

2024 – 2025
Parent and Family Engagement Plan

TALLAHASSEE SCHOOL OF MATH AND SCIENCE

School

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



2024 – 2025 Parent and Family Engagement Plan

School Name	
LEA	Leon County Schools

I, Ahmet Temel, 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

4/10/24

Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

The mission of the Tallahassee School of Math and Science is to provide students with a well-rounded elementary and middle school education with special emphasis on Science, Technology, Engineering, Mathematics (STEM), and Reading in the light of research-based, proven, and innovative instructional methods in a stimulating environment.

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:

TSMS shall convene an annual meeting at a time convenient for parents to which all parents of enrolled children will be invited.

The school will provide information about the rights of parents and explain the goals and requirements of Title 1.

Parents will be encouraged to attend Parent Volunteer Organization (PVO) meetings and Governing Board meetings to express their views.

Parent Volunteer Organization (PVO) meetings and PVO Board (SAC) meetings will be held monthly or as needed; a Parent Liaison will be recruited to attend Title 1 Advisory Council (TAC) meetings.

Parent Right to Know (professional qualifications) letters will be sent home with students.

Success will be measured by the Title 1 Parent Survey results, Parent and Family Engagement Input Forms, as well as, feedback from discussions in PVO meetings, Governing Board meetings, and parent/teacher conferences. Feedback information will be used to develop the next year's Parent and Family Engagement Plan.

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	Title 1, Part A: Curriculum Night	Math, Science, ELA, & Social Studies teachers explain curriculum and forms of academic assessment to parents.
2	Title 1, Part A: Parent Bootcamp, Online Tools Training, and Mental Health Sensitivity Training	Through two sessions, Staff trains parents on how to use the TSMS Connect Website Platform and answers questions on other online tutoring programs along with a session on Mental Health Sensitivity Training offering parents insights on student behavior and offer resources to better assist their students at home.

3	Title 1, Part A: FAST and STAR Testing Information Night	Teachers train parents on how to help their students prepare for and interpret the STAR and FAST State Assessments.
4	Title II: Staff Professional Development	Teachers are updated on relevant topics, share best practices and learn new tools that can be applied to the classroom and affect student learning.

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 and combine with Curriculum Night	Administration	August/ September 2024	
B	Prepare presentation, handouts, and agenda	Administration, Title 1 Coordinator	August/ September 2024	Copy of: presentation, handout, agenda
C	Create flyer and notification informing families of the meeting (include translated versions)	Administration, Title 1 Coordinator	August/ September 2024	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, Title 1 Coordinator	August/ September 2024	Copy of: sign in sheets, survey results
E	Distribute initial meeting notifications at least three (3) weeks prior to the meeting date	Administration. IT & PR Specialists	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; TSMS Connect; Newsletter, Constant Contract	Administration IT & PR Specialists, Teachers	One (1) week prior to the meeting	Copy of: notification, survey results
G	Conduct meeting and record minutes	Administration, Title 1 Coordinator	August/ September 2024	Copy of: sign in sheets, agenda, minutes, survey results
H	Provide opportunities for feedback	Administration	August/ September 2024	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, 2024	Copy of: notification, agenda,

				minutes, sign in sheets, presentation, handout, survey results
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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:

Group Meetings and Parent/Teacher Conferences will be offered during the day, after school and during the evening, and via a Virtual platform when necessary. Child Care will be provided during regular PVO meetings and PVO Board (SAC) Meetings free of charge, including a snack and drink. Home visits will be arranged where necessary. A Parent Resource Center is located in the front office where parents can find Title 1 documents and school-related documents and where a computer can be made available to complete forms, applications, surveys and more.

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
Welcome Picnic/ Parent Boot Camp (including: TSMS Connect Platform Training and Mental Health Sensitivity Training workshops.)	Principal, AP, PVO, Staff, Guidance Counselor, Teachers	Establish strong relationships with parents and families by meeting and greeting new and returning families. Provide training on how to use the school’s TSMS Connect platform, how to help their students with homework and gain sensitivity to students’ Mental Health issues.	August, early September 2024	Sign in Sheets, Agenda, Parent surveys

