

2020-2021 Parent and Family Engagement Plan

School Name	Lake Silver 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 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>The mission of Lake Silver Elementary School is to lead our students to success with the support and engagement of families and the community.</p> <p>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</p>
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plan will assist in providing high quality instruction for all learners?	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.
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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>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:</p> <ul style="list-style-type: none"> • Student planners • Flyers • Newsletters • Connect Orange messages • School Website • Email • And other known best practices needed <p>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:</p> <p>Attending</p> <ul style="list-style-type: none"> • School Advisory Council (SAC) meetings • Title I Annual Meeting <p>Participating In</p> <ul style="list-style-type: none"> • Parent and family engagement capacity-building activities <p>Reviewing</p> <ul style="list-style-type: none"> • Academic data • Previous school year Parent and Family Engagement Plan
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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?</p> <p>How the school will coordinate and integrate parent and family activities that teach parents how to help their child (ren) at</p>	<p>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.</p>
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home [ESEA Section 1116]?	
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 support 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 III	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

<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 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:</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</p>
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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 2020	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 2020	Number of Participants
The Annual Title I Meeting will be announced via the Connect Orange messaging service.	Principal	One week prior to meeting/ September 2020	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 2020	Number of participants (Sign in Sheets)
Prepare and Print Sign-in sheets	Title I Coordinator	Week of the Meeting/ September 2020	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 2020	Hold the Annual Meet
Hold the Annual Parent meeting	Principal	September 2020	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 2020	Number of participants (Sign in sheets)

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Maintain Documentation	Title I & PEL Coordinators	September 2020	Upload to the Title I collaboration site Hard copies of the distributed material will be kept on campus
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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>Lake Silver Elementary will offer a number of flexible parent meetings by implementing the following:</p> <ul style="list-style-type: none"> • 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 <p>As it pertains to services related to parents and family engagement, the school will provide the following:</p> <ul style="list-style-type: none"> • Transportation to a minimum of 1 Parent Academy
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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 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</p>	<p>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.</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 families.</p> <p>Below are the specific steps that Lake Silver Elementary will take to build capacity for meaningful parent and family engagement:</p>
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parent/family engagement activities [ESEA Section 1116]?				
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 2020	Sign in sheets, handouts, agendas
ADDitions Volunteer Program	Additions Contact	Parental Involvement increases student achievement	August 2020- May 2021	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 2020-May 2021	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 2020-May 2021	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 2020 - May 2021	Copies of progress reports
SAC (School Advisory Council)	SAC president, principal, and SAC committee members	Parental Involvement increase students achievement	Sept. 2020 – May 2021	Agenda, Sign in sheets
Open House	Principal and all instructional staff	Parental Involvement increase student achievement	September 2020	Sign in sheets
Fall Picnic: Parents will have lunch outside with their child in order to	Principal, coaches, and Classroom Teachers	Parental Involvement increase student achievement	October 2020	Sign-In Sheets

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enhance family engagement				
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 2020 & April 2021	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, 2020	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 2021	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 2021	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 2021	Sign in sheets, parent FSA pamphlet

Staff Development

7. Does the plan include: A description of the professional development activities	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
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<p>the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff:</p> <ul style="list-style-type: none"> - 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>leaders and staff to build capacity in parent and family engagement.</p>
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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 2020	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 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building	School Administration, Title I Coordinator	Improved ability of staff to work with parents and families	December 2020	Sign-in sheets, exit slips

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Ties Between Home and School				
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 2021	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 2021	Sign-in sheets, exit slips

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>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:</p> <ul style="list-style-type: none"> • The ESE and Guidance office have a resource center that includes information about but not limited to the following <ul style="list-style-type: none"> 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

<p>9. Does the plan include: How the school will provide timely information about the Title I programs?</p>	<p>Lake Silver Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> • Hosting the Title I Annual Meeting • Conducting monthly New Parent Orientation for parents 		
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<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>new to the school to cover Title I programs</p> <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> • School Compact • Report Card Nights • Progress Book • Planners • Parent Conferences
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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 languages that the</p>	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>We will share information through various best known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:</p> <ul style="list-style-type: none"> • Home-to-school and school-to-home communication in English and/or other languages • Student planners • Flyers
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parents/families can understand?	<ul style="list-style-type: none"> • Newsletters • Connect Ed messages
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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 Silver Elementary will utilize Title I, Part A funding for additional 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 variety 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:	Lake Silver Elementary, after reviewing the previous years' Parent and Family Engagement Plan and accompanying
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<p>A description of the barriers that hindered participation by parents during the previous school year?</p> <p>A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116])?</p>	<p>feedback, acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> • Transportation • Education • Language • Economically Disadvantaged <p>Below are the specific steps that Lake Silver 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
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

<p>13. Does the plan include:</p> <p>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</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> <p>The compacts at Lake Silver Elementary have been created to further assist parents and students on the expectations of classroom and school ethics.</p>
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academic achievement?	
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Adoption

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

This policy/plan was adopted by the school on and will be in effect for the period of .

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