled at school. Other school activities/programs will be scheduled as needed.</p> <p>Notification of Parent and Family Engagement Activities will be given through Connect Orange in English, Spanish, and Creole. Day time and evening programs will be held to promote knowledge of the ELA, Math, and Science Florida State Standards and the International Baccalaureate Program. These will include Meet the Teacher, Open House, Math/Literacy/Science Night and IB Night. Weekend activities include Saturday tutoring. Transportation will be provided for parents to attend Celebrate Science Night at the Orlando Science Center.</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</p>	<p>Robinswood Middle School 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. We embrace community involvement through activities, during and after school.</p>
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<p>parent/family involvement?</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>Community members and organizations are encouraged to support these efforts through our Partners In Education (PIE) program.</p> <p>Our Secondary Engagement Liaison (SEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.</p> <p>Below you will find steps that Robinswood Middle School 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
MYP-IB Night	IB Coordinator	Provide information to parents on the MYP-IB strategies parents can use to help their child at home.	TBD	Parent participation, Parent-Teacher Effectiveness Survey
Curriculum Nights	CRT, ELA, Reading, Math and Science Coaches	Provide information to parents on expectations and strategies they can use to help their child at home.	Ongoing	Parent participation, Parent-Teacher Effectiveness Survey
Saturday Enrichment Experience	ATS Coordinators	Provide additional support to students scoring Level 1 and Level 2 in reading and math.	Ongoing	Sign-in sheets, Parent-Teacher Effectiveness Surveys.
Magnet Fair Night	IB Coordinator	Provide information to parents on the IB and AVID programs and the requirements necessary to be successful in those programs on the high school level.	January 2021	Sign-in, agenda, parent participation.
Parent Handbook & Curriculum Guide	Principal, classroom teachers	Parent-student guide book distributed to all	Ongoing	Notices on the school website,

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		students enrolled. Parent and student expectations, curriculum and assessment information, important dates, and extracurricular activities, etc. are summarized throughout booklet.		Connect Orange messages, and principal will document date distributed
Celebrate Science Night	Science Coach	Provide families an opportunity to visit the Orlando Science Center free of charge and learn about various science concepts	April 2021	Attendance Roster and Agenda
Open House Parents rotate through classes to meet their child's teacher and obtain information regarding the curriculum and grading policies.	Principal and classroom teachers	Increase student achievement in content area classes and special area classes.	September 2020	Sign-in sheets
Progress Reports/Skyward: Parents will be able to monitor students' academic progress weekly and quarterly.	Classroom teachers	Content area classes and special area classes.	Ongoing August 2020-May 2021	Copies of Progress Reports.
Archer Service Day	Principal, Assistant Principals, Classroom teachers	Partnership with Orange County Government and County Commissioner to bring back pride to the Pine Hills Community.	February 2021	Flyers, handout
Meet the Teacher	Principal, Assistant Principal, and Classroom Teachers	Provide information to parents regarding the curriculum and classroom expectations.	August 6, 2020	Sign-in sheets
Band and Instrument Tryout Night	Band Director	Parents will receive information regarding the band program, tryout and/or purchase band	September 2020	Sign-in Sheets, agenda, flyers

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	instruments.		
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### 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>Robinswood Middle School strives to build the capacity of all school staff. During the school 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 activities and tasks that Robinswood Middle will implement 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
Training for staff during Faculty Meetings on Parent and Family Engagement Modules 1, 2, 3, and 4	SEL	Improve the ability of staff to work effectively with parents.	August 2020- May 2021	Agendas, sign- in sheets, minutes, and handouts
Review parent involvement strategies with staff during weekly PLC meetings; focus is	Team Leaders	Improve the ability of staff to work effectively with parents.	Ongoing	Agendas, handouts, and minutes from meetings.



