

## 2023-2024 Parent and Family Engagement Plan

School Name	Maxey Elementary 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 school-wide 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>The mission of Maxey Elementary School is to lead our students to success with the support and engagement of families and the community.</p> <p>Maxey Elementary feels strongly that parent and family engagement is a driving force in a child's education and is a shared responsibility.</p> <p>We are committed to working jointly with parents and family to develop a plan for activities and workshops that support high quality instruction needed for all learners to be successful. We will host multiple curriculum nights aligned to grade level standards to model instructional strategies for home and school.</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>Maxey Elementary School will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> <li>•Home-to-school and school-to-home communication in English and/or other languages</li> <li>•Canvas parent access</li> <li>•Flyers</li> <li>•Newsletters</li> <li>•Connect Orange messages</li> <li>•School Website and Social Media Platforms</li> <li>•Email</li> <li>•And other known best practices, as needed</li> </ul> <p>At Maxey Elementary School, parents and families are involved 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>•School Advisory Council (SAC) meetings</li> <li>•Multilingual Parent Leadership Council (MPLC) meetings</li> <li>•Title I Annual Meeting</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>Maxey Elementary School will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child(ren) at home through the implementation of various best known practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program.</p>
Program	Coordination
Head Start	Head Start provides various opportunities for parents and families to visit Maxey and share in their students' academic growth.
Pre-K	Maxey Elementary includes Pre-K in all communication and Tittle 1 events. The Pre-K teacher keeps parents informed of all activities and events as well.
SAI	Maxey Elementary uses this fund to provide immediate intensive instruction for identified below level students with tutors and after school tutoring programs.
Title I	Title I funds at Maxey Elementary are used to fund content area support staff, supplemental materials for students use, and to fund professional development activities.
Title II	Funds from Title II at Maxey Elementary are used to pay stipends for teachers to attend staff development training sessions related to Tittle I.
Title III	Maxey Elementary uses these funds for educational services, resources, and ELL support to improve the education of immigrants and ELL learners.
Title X	McKinney Vento Program provides support to our homeless students.
Parent Resource Room	Parents can access electronic resources and computer services. Also, they can have access to free resources brochures, pamphlets, and books to take home.

### 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</p>	<p>At the beginning of the school year, Maxey Elementary School will host an Annual Title I meeting to inform parents and families of children participating in Title I programs. 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> </ul>
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<p>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 progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<ul style="list-style-type: none"> <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:            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 on our district's Title I website: <a href="https://www.ocps.net/departments/titlei">https://www.ocps.net/departments/titlei</a>.</p> <p>Below are the specific steps that Maxey Elementary School will take to conduct the Title I Annual Meeting.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
The Annual Parent meeting date will be posted on the school marquee.	Principal/Designee	Two weeks prior before the meeting / August 2023	Number of participants (Sign-in sheets); Picture of marquee
A flyer will be sent home with the date and time of the Annual Title I Meeting.	Title I Coordinator	September 2023	Title I Meeting flyer
The Annual Title I Meeting will be announced via the	Principal/Assistant Principal	One week prior to the meeting/September 2023	Message count statement; Connect Orange message

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Connect Orange messaging service.			
An email concerning the Annual Parent meeting will be emailed to parents.	Principal/Assistant Principal	One week prior to the meeting/September 2023	Copy of email detailing information for Annual Parent Meeting
A text message will be sent to parents to encourage participation.	Principal/Assistant Principal	Week of the meeting/September 2023	Copy of text message
Prepare and print sign-in sheets	Title I Coordinator	Week of the meeting/September 2023	Meeting sign-in sheets
An agenda and handouts will be developed to address the required components.	Principal & Title I Coordinator	Week of the meeting/September 2023	Copies of agenda, PowerPoint presentation, and handouts

