

2018-2019 Parent and Family Engagement Plan

School Name	Lake Gem 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 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

<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>Lake Gem Elementary is committed to ensuring that each student receives an excellent educational experience thereby giving them the skills needed to be college and career ready. We do so by providing professional development for our teachers, staff, and parents/community members. The Lake Gem staff strives to meet the needs of our students while understanding our students' individual needs. We support the mission of our district, "To lead our students with the support and involvement of</p>
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<p>plan will assist in providing high quality instruction for all learners?</p>	<p>families and the community" and believe that as a team we will achieve this goal. The parent and family engagement plan will assist in providing high quality instruction for all learners by equipping parents with tools and knowledge through parent workshops that they can use at home to understand the homework.</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>Parents are informed of involvement opportunities by school leadership. Notification of upcoming events are communicated through the school marquee, Connect Orange phone/text messages, and flyers which are sent home with the students.</p>
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Coordination and Integration with Other Federal Programs

<p>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]?</p>	<p>Lake Gem 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.</p>
Program	Coordination
VPK	<ul style="list-style-type: none"> • Parent newsletters are sent home each week. • Parent meetings are held with individual parents to discuss students' academic progress and needs.

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Title X	<ul style="list-style-type: none"> McKinney Vento Program provides support to our homeless students.
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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 Gem Elementary will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> 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 <p>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p> <p>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/title1/title_compile.asp and le our district's Title I website https://www.ocps.net/departments/title_i.</p> <p>Below are the specific steps that Lake Gem Elementary will take to conduct the Title I Annual Meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness

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Notification of Meeting	Title I/PFE Contact	August 24, 2018	Measured by attendance
Notification by Marquee	Title I/PFE Contact	August 24, 2018	Measured by attendance
Notification by Phone Messenger	Administrators	August 29, 2018	Measured by attendance
Notification by Flyer	Title I/PFE Contact	August 24, 2018	Measured by attendance

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 majority of parents of Lake Gem Elementary students work and are unable to attend meetings during the day. Therefore, events are held as late as possible to allow parents to come after work. Based on parent feedback, LGE will provide timely notices to families and encourage them to attend. The school will get students involved in activities where the students can display what they are learning in school. For example, Parent Academy Nights (FSA Writing, FSA Training Nights). LGE parent participation will continue to be encouraged for Media Night as well. General meetings will be scheduled during these times for the convenience of parents. Parents unable to attend will be able to pick-up meeting agendas and materials/information in the front office. Parents are informed of this through School Messenger (Connect Orange) phone alerts. In addition, we offer translation services at our parent events to include as many parents as possible.</p>
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Building Capacity

<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p> <p>How will the school implement activities that will build relationships with the</p>	<p>Lake Gem 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 that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.</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>
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<p>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>Below are the specific steps that Lake Gem Elementary will take to build capacity for meaningful parent and family engagement.</p> <p>Title I Annual Meeting: The Annual Title I Parent Meeting is held at the beginning of each school year to introduce the Title I program and its merits to our parents. During this meeting, parents are given the compacts and can ask questions about the program, goals and commitments they will do to help their child.</p> <p>Conference Nights: Conference nights take place a minimum of two times a year when the student progress reports/report cards go home. This time allows teachers to meet with parents, one-on-one to discuss student progress and areas of concern. Teachers provide suggestions for academic support at home.</p> <p>Parent Academy: These trainings are designed to show parents how they can help their children at home. The trainings are seminar formats and are advertised through School Messenger System (Connect Orange), other monthly school meetings and the school marquee.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Weekly Media Nights	Media Clerk II	Increase student achievement in Reading	September 2018 to May 2019	Sign-in Sheets
ADDitions Volunteer Program	ADDitions Contact	Encouraging parents to come in will provide them with the tools they need to assist their children at home. This correlates with student success as a whole.	September 2018 to May 2019	Measured by Participation
Parent Teacher Conference Nights	Administrators and Faculty Members	Supportive and informed parents will translate to higher performing students.	October 2018 and January 2019	Sign-in Sheets
FSA Writing Training for Parents	CRT, Fourth and Fifth Grade Teachers	Intense focus on student achievement in writing.	Winter/Spring, 2018/2019	Sign-in Sheets
FSA Night	Administration and Coaches	Intense focus on student achievement in Reading and Math	Winter/Spring, 2018/2019	Sign-in Sheets
Parent Academy	Administration and Leadership Team	Sustained Community Engagement; Parents learn strategies in ways to help their children with academics at home.	Ongoing in the 2018-19 School Year	Sign-in Sheets

