

2019-2020 Parent and Family Engagement Plan

School Name	Lake George Elementary
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 parents and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of the 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>1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement</p>	<p>The mission of Lake George Elementary School is to lead our students to success with the support and involvement of families and the community. Lake George Elementary feels strongly that parent involvement is the driving force in a child's education. Lake George Elementary is committed to working in tandem with parents to provide quality education for all students.</p>
<p>plan will assist in providing high quality instruction for all learners?</p>	

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Involvement of Parents

<p>2. Does the plan include: 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>It is essential for parents to be well-informed to make appropriate choices and share the responsibility for academic success for the students. At Lake George Elementary, parents are involved in the planning, review, and improvement of Title I programs through attending School Advisory Council (SAC) meetings, Multilingual Parent Leadership Council (MPLC) meetings, completing parent surveys, attending our Annual Title I meeting and participating in the Parent Teacher Association (PTA) activities. Title I programs, reviews of academic data, and decisions regarding how funds for parental involvement will be spent are discussed through SAC and/or Parental Involvement meetings and shared with parents at our annual Title I meeting, Open House, and/or Meet the Teacher events. Home-to-school and school-to-home communications in English and Spanish (planners, flyers, newsletters, Connect Ed messages, website, email) will facilitate informing parents of all events, activities, and opportunities available at Lake George Elementary. A copy of the 2019-20 plan will be found in the front office for parent review.</p>
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: How the school will coordinate and</p>	<p>Lake George Elementary will coordinate and integrate parent and family engagement programs and activities through a host of</p>
<p>integrate parent and family engagement programs and activities? 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>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 practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program:</p>
Program	Coordination

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Pre-K Varying Exceptionalities ESE -IDEA	The school will work with the VE teachers and paraprofessionals to coordinate transitions for students into the regular classroom. Meetings will be held to discuss student needs and develop new IEPs. An opportunity for orientation to kindergarten and classroom visits will be held during Meet the Teacher in August. Families of students with disabilities will be invited to all Family Night Events.
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parental involvement at home, at school and in the community.
Title II	The school will work to inform parents of the Florida Standards. Teachers will learn about these standards through Title II funds.
Title III	The school will work with the OCPs Multi-Lingual department to provide assistance to children and parents of ELL students.
Title X	MVP students are identified by the Student Residency Questionnaire at the beginning of each school year. Parents are sent a letter and informational brochure outlining services. MVP students receive district support in the form of funding for food, clothing, field trips and transportation.

Annual Parent Meeting

<p>4. Does the plan include: 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 progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Lake George Elementary will host an annual Title I meeting to inform parents and families of children participating in the Title I program at the beginning of the school year. We will host a single meeting held during two separate times to educate parents via the following methods:</p> <ul style="list-style-type: none"> • Title I Information for Parents via PowerPoint Presentation • Parent-School Compact via brochure <p>Parents and families are informed of the nature of the Title I program by the following statement: Title I is the largest Federal assistance program for our nation's schools. The program serves millions of children in elementary and secondary schools each year. The goal of Title I is to provide instructional services and activities that support students in meeting state performance standards. The program serves children in elementary and secondary schools that have demonstrated that extra assistance is needed. The Federal government provides funding to each</p> <p>state and State education agencies distribute this money to districts. The money each school receives is determined by the need of its students.</p> <p>Below are the specific steps that Lake George Elementary will take to conduct the Title I Annual Meeting:</p>
Activity/ Task	Person Responsible Timeline Evidence of Effectiveness

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Connect Orange Message Sent	Principal	September 2019	Copy of notice with date of dissemination.
Notices sent home in Parent English and Spanish	School Administrators	September 2019	Copy of message
Agenda and presentation materials developed	School Administrators	September 2019	Copies of Agenda
Develop sign-In sheets	School Administrators	September 2019	Copies and date posted
Conduct Title 1 Annual Meeting	School Administrators	September 2019	Copies of all documents
Maintain Documents	School Administrators	September 2019	Copies of agenda and handouts

Flexible Parent Meetings

<p>5. Does the plan include: 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>The administration, faculty, and staff of Lake George Elementary will provide flexibility in meeting schedules to encourage maximum parent participation. Parent meetings will be scheduled in conjunction with other events so parents will not have to come to school on a separate evenings. A year-long calendar will be developed and distributed during the first weeks of school and updated as needed. Parent/teacher conferences will be able to be scheduled at various times including in the morning, afternoon, evening or by phone. We will use the results of parent surveys to determine the most convenient times for larger school events.</p>
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Building Capacity