### 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>Maxey Elementary School will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> <li>•Morning, afternoon and evening opportunities for activities and teacher conferences</li> <li>•Developing and distributing a yearlong calendar in the first weeks of school and update as needed</li> <li>•Conduct parent surveys and use results to accommodate most requested times for school-wide activities</li> <li>•Transportation to a minimum of 1 Parent Academy</li> <li>•The Extended Media hours will afford all parents the opportunity to review meeting notes if they don't have access to a computer at home.</li> </ul>
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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 involvement?</p> <p>How will the school implement activities</p>	<p>Maxey 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. Community members and organizations can volunteer to support these activities through our Partners In Education (PIE) coordinator as well as our ADDitions coordinator.</p>
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<p>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>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.</p> <p>Below are the specific steps that Maxey 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
<b>Meet the Teacher:</b> Parents will meet their child's new teacher and hear news about the upcoming school year.	Principal and all instructional faculty	Parental engagement increases student achievement	August 8, 2023	Sign-in sheets, handouts, agendas
<b>ADDitions Volunteer Program</b>	ADDitions Contact	Parental engagement increases student achievement	August 2023– June 2024	Measured by parent volunteer hours
<b>Parent-Teacher Association (PTA)</b>	PTA President	PT A will increase parental engagement by hosting additional family events that support achievement goals.	Monthly August 2023 – May 2024	Sign-in sheets
<b>School/Class Newsletters:</b> The school and teachers will provide parent specific strategies for parents to use to help children with the skills being taught.	Principal, Teachers, and Instructional Coaches	Parental engagement increases student achievement	Ongoing August 2023 – May 2024	Copies of newsletters
<b>Skyward:</b> Parents will be able to monitor student's academic progress on a daily basis.	Instructional Coach and Classroom Teaches	Parental engagement increases student achievement	Ongoing August 2023 – May 2024	Copies of progress reports

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<b>Canvas Videos</b>	Principal/Assistant Principal and Instructional Coaches	Parental engagement increases student achievement	Ongoing August 2023 – May 2024	Screenshots of video content
<b>SAC (School Advisory Council)</b>	SAC President, principal, and SAC committee members	Parental engagement increases student achievement	September 2023 – May 2024 Monthly Meetings	Agenda, sign-in sheets, SAC minutes
<b>Open House</b>	Principal/Assistant Principal and all instructional staff	Parental engagement increases student achievement	September 2023	Sign-in sheets
<b>MPLC</b>	MPLC President, ESOL Compliance, & Principal	MPLC will meet four times a year to review the PLC/SIP and ensure that Maxey Elementary is meeting the needs of all ELL students and families	October 2023 December 2023 February 2024 & April 2024	Sign-in sheets Parent conference logs
<b>Academic Conference Night</b>	Principal/Assistant Principal, Support Staff, and Classroom Teaches	Parents attend conferences with teacher to discuss their child's academic progress and the curriculum	October 2023 April 2024	Sign-in sheets, parent conference logs
<b>Multicultural Night</b>	ESOL Compliance Coordinator; Parent Engagement Liaison	Parents will participate in an event that celebrates the diversity of the school population where families are welcomed and feel valued. Parent involvement increases student achievement	October 2023	Sign-in Sheets Pictures
<b>Academic &amp; SEL based Parent Workshops</b>	Principal/Assistant Principal, SELL site team; MTSS team; Parent Engagement Liaison	Parents will participate in a series of workshops and activities developed to address and support children's academic and behavioral needs.	October 2023 December 2023 February 2024 April 2024	Sign-In sheets Copies of presentation materials
<b>TEACH-IN</b>	Teach-in Coordinator	Supporting the school functions builds a sense of belonging and	November 2023	Sign-in sheets, pictures

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		allows the students to learn about careers and life after high school.		
<b>Literacy Week (held in conjunction with the Book Fair):</b> Teachers will provide information to parents as well as, demonstrate learning strategies for reading that can be replicated at home. The book fair will be open to give students and parents the additional opportunity to purchase books. A theme for the night will be determined at a later date. The teacher's activities will be centered on the chosen theme.	Instructional Coaches and Teachers	Parental engagement increases student achievement	January 2024	Sign-in sheet, pictures
<b>Pastries for Parents</b>	Parent Engagement Liaison	Parents will participate in an event that connects them to the school culture and where the school can further develop the climate that is of the needs of students and their families. Parent engagement increases student achievement.	February 2024	Sign-in Sheets Pictures
<b>Math &amp; Science Night (Orlando Science Center)</b>	Principal/Assistant Principal, all staff, and volunteers	Parents will attend the math science night to participate in fun, hands-on math and science activities. Parental engagement increases student achievement.	March 2024	Sign-in sheet, pictures