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PTA/SAC Meetings	Principal and Assistant Principal	Sustained Community Engagement	2 nd Wednesday of Each Month	Sign-in Sheets and meeting minutes
Open House	Administration, Teachers	Parents are given an overview of the school and their child's classroom. Parents are able to review educational materials, review and sign the school/parent compacts, and ask questions about the curriculum.	September 5, 2018	Sign-in Sheets
Literacy Night	Reading Coach, Administration, Teachers	Increase student achievement in Reading	January 23, 2019	Sign-in Sheets
Multicultural Night	Administration, CCT, Teachers	Teach about diversity, inclusion and social skills.	April/May, 2019	Sign-in Sheets

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? - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>	<p>Lake Gem Elementary strives to build the capacity of 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 Gem 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

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Customer Service Training	Administration	Improved parent-teacher communication regarding student achievement	August 2018	Sign-in sheets
Discipline Team – Parent Communication	Dean	Increase staff knowledge on how to communicate with parents regarding student behavior.	Quarterly	Decreased discipline reports/referrals
Communicating with parents for new teachers	CRT and Guidance Counselor	Improve teacher knowledge on how to effectively communicate with parents and how to provide resources for them.	August 2018	Sign-in sheets

Other Activities

<p>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]?</p>	<p>Our goal is to encourage more parents to become school volunteers and to be active participants in our SAC, PTA, and Title I meetings. Holding special events that displays students’ talent will be utilized as an opportunity to share information from the Title I department with parents. Lake Gem Elementary also provides extended Media Center hours on Tuesday evenings from September - May each year. The Media Clerk II is responsible for Media Nights. Students are able to come with their families and work on homework, take AR quizzes, or work on iReady.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness

Communication

<p>9. Does the plan include: How the school will provide timely</p>	<p>Parents will be notified via School Messenger System (Connect Orange), marquee, Twitter, morning and afternoon announcements, a monthly newsletter with important dates listed as well as translated documents to</p>
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<p>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>support parents who speak one of the two major languages at Lake Gem (Spanish & Haitian-Creole).</p> <p>Explanation of curriculum and assessments will be shared at the Title I meeting in the fall. This is in addition to Report Card/ Progress Report Conference Nights. LGE's goal is to be of service to our parents and community.</p> <p>Lake Gem uses research based programs to teach the curriculum to our students. Parents give input on these programs as well as the Parent Involvement Plan during SAC meetings. Meetings occur monthly and are announced in advance via Connect Orange Message, the school marquee, newsletters, and flyers.</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 an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in</p>	<p>Parents will be notified in a timely manner about meetings (School Messenger and marquee).</p> <p>The Curriculum Compliance Teacher provides information on the dominant languages spoken by families of ELL students. Translators are provided as needed in Spanish & Haitian Creole - these are the largest populations of speakers of other languages at Lake Gem. Most materials are printed in English, Spanish and Creole. Resource personnel and administrators are available to share information with parents. Parents with disabilities are assisted as needed. For example, for parents who are visually impaired we offer enlarged materials and preferential seating at events.</p>
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languages that the parents/families can understand?	
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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 Gem Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement. Below are additional activities and tasks that Lake Gem Elementary will implement that are funded by Title I, Part A.			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
PTA – Promotion of Activities that are coordinated by PTA	Parent Engagement Liaison	Intense Focus on Student Achievement and Sustained Community Engagement	Monthly	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];
Conference Nights	Administrators, CRT, Resource and Instructional Teachers	Intense Focus on Student Achievement	Ongoing	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 1118(e)(10)];
Parent Academy	Parent Engagement Liaison	Provide parents with the tools that are needed to work with students at home.	Ongoing	Adopting and implementing model approaches to improving parental

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				involvement [Section 1118(e)(11)];
Encourage Sustained Community Engagement	Parent Engagement Liaison, Partners In Education Coordinator	Community support and engagement enhances school environment and learning opportunities for our students.	Ongoing	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]

Barriers

<p>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]?)</p>	<p>Lake Gem 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"> • Transportation • Language • Education • Economically disadvantaged <p>Below are the specific steps that Lake Gem Elementary will take to address barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Notification (All subgroups)	A variety of timely notification methods and notifications sent in multiple languages.
Limited English Proficiency (ELL students)	Translation services provided as needed.
Parent and Community Involvement (All subgroups)	Parent and Community Involvement (All subgroups)

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School-Parent Compact


<p>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?</p>	<p>Provide a scanned copy with this document of the School Parent Compact and evidence of parent input in the development of the compact.</p>
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Adoption

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

This policy/plan was adopted by the school on 05/09/2019 and will be in effect for the period of 2018-2019.

The School will distribute this policy to all parents of participating Title I, Part A children on or before 09/05/2018.

Signature of Authorized Personnel	
Date	9/24/18

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.

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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