Curriculum Night: Parents meet teachers and administrators; teachers explain their curriculum to parents.	AP, Leadership Team, Teachers	Inform parents on class expectations and how to help their students. Raise awareness of family supervision, positive habits and beliefs. Awareness of importance of school.	August, September	Sign in Sheets, Agendas, Parent surveys
Title 1 Annual Meeting. Tasks: 1. Set date and select venue for meeting; 2. Create flyer; 3. Publicize in newsletter, on Facebook, Instagram, TSMS website, hand-out flyers, marquee; 4. Create Agenda and Sign-in Sheets; 5. Collect and copy handouts.	Principal, AP, Title 1 Coordinator	Explain to parents what Title 1 is and how the school uses the Title 1 funds to hire paraprofessional staff to assist their students and help bridge the achievement gap for the disadvantaged.	August, September	Title 1 Parent Surveys, Parent and Family Engagement Input Forms, Sign in Sheets, Agenda
Parent/Teacher Conferences	Principal, AP, Subject Teachers	Discuss student's progress; build action plans toward achievement goals.	At least two times a year	Parent/Teacher Conference Forms Parent surveys, Progress reports
Progress Monitoring and Data Training: Parent workshop to prepare parents for STAR Progress Monitoring and FAST State Testing Assessments and how to interpret the results.	AP, Teachers	Prepare parents to better help their students with progress monitoring and State assessment tests.	Spring 2025	Agenda, Sign in Sheets, Parent surveys, Benchmark Assessments
Family STEM Night	Science Department, AP, PVO, Community Partners	Involve families, students and community partners in STEM and science-related learning; build school-parent-student relationships.	Fall 2024 or Spring 2025	Agendas, Sign in Sheets, Parent and student surveys.

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
Pre-Planning (two weeks)	Administration, AP, Leadership Team, Department Heads	Increase student achievement by providing teachers with the needed tools and trainings to better help students.	August 2024	Agenda, Sign-in sheets, handouts, surveys.
Annual Title I PFE Training	Administration, Parent Liaison	Staff will be equipped with strategies designed to foster, strengthen, and improve communication with families.	By September 30, 2024	Parent survey results
Classroom Management	AP, Guest Speaker	Teachers learn new tools that can be applied to the classroom and affect student learning.	Fall 2024	Agenda, Sign in sheets, handouts, surveys.
ESE, ESOL, Gifted, MTSS Trainings	AP, Department Heads	Teachers become more informed about special programs and services for students.	On-going	Agenda, Sign in sheets, handouts, surveys.
Professional Development through Staff Meetings, Structured Planning Departmental Meetings, and Data Chats	AP, Staff, Guest Speakers	Teachers are updated on relevant and timely topics, share best practices and learn new tools that can be applied to the classroom and affect student learning.	On-going	Agenda, Sign in sheets, handouts, surveys, assessment results.

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:

By establishing and maintaining TSMS Connect, which is a 24/7 Parent online connection and contact set-up that provides a progress monitoring system for each student, which each parent can directly access on a day-to-day basis.

Through weekly School Newsletters, via social media and the school website, which are updated daily: Class Dojo, Facebook, Twitter, Instagram, Constant Contact, and by flyers as needed. There is now a Family/Parent Resource Center in the front office with Title 1 and school-related documents and a computer for parents to use when needed and a Suggestion Box for anonymous feedback.

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:

Parent notification letters will be sent home in a timely manner, including notification of "Parent Right to Know", "School-Parent-Student Compact", "4 Week Notification letters," "Reading Deficiency letters," "Math Deficiency letters," and "Adequate Yearly Progress letters."

Information will be transmitted to parents via PVO meeting updates, school marquee, weekly newsletters, take home flyers, social media: Class Dojo, Facebook, Twitter, Instagram, on the school website, and by Constant Contact email.

Title 1 updates will be given at monthly PVO and PVO Board meetings and Title 1 materials will be available Monday – Friday at the Family/Parent Resource Center in the front office.

A Curriculum Night will be organized at the beginning of the year to explain the curriculum at the school, the proficiency levels students are expected to meet, and the forms of academic assessment used to measure student progress: Benchmark tests, FAST State Testing, Renaissance: STAR Testing, Accelerated Reader, Exact Path, Reflex Math, IXL, iReady, MyOn, Study Island, Study Synch, Lexia, HMH, Studies Weekly, and SAVVAS: My View.

Regular PVO and PVO Board Meetings will be held monthly and Governing Board Meetings quarterly. Parents will be invited to make suggestions and participate in the education of their children.

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:

Letters will be sent home through mail. Letters will be translated to languages spoken at home where necessary. The list of languages will be gathered from the student information system and registration forms. The school website has a feature to translate its content into six languages: English, Spanish, Turkish, Russian, Arabic, and Portuguese.

Parents will be kept informed and invited to participate in school activities via the school marquee, weekly newsletters, take home flyers, social media: Facebook, Twitter, Instagram, TSMS Connect, Constant Contact emails, and direct teacher invitation via Class Dojo.