<p>6. Does the plan include:</p> <p>How the school will implement activities that will build the capacity for meaningful parent/family engagement?</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>Lake George Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success our students. We will develop activities that are linked to learning to target students, parents and families to help them prioritize education.</p> <p>Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to promote the family activities and encourage parents to join us at our linked to learning family events. The PEL will also provide resources, support, and information to parents.</p> <p>With the help of teachers, we will present the activities as well as other staff members can aid in providing a welcoming environment to students and their families.</p> <p>Below are the specific steps that Lake George Elementary will take to build capacity for meaningful parent and family engagement:</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Instructional staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 2019	Connect Ed, Marquee Facebook School Website

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Report Card Conference Nights	Classroom teachers	Teachers will conduct individual conferences to discuss child's test results, expectations, progress toward benchmarks, and individual student needs.	October 2019	Sign-in Sheets, Conference Notes
Parent Testing Night	Instructional staff	Instructional staff will present to	February 2020	Sign-in sheets, handouts, flyers
		parents and overview of the Spring testing. Parents will be given strategies and resources to assist in the preparation for the testing		
Family Night Series (Homework Help, Math, Science, and Literacy)	Instructional staff	Parents will interact with their students while learning a targeted skill.	One per month with the exception of December and April	Flyers, sign-in sheets, Make and take activities
Connect Ed Messages	Principal	Increased parental awareness of school events and participation	Ongoing	Copies of message on file
Website, daily planners, email communication	Principal instructional staff, tech person	Parents and students will have access to information about school events/activities	Ongoing	Website resources, survey feedback, copies of newsletter/emails
Regularly scheduled SAC/PTA/PLC meetings	Principal, parent reps	Parents will actively participate in decision-making process for school	Ongoing	Meeting minutes

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Staff Development

<p>7. Does the plan include: 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?</p>	<p>Lake George Elementary strives to set clear goals for parent and family engagement with faculty and all school staff. Throughout the 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 the specific activities and tasks that Lake George will implement to build capacity for meaningful parent and family engagement:</p>			
<p>- in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title 1 Standards and Guidelines Meeting, Review of Parent Involvement Plan and Compact with Faculty	Dean, PEL	Improve relationships and lines of communication with parents	Ongoing	Agenda, Power Point, and Sign-in sheets
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Dean, Principal, Assistant Principal, PEL	Improved ability of staff to work with parents and families	January 2020	Sign-in sheets, exit slips, and Parent/Teacher Conference Logs

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Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Dean, Principal, Assistant Principal, PEL	Increased parent and family participation in school activities which support student achievement	March 2020	Sign-in sheets, exit slips, and Parent/Teacher Conference Logs
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Dean, Principal, Assistant Principal, PEL	Improved relationship, communication and collaboration between parents and school	May 2020	Sign-in sheets, exit slips, and Parent/Teacher Conference Logs

Other Activities

8. Does the plan include: 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]?	Lake George has a guidance counselor and social worker to assist with parent needs. They maintain a list of resources for parents. The ESE and Guidance office has a resource center that includes information on Homeless Education, Retention, Counseling Services, Exceptional Education Services, Behavioral Support Services, and other resources available within and outside of the school. The media center also has computers set up for parent and student use after normal school hours. Additional information resources will be available upon request from resource staff. Assistance in completing school forms will be available during the beginning of the school year.		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Resource Center	Guidance Counselor, ESE Contact, Parent Engagement Liaison	Ongoing	Sign-in sheets
Media Center	Media Specialist	Ongoing	Sign-in sheets
Parent Academy	Parent Engagement Liaison	September 14, 2019 November 2, 2019 January 25, 2020 March 28, 2020 May 16, 2020	Pictures, Parent Registration

