**Lakewood Elementary**

**Parent and Family Engagement Plan**

I, \_\_\_Stephanie Woodford\_\_\_\_\_\_\_\_\_\_\_, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.

**Assurances**

* The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1118 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parent and family engagement plan [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(I)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and

Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

May 22, 2020

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| **Signature of Principal or Designee**  | **Date Signed** |

**Mission Statement**

Parent and Family Engagement Mission Statement (Optional)

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| **Response:**The Lakewood Elementary school community creates a quality educational setting that promotes critical thinking skills for college and careers by providing a relevant and rigorous curriculum and building positive relationships. |

**Engagement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Lakewood Elementary School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings. |

**Coordination and Integration**

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Individuals with Disabilities Education Act (IDEA) | Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP. |
| 2 | VPK | Lakewood Elementary and the VPK office will work together to coordinate transition programs for students entering the regular public school program. |
| 3 | Transition to Kindergarten Night: Ready Set Kindergarten | In the Spring, the school will provide families with important information to help their child(ren) transition from Pre-K to Kindergarten. Materials will be provided that can be used over the summer at home to advance learning and help students to be Kindergarten Ready.  |
|  | Welcome To Kindergarten | In the Fall all new to Kindergarten students will receive a bag from JWB with information about what students need to know for Kindergarten and a few school supplies as well as information on community and Title 1 resources that are available to families to support learning. |
|  | Nutrition Program | We provide a no-charge breakfast, and lunch for all students. Also an afternoon snack is provided to all students due to the extended school day. All students who attend the after school extended day program for tutoring also receive an evening meal. |
|  | FSA Readiness | In the Spring all (3-5 families will be invited to attend an FSA information event and all K-2 families will be invited to attend a MAP information event) that highlights the types of rigorous questions students will see on the FSA/MAP assessment, and provided families with resources for practicing at home as well as how to help students prepare physically and emotionally for the assessment. |
|  | Parent Support Card | A “report card-like” document has been created and will be distributed to all families highlighting all the opportunities parents have during the year to attend events, learning activities, conferences, and meet various staff members throughout the year. Parents will receive credit for participation and will be able to work toward “Power Parent” status to earn t-shirts, certificates, etc.  |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Maintain documentation | Principal and Assistant Principal | September, 2019 | Title I audit box housed in Principal's secretary office and documentation will be uploaded to electronic audit box |
| 2 | Stand Alone Annual Title I Parent Meeting | Assistant Principal | September, 2019 | Agendas and sign-in sheets |
| 3 | Create sign-in sheets | Assistant Principal | August, 2019 | Sign-in sheets for meeting and individual classrooms |
| 4 | Advertise/publicize event | Principal and Assistant Principal | August, 2019 | School Messenger messages, school marquee, Class DOJO and posting on school website |
| 5 | Develop and disseminate invitations | Principal, teachers, and Assistant Principal | August, 2019 | Flyer with date of dissemination and posting on school website |
| 6 | Develop agenda, handouts, and/or presentation materials that address the required components | Principal and Assistant Principal | August, 2019 | Copies of agendas, PowerPoint presentation, and handouts |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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| **Response:**Lakewood Elementary School seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. In order to meet the needs of our families and provide for active parent involvement, Lakewood Elementary offers flexible parental involvement meeting times that encourage our families to attend. Some events will take place in the mornings and others will be offered in the evenings. To accommodate families during open house, we are hosting two consecutive evening sessions with wrap around services provided in the cafeteria. Most of our students arrive by car so we will also promote information for events through signage in the car circle. We will plan several events that occur before school as well as during lunch for parents to participate with their children. We will also celebrate student successes each grading period before school so that parents can engage in celebrating in the growth students are making. Through our scheduled student-led conference nights parents will learn about what our students are accomplishing in school from the students themselves. These nights are planned with working parents in mind to accommodate those with late or early shifts. We also provide child care, student performance, and food for many of the events to increase participation. This year we are looking to add a virtual element to parent meetings as well to provide more flexible options. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parent and family activities, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Teacher/Parent Meetings  | Classroom teachers | Teachers will hold individual conferences to discuss student's assessment results, expectations, and goals for the school year.  | Ongoing2020-2021 | conference logs/signed PMPs |