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	Employ Para-Professionals, a Reading Coach and a Math Coach	Assist Teachers in the classroom	Principal, AP	Increased attendance and participation in the learning process.	On-going
2	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 [Section 118(e)(10)]	Arranging school meetings at a variety of times, or conducting in-home conferences between teachers and other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.	Principal, AP	Increased attendance and participation in the learning process.	By February 2025

3	Adopting and implementing model approaches to improving parental involvement, such as scheduling PVO Meetings during Spirit Nights or major evening school events [Section 118(e)(11)]	Creating venues and opportunities for parent participation and involvement	Principal, AP	Increased attendance and participation in the learning process.	By February 2025
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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
Parent work schedules	The school offers trainings and meetings at various times of the day to help our working parents.	AP, Administration, PVO	On-going
Language (Spanish, Turkish, Vietnamese, French & Arabic)	Our goal is to honor our diversity here at TSMS. The school website will continue to offer a translation feature. Information going out to parents via Class Dojo also has a translation feature. We will translate many of our flyers.	Administration	On-going
Economically Disadvantaged and limited Transportation	We help families who need transportation by working with the LCS FIT office for students and families by providing bus passes with Star Metro. Any TSMS student who shows Star Metro bus drivers their ID can ride for free.	Administration	On-going
Childcare	During on campus PVO Meetings, the school provides child care supervision, using available teachers and para-professionals.	Administration	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:

TSMS will continue to offer a host of large family-oriented events and smaller training activities and workshops to bring parents to the campus. School offers a website that includes a feature that translates content into several languages. Parent/Teacher Conferences--as needed--will have a staff member present who can translate for parents with limited English proficiency.

**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	Welcome Picnic/ Parent Boot Camp	1	69	Teach parents how to use TSMS Connect platform to help students with assignments and tasks.
2	Curriculum Night	1	81	Parents are updated on class expectations and curriculum for their students, encouraging attendance and positive homework routines.
3	Title 1 Annual Meeting	1	81	Parents are informed on “What Title 1 is” and how the school uses Title 1 funds to employ para-professional staff who work with students in small groups to help bridge the achievement gap.
4	Parent/Teacher Conferences	97 on-going	97 Samples ongoing	Teachers and parents discuss their student's progress and problem areas then collaborate to build action plans toward achievement goals.
5	Progress Monitoring Training Workshop	1	22	Prepare parents to better help their students with progress monitoring and State assessments.
6	Literacy Night	1	70	Prepare parents to better help their students with reading and to encourage reading together at home.

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	Pre-Planning I – including Classroom Management Training 1 st Semester (two weeks)	20	47	TSMS hosts teachers for two weeks of pre-planning. This includes twenty different professional sessions. The topics range from classroom management and test assessment to school safety and expectations. Teachers will learn how to track data on students and how to have a successful school year using the tools available.
2	Annual Title 1 Parent and Family Engagement Training	2	31	Inform teachers about the school's status as a Title 1 and review planned Title 1 activities.
3	ESE, ESOL, Gifted, MTSS Trainings	4	35	Better communication between classroom teachers and Special Needs Department heads will help students in different subject areas.
4	Professional Development through Staff Meetings, Structured Planning and Department Meetings	Multiple throughout the year	40	Teachers are updated on relevant and timely topics, share best practices, and learn new tools that can be applied to the classroom and affect student learning.
5	Pre-Planning II – 2 nd Semester	2 days	45	Prepare teachers for 2 nd semester; review classroom management strategies, test assessment, school safety and expectations. Review data tracking and how to have a successful school year using the tools available.

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).

***See documents listed below for SY 2024-25 at Leon County Schools Title 1 SharePoint site: 2023-24 Area Focus 2:**

-  PFEP_Parent Feedback Form_Responses_Digital_2024-25_February 2024
-  PFEP_Parent Feedback Form_Responses_Paper 1_2024-25_February 2024
-  PFEP_Parent Feedback Form_Responses_Paper 2_2024-25_February 2024
-  PFEP_Parent Volunteer Org Mtg (PVO)_Agenda_2.22.24

-  PFEP_Parent Volunteer Org Mtg (PVO)_Minutes_ 2.22.24
-  PFEP_Parent Volunteer Org Mtg (PVO)_Sign In Sheets_2.22.24
-  PFEP_Parent Volunteer Org Mtg (PVO)_Announcement_via Class Dojo_2.21.24
-  PFEP_Parent Volunteer Org Mtg (PVO)_Announcement_via Constant Contact_2.15.24


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.

***See document listed below for SY 2024-25 at Leon County Schools Title 1 SharePoint site: 2023-24 Focus Area 2:**






-  Compact_School-Parent-Student_2024-25_Template_English_signed

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.

***See documents listed below for SY 2024-25 at Leon County Schools Title 1 SharePoint site: 2023-24 Focus Area 2:**

-  PFEP_School-Parent-Student Compact_Parent Feedback Responses_2024-25_February 2024
-  PFEP_Parent Volunteer Org Mtg (PVO)_Agenda_2.22.24
-  PFEP_Parent Volunteer Org Mtg (PVO)_Announcement Flyer_Class Dojo_2.22.24
-  PFEP_Parent Volunteer Org Mtg (PVO)_Minutes_ 2.22.24
-  PFEP_Parent Volunteer Org Mtg (PVO)_Sign In Sheets_2.22.24