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]

**Mission Statement**

|  |  |
| --- | --- |
| **1. Does the mission statement include:**  How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement plan will assist in providing high quality instruction for all learners? | The mission of Lake Silver Elementary School is to lead our  students to success with the support and engagement of  families and the community.  Lake Silver Elementary feels strongly that parent and family  engagement is a driving force in a child's education and is a  shared responsibility. We are committed to working jointly with parents and families 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. |

**Involvement of Parents**

|  |  |
| --- | --- |
| **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]? | Lake Silver Elementary will ensure the organized, ongoing  and timely manner of involving parents through the following  methods home-to-school and school-to-home communication in  English and/or other languages:  • Student planners  • Flyers  • Newsletters  • Connect Orange messages  • School Website  • Email  • And other known best practices needed  At Lake Silver Elementary, 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:  **Attending**  • School Advisory Council (SAC) meetings  • Title I Annual Meeting  **Participating In**  • Parent and family engagement capacity-building activities  **Reviewing**  • Academic data   * Previous school year Parent and Family Engagement Plan |

**Coordination and Integration with Other Federal Programs**

|  |  |
| --- | --- |
| **3. Does the plan include:**  How the school will coordinate and 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]? | Lake Silver Elementary 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. |
| **Program** | **Coordination** |
| Head Start | Lake Silver Elementary does not currently offer head start. |
| Pre-K | Lake Silver Elementary includes Pre-K in all communication and Title 1 events.  The Pre-K teacher keeps parents informed of all activities and events as well. |
| SAi | Lake Silver Elementary uses this fund to provide immediate intensive  instruction for identified below level students with tutors and after school tutors. |
| Title I | Title 1 funds are used to fund content area suppprt staff, supplemental  materials for students use, and to fund professional development activities. |
| Title II | Funds from Title II at Lake Silver Elementary are used to pay stipends for  teachers to attend staff development training sessions related to Title I. |
| Title Ill | Lake Silver 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 | Parent Resource |

**Annual Parent Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **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?  A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?  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? | Lake Silver Elementary will host an Annual Title I meeting to  inform parents and families of children participating in Title I  programs at the beginning of the school year. We will host a  single meeting to educate parents via the following methods:  • Annual Yearly Progress (AYP) via PowerPoint Presentation  and handouts  • School Choice via district handouts and policies  • The rights of parents via brochure and other resources  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.  For more information please visit the Florida Department of  Education, Office of Title I Programs and Academic Intervention  services at http://www.fldoe.org/bsa/title•1/title compile.asp and  our district's Title I website:  https://www.ocps.net/departments/title i.  Below are the specific steps that Lake Silver Elementary will take  to conduct the Title I Annual Meeting. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| The Annual Parent meeting date will be posted on the school marquee | Principal/Custodian | Two weeks prior before the meeting/ August 2021 | 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 2021 | Number of Participants |
| The Annual Title I Meeting will be announced via the Connect Orange messaging service. | Principal | One week prior to meeting/ September 2021 | Message Count Statement |
| The weekly update e-mail inviting parents to the Annual Parent meeting will be sent. | Principal | One week prior to meeting/ September 2021 | Number of participants (Sign in Sheets) |
| Prepare and Print Sign-in sheets | Title I Coordinator | Week of the Meeting/ September 2021 | Number of participants (Sign in Sheets) |
| An agenda and handouts will be developed to address the required components | Principal & Title I Coordinator | Week of the Meeting/ September 2021 | Hold the Annual Meet |
| Hold the Annual Parent meeting | Principal | September 2021 | Sign in sheets, agenda |
| Copies of all material distributed during the meeting will be available in the front office for all parents and families that were not present at the meeting. | Title I Coordinator | September 2021 | Number of participants (Sign in sheets) |
| Maintain Documentation | Title I & PEL Coordinators | September 2021 | Upload to the Title I collaboration site  Hard copies of the distributed material will be kept on campus |