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how to communicate student data with parents			

### 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>Robinswood Middle School along with grade level counselors, SEL, Safe Coordinator, and Social Worker will use various school resources to assist parents and families with their needs. The following are resources that are available to parents:</p> <ol style="list-style-type: none"> <li>1. Parent Resource room located near the front office.</li> <li>2. Conduct parent meetings quarterly at the school and the apartment complexes that are zoned for Robinswood Middle School.</li> <li>3. Distribute information regarding community resources (health screenings, medical centers, etc.) to support student/family needs.</li> <li>4. Offer resources for clothing needs</li> <li>5. Homeless Education</li> <li>6. Retention</li> <li>7. Counseling Services</li> <li>8. Exceptional Education Services and other resources outside of school                             <ul style="list-style-type: none"> <li>• District Parent Academy and Virtual Academy events offered throughout the year.</li> </ul> </li> </ol> <p>Below are the specific activities and tasks that Robinswood Middle School will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren) .</p>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Resource Center	Secondary Engagement Liaison, SAFE Coordinator, and Social Worker	Ongoing	Sign-in Sheets
Love Pantry	SAFE Coordinator/ Secondary Engagement Liaison	Ongoing	Sign-in Sheets
Virtual Academy	Secondary Engagement Liaison, Media Specialist	TBA	Parent registration, Media Center Sign-in sheet
Parent Academy	Secondary Engagement Liaison	TBA	Pictures, Parent Registration, Flyers

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### Communication

<p><b>9. Does the plan include:</b></p> <p>How the school will provide timely information about the Title I programs?</p> <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 1116)?</p>	<p>Robinswood Middle School will hold our Annual Title 1 Meeting at a time that is convenient for parents to attend. This year, the Annual Title 1 meeting will be held during the school's Open House event. During the meeting we will review our 2020-2021 Parental Involvement Policy/Plan, share an overview of the Title 1 Program, and initiatives that will be supported with Title 1 funds. The school will also provide information regarding the requirements of the Title 1 program and the rights of parents. The RMS staff will also share additional information regarding the Title 1 Program during PTSA, SAC, and PLC meetings scheduled throughout the 2020-2021 school year. During these meetings, the RMS staff will share information regarding curriculum, assessment, and other district requirements for middle grade students.</p> <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>• Curriculum Nights</li> <li>• Skyward</li> <li>• Parent Conferences</li> <li>• Connect Orange Messages</li> <li>• And other school communication methods</li> </ul> <p>Parents will be included in the decision making process of 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?           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 languages that the parents/families can understand?</p>	<p>Robinswood Middle School 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>• Offer activities at multiple times throughout the day for parents and families to participate during the morning and evening.</li> </ul> <p>We will share information in multiple languages, in order to reach the highest number of parents and families. The following methods will be used to share information:</p> <ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and/or other languages</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect-Orange messages</li> <li>• School Website</li> <li>• Email</li> </ul> <p>Social Media</p>
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### Discretionary Activities

<p><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.)</p>	<p>Robinswood Middle School will utilize Title I, funds for additional activities to support student achievement. Although not required, these activities support student achievement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
<p>Providing necessary training to enhance parental engagement of other parents.</p>	<p>Principal; instructional staff</p>	<p>Increase student achievement in all academic areas with family involvement.</p>	<p>Ongoing</p>	<p>Sign-in sheets, Parent program survey</p>

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Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.	Principal; Deans	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

<b>12. Does the plan include:</b> A description of the barriers that hindered participation by parents during the previous school year?  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])?	Robinswood Middle School, 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: <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Language</li> <li>• Education</li> <li>• Economically disadvantaged</li> </ul> Below are the specific steps that Robinswood Middle will take to address barriers that existed in the previous year.
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Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Transportation for parents (FRL)	Look into transportation options for parents as needed. Change location of activity to a community center or alternate site.
Language barrier (ELL)	Provide Spanish and Creole language 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

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	that all are able to understand and 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, Food Pantry, clothing, Thanksgiving food baskets, Christmas gifts and food.

### School-Parent Compact

<p><b>13. Does the plan include:</b> 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 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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### Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

This policy/plan was adopted by the school on 6/22/2020 and will be in effect for the period of August 2020-June 2021

The School will distribute this policy to all parents of participating Title I, Part A children on or before 9/20/2020.

<b>Signature of Authorized Personnel</b>	<i>Michelle A. Jefferson</i>
<b>Date</b>	8-28-20

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Provide evidence that this policy/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

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