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Communication

<p>9. Does the plan include: 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</p>	<p>At the Title 1 Annual Meetings in September, parents will be informed of Title 1 programs. The school will also provide a variety of "Family Nights" that will help parents understand curriculum and provide training so that they may help their child at home. Teachers will maintain sign-in sheets from parent conference nights and Open House. All school activities are advertised on the school marquee, the school calendar, flyers home and Connect Orange. Lake George also has a website where parents can access school information and the school calendar. This website also has links to the OCPS website and the FLDOE website. Parents can access information on county programs as well as standards on the county and state websites.</p> <p>Progress reports and report cards are sent home to inform parents of their child's academic progress. The parents also have access to Skyward where they can get information about their students' academics, attendance, and homework daily. All students have planners or Take-Home folders that are sent home daily as a means of communication between home and school. Parents may schedule meetings with teachers and administration as needed. Translation is provided for any parents that request it.</p> <p>Surveys are sent home to the parents on the School Improvement Plan and the Parent and Family Engagement Plan. All parents are invited to SAC meetings where plans are developed and reviewed. The opportunity for suggestions and comments is given in these meetings and through the surveys that are sent out.</p>
<p>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>The Parent Engagement Liaison (PEL) will maintain sign-in forms for the Annual Meeting as well as documentation of the dissemination of information, distribution methods, and timelines. Copies of the school calendar, monthly newsletters sent home by grade levels, agendas, parent sign in and feedback information are all collected and maintained by the Title 1 Coordinator.</p>

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Accessibility

<p>10. Does the plan include: 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>A variety of parent and family engagement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents. Lake George will send home information pertaining to meetings and "Family Nights" in both English and Spanish. Other languages will be available at the parents' request. Information will be disseminated to parents using newsletters, student planners, school website, school marquee, and/or Connect Orange phone calls in English and Spanish.</p> <p>Translators will be available at parent nights and meetings as requested by parents. The school is fully wheelchair accessible. Sign language interpreters can be obtained from the county for events when requested by the parent.</p>
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Discretionary Activities (optional)

<p>11. Does the plan include: 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>Although not required, Lake George Elementary will utilize Title I, Part A funding for additional activities to support student achievement.</p> <p>Below are additional activities and tasks that Lake George 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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providing necessary literacy training for parents from Title 1 Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Principal, Assistant Principal, Instructional Coach Instructional Staff	Implementation of Family Literacy Nights included additional to Science and Math Nights.	Increase the knowledge of parents and their knowledge of student's level of performance and needs in the classroom.	Monthly Family Nights
Developing appropriate roles for community-based organizations and businesses including faithbased organizations, in parental involvement activities [Section 1118(e)(13)].	Principal, Assistant Principal, Instructional Coach Partners in Education Coordinator	Contact business partners to develop a plan for active participation in school-based parental involvement activities.	Increase the involvement of parents and their knowledge of student's level of performance and needs in classroom.	Ongoing

Barriers

<p>12. Does the plan include: A description of the barriers that hindered participation by parents/families 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</p>	<p>Lake George 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"> Language Education Economically disadvantaged Transportation <p>Below are the specific steps that Lake George Elementary will take to address barriers that existed in the previous year:</p>
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attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?		
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome	
Language Barrier (ELL)	Provide Spanish, sign language, and other 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 that all are able to understand.	
Economically disadvantaged (FRL)	Provide food during some evening events, free lunch for all students, clothing, Thanksgiving food baskets, Christmas gifts and food. Love Pantry and Conway Cares.	
Time of Events (FRL)	Revise start times to make it more convenient for parents to attend. Offer events in AM and PM with childcare provided.	

School-Parent Compact

<p>13. Does the plan include: 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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement?</p>	
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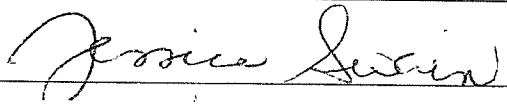
Adoption

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the following:

- Title I Review Meeting Notes
- Parent Engagement Tracking Form

This policy was adopted by the school on 5/30/18 and will be in effect for the period of 6/30/19.

The school will distribute this policy to all parents of participating Title I, Part A children on or before 9/30/19.

Signature of Authorized Personnel	
Date	<u>5/15/19</u>

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year's Parent and Family Engagement Plan, if applicable. (*previously referred to as the Parent Involvement Plan - PIP*)

The following documents can be scanned with this document and submitted as evidence:

- Parent surveys of previous year's events and activities
- Any SAC and/or PTA artifacts with Title 1/PFE topics on the agenda
- Parent Feedback Summary of PFEP Evaluation
- Parent and Family Engagement Activities Tracking Form