**Flexible Parent Meetings**

|  |  |
| --- | --- |
| **5. Does the plan include:**  How will the school offer a flexible number of meetings, such as meeting in the morning or evening?  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]? | Lake Silver Elementary will offer a number of flexible parent meetings by implementing the following:   * Morning, afternoon, and evening opportunities for activities and teacher conferences * Developing and distributing a yearlong calendar in the first weeks of school and update as needed * Conduct parent surveys and use results to accommodate most requested time for school-wide activities   As it pertains to services related to parents and family engagement, the school will provide the following:   * Transportation to a minimum of 1 Parent Academy |

**Building Capacity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6. Does the plan include:**  How the school will implement activities that will build the capacity for meaningful parent/family involvement?  How will the school implement activities that will build relationships with the community to improve student achievement?  How the school will provide material and training to assist parents/families to work with their child (ren)?  How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | Lake Silver 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.  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 families.  Below are the specific steps that Lake Silver Elementary will take  to build capacity for meaningful parent and family engagement: | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Meet the Teacher  Parents will meet their child’s new teacher and hear news about the upcoming school year. | Principal and all instructional faculty | Parental Involvement increase students achievement | August 2021 | Sign in sheets, handouts, agendas |
| ADDitions Volunteer Program | Additions Contact | Parental Involvement increases student achievement | August 2021-May 2022 | Measured by parent volunteer hours |
| Parent-teacher Association (PTA) | PTA President | PTA will increase parental involvement by hosting additional family events that support achievement goals. | Monthly Aug 2021-May 2022 | Sign-in sheets |
| School/Class Newsletters: The school and teachers will provide parent specific strategies for parent specific strategies for parents to use to help children with the skills being taught. | Principal, Teachers, and Instructional Coaches | Parental Involvement increase students achievement | Ongoing Aug 2021-May 2022 | Copies of Newsletters |
| Skyward: Parents will be able to monitor student’s academic progress on a daily basis. | Instructional Coaches and Classroom Teachers | Parental Involvement increases student achievement | Ongoing Aug 2021 - May 2022 | Copies of progress reports |
| SAC (School Advisory Council) | SAC president, principal, and SAC committee members | Parental Involvement increase students achievement | Sept. 2021 – May 2022 | Agenda, Sign in sheets |
| Open House | Principal and all instructional staff | Parental Involvement increase student achievement | September 2021 | Sign in sheets |
| Fall Picnic: Parents will have lunch outside with their child in order to enhance family engagement | Principal, coaches, and Classroom Teachers | Parental Involvement increase student achievement | October 2021 | Sign-In Sheets |
| Conference Nights: Principal, supports staff | Principal, support staff and Classroom teachers | Parents attend conferences with teachers to discuss their child’s academic progress and curriculum | Oct 2021 & April 2022 | Sign-In Sheets, parent conference logs |
| Teach In | Teach In Coordinator | Supporting School functions builds a sense of belonging and allows the students to learn about careers | November 18, 2021 | Sign in sheets, pictures |
| Literacy Week: Teachers will provide information to parents as well as demonstrate learning strategies for reading that can be replicated at home. | Instructional Coaches and Teachers | Parental Involvement increases student achievement | January 2022 | Sign in sheets, pictures |
| Math & Science Night: Parents will attend the math science night to participate in fun, hands-on math and science activities | Principal and all instructional staff | Parental Involvement increase student achievement. | February 2022 | Sign in sheets, pictures |
| Pastries for Parents: Parents will attend a morning breakfast and have an opportunity to eat with their child. FSA material will discuss the promotion and retention policies, learning gains, and provide sample questions. | Principal and Instructional Coaches | Parental Involvement increase student achievement. | February 2022 | Sign in sheets, parent FSA pamphlet |