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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>Maxey Elementary School strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate teachers, specialized instructional support personnel, administrators, other school leaders and staff to build capacity in parent and family engagement.          Below are the specific activities and tasks that Maxey Elementary will implement to build capacity for meaningful parent and family engagement:</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	School Administration, Title I Coordinator	Information given about the assistance programs provided to the school to help support students academically.	September 2023	Agenda, PowerPoint presentation, and sign-in sheets
Parent and Family Engagement Professional Development Module 1	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 2023	Sign-in sheets; exit slips

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Parent and Family Engagement Professional Development Module 2	School Administration, Title I Coordinator	Improved ability of staff to work with parents and families	November 2023	Sign-in sheets; exit slips
Parent and Family Engagement Professional Development Module 3	School Administration, Title I Coordinator	Increased parent and family participation in school activities which support student achievement	January 2024	Sign-in sheets; exit slips
Parent and Family Engagement Professional Development Module 4	School Administration, Title I Coordinator	Improved relationship, communication and collaboration between parents and school	March 2024	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>Maxey Elementary School 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 center that includes information about but not limited to the following                             <ul style="list-style-type: none"> <li>o Homeless Education</li> <li>o Retention</li> <li>o Counseling Services</li> <li>o Exceptional Education Services</li> <li>o Behavioral Support Services</li> <li>o And other resources outside of the school</li> </ul> </li> <li>• The Media Center offers computer access to allow students and parents access to district applications and other materials during extended hours weekly.</li> <li>• District Parent Academy and Virtual Academy events offered throughout the year.</li> </ul> <p>Below are the specific activities and tasks that Maxey Elementary 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	Parent Engagement Liaison	Ongoing	Sign-in sheets
Media Center	Media Clerk, Parent Engagement Liaison	Ongoing	Sign-in sheets

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Virtual Academy	Parent Engagement Liaison, Title I Coordinator	October 2023 February 2024 May 2024	Parent registration, Media Center sign-in sheets
Parent Academy	Parent Engagement Liaison Weekends through OCPS	October 2023 November 2023 December 2023 February 2024 March 2024 May 2024	Parent registration, flyers, pictures

### Communication

<p><b>9. Does the plan include:</b> 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>Maxey 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> <li>• Conducting monthly New Parent Orientation 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>• Academic Conference Night</li> <li>• Canvas Parent Access</li> <li>• Planners</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 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 languages that the parents/families can understand?</p>	<p>Maxey 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 have bilingual staff present to provide language services to our ELL families.</li> <li>• Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.</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> <ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and/or other languages</li> <li>• Canvas Parent Access</li> <li>• Student planners</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Ed messages</li> <li>• School Website</li> <li>• Email</li> <li>• And other known best practices, as needed</li> </ul>
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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>Maxey Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that Maxey Elementary will implement that are funded by Title I, Part A.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

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Provide training opportunities to parents to enhance the engagement of other parents.	Principal; instructional staff; 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, Instructional Coach	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
Providing necessary Literacy Night: literacy training for Teachers parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]	Literacy Night: Teachers	Parents and students will participate in a night that includes hands-on interactive centers. Teachers will provide information on the grade level standards that students must master by the end of the year. Intense focus on student achievement in Reading; Building capacity so parents can help their children.	February 2024	Sign-in sheets, Parent program survey

### Barriers

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<p><b>12. Does the plan include:</b>          A description of the barriers that hindered participation by parents 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>Maxey 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>• Transportation</li> <li>• Language</li> <li>• Education</li> <li>• Economically disadvantaged</li> </ul> <p>Below are the specific steps that Maxey Elementary will take to address barriers that existed in the previous year:</p>
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<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
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 translation as needed. Support parents as English Speakers of Other Language participants.
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 those terms with a definition and model strategies accordingly).
Economically disadvantaged (FRL)	Provide food during some evening events; free lunch for all students; Food Pantry, items available from Clothes Closet, Thanksgiving & Christmas baskets (food and/or gifts).

### 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</p>	<p><b>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</b></p>
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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?	
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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  and will be in effect for the period of one (1) year .

The School will distribute this policy to all parents of participating Title I, Part A children on or before 10-28-2023 .

<b>Signature of Authorized Personnel</b>	
<b>Date</b>	

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