**Staff Development**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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?  - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]? | Lake Silver Elementary 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. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **Title I Annual Meeting** | **School Administration, Title Coordinator** | **Information given about the assistance programs provided to the school to help support students academically** | **September 2021** | **Agenda, PowerPoint and sign-in sheets** |
| **Parents and Family Engagement Professional development Module 1 Building Strong Partnerships with Parents and Families** | **School Administration, Title I Coordinator** | **Improved school staff resources to create a welcoming school environment, understand and value the importance of parents and family engagement, and maintain strong school to home partnerships.** | **November 2021** | **Sign-in sheets, exit slips** |
| **Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School** | **School Administration, Title I Coordinator** | **Improved ability of staff to work with parents and families** | **December 2021** | **Sign-in sheets, exit slips** |
| **Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs** | **School Administration, Title I Coordinator** | **Increased parent and family participation in school activities** | **January 2022** | **Sign-in sheets, exit slips** |
| **Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners** | **School Administration, Title I Coordinator** | **Improved relationship, communication and collaboration between parents and school** | **March 2022** | **Sign-in sheets, exit slips** |

**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 Silver Elementary 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:  • The ESE and Guidance office have a resource center that  includes information about but not limited to the following  o Homeless Education  o Retention,  o Counseling Services  o Exceptional Education Services  o Behavioral Support Services  o And other resources outside of the school  • District Parent Academy and Virtual Academy events  offered throughout the year. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Resource Center | Parent Engagement Liaison | Ongoing | Sign-in sheets |
| Media Center | Media Clerk, Parent Engagement Liaison | Ongoing | Sign-in sheets |

**Communication**

|  |  |
| --- | --- |
| **9. Does the plan include:**  How the school will provide timely information about the Title I programs?  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?  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)/  How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? | Lake Silver Elementary will maintain timely communication about  Title I programs through the following:  • Hosting the Title I Annual Meeting  • Conducting monthly New Parent Orientation for parents  new to the school to cover Title I programs  Teachers and other staff members will support parents'  understanding of curriculum, forms and assessments used to  measure progress and expected achievement through the  following:  • School Compact  • Report Card Nights  • Skyward  • Planners  • Parent Conferences |

**Accessibility**

|  |  |
| --- | --- |
| **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?  A description of how the school will share information related to school an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand? | Lake Silver Elementary will establish 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:  • Family Nights will be presented in multiple languages to service our ELL families.  • Offer activities at multiple times throughout the year for parents and families to participate during the morning, evening and afternoon.  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:  • Home-to-school and school-to-home communication in  English and/or other languages  • Student planners  • Flyers  • Newsletters  • Connect Ed messages |

**Discretionary Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.) | Lake Silver Elementary will utilize Title I, Part A funding foradditional activities to support student achievement. Although these activities are not required, these activities support student achievement.  Below are additional activities and tasks (home visits, transportation) that Lake Silver Elementary will implement that are funded by Title I, Part A. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Provide training opportunities to parents to enhance the engagement of other parents. | Principal; instructional staff | Increase the engagement of parents and their knowledge of students’ level of performance and needs in the classroom | Ongoing | Sign-in sheets, parents program survey |
| Maximizing parent engagement and participation in their children’s education by arranging school meetings at a varity of times, or other educators, who work directly with participating children, with parents who are unable to attend those conference at school. | Principal, Instructional Coach | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom. | On going | Sign-in sheets, parent program survey |

**Barriers**

|  |  |  |
| --- | --- | --- |
| **12. Does the plan include:**  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]? | Lake Silver 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:  • Transportation  • Education  • Language  • Economically Disadvantaged  Below are the specific steps that Lake Silver Elementary will  take to address barriers that existed in the previous year | |
| **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, Creole and sign 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 (i.e. instead of just using the words fluency, fact families, etc.) we will accompany these terms with a definition and model strategies accordingly. |

**School-Parent Compact**

|  |  |
| --- | --- |
| **13. Does the plan include:**  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? | **Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.**  The compacts at Lake Silver Elementary have been created to further assist parents and students on the expectations of classroom and school ethics. |

**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 .

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
| **Signature of Authorized Personnel** |  |
| **Date** |  |

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