| 2 | Pre-School Parent Contacts | Classroom Teachers | Teachers will make a positive contact to parents prior to the start of school to establish strong positive relationships | August 3-10, 2020 | Log of Parent Contacts |
| 3 | PCS Parent Guide distributed to families | Title One Contact | Parents will be provided with pamphlets/handouts outlining the SSS and grade level standards. Including strategies they can use at home to help their child. | Sept. 2020 | documentation of date distributed |
| 4 | Parent Portal Information Sheet disseminated and shared with parents | Title 1 Contact | Teachers will show parents how to access and sign-in to Parent Portal during individual conferences and Open House. Portal information & access information will be sent home via newsletter and on school website  | Sept 2020 at back to school night and ongoing 2019-2020 | Copy of brochure, documentation on conference logs, copy of newsletter with related information |
| 5 | Curriculum/Back-2-School Night  | Principal and Assistant Principal | Assist parents and students with school-wide and classroom expectations so that their child(ren) will be successful during and after school. | Aug/Sept 20120 | Sign-in sheets, handouts, agendas, and presentation materials |
| 6 | Curriculum Showcase/Math | Math Coach | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement specific to math as measured by FSA gains. | November 2020 | Sign-in sheets, handouts, agendas, and presentation materials |
| 7 | Curriculum Showcase/Literacy | Literacy Coach | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement in literacy across all content areas to support 100% gains on FSA Reading. | January 2021 | Sign-in sheets, handouts, agendas, and presentation materials |
| 8 | Curriculum Showcase Science | Science Coach | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement in literacy across all content areas to support 100% gains on SSA Science | April 2021 | Sign-in sheets, handouts, agendas, and presentation materials |
| 9 | End of Year Curriculum Data Showcase and Student Conference Night | MTSS Coach & Admin Team | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home over the summer including a summer reading project to promote highest student achievement and student growth over time. Parents will also have time to sit with their child to review their portfolio of work from the year, areas of improvement and areas for continuous work | May 2021 | Sign In sheets and Handouts |
| 10 | Parent-Principal Round Table Meeting | Principal | Parents will have the opportunity to meet with principal to discuss school issues and work towards improving school culture. Sessions topics will include highest student achievement, making learning gains in math, science and reading | September 2020 SAC meeting | Sign-in sheets and handouts |
| 11 | Student Led Conferences | Classroom Teachers/Content Coaches | Students will maintain documentation of their progress toward learning goals and standards to share with their parents regarding achievement.  | Nov 2020 & March 2021 | Parent Sign In Sheets |
| 12 | Student Mentor Programs | Parent and Community Liaison | Students will set and share goals in their learning with established Mentors. Students will feel accountable for their progress. | Monthly Ongoing 2020-2021 | Sign in Sheets, Student Data Folders, Artifacts of student work |
| 13 | Social/Emotional Trauma Informed Care and Parenting Training | Student Services Team | Parents will be provided with information and strategies to support the social/emotional development of their children and the impact trauma has on student achievement | Fall 2020 and Spring 2021 | Agenda, Sign-in Sheet and Power Point |
|  | Academic Achievement Recognition Assembly | Admin Team | Students will be recognized for ongoing student achievement and academic growth in a publicized ceremony | Each 9 weeks | Parent Sign-In and student name list of awards |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Ongoing PLC | Principal, Assistant Principals, Instructional Coaches,  | Improve the ability of staff to work effectively with parents and deliver effective instructional strategies | August 2020- May 2021 | Conference agenda and other appropriate documentation as required |
| 2 | Trauma Informed Care Training Phase 2 | Rebecca Presley | Teachers will gain knowledge about the impact that trauma has on student academic and emotional development. Building awareness and strategy knowledge will support teachers with interacting positively with students as well as parents and encourage partnerships leading to higher student achievement. | Pre-School 2020 and Ongoing | Sign- in sheets, agenda, copies of handouts/materials |
| 3 | Lakewood ROAR Routines | Principal/MTSSBehavior Team | Provide background knowledge on student population, collaborate on school wide routines and processes | September 2020 | Teacher/Parent/Administration observations and meeting |
| 4 | Restorative Practices | MTSS | Better understanding of Tier 1 classroom supports and community building relating to promoting a positive culture when working with diverse families and students | August 2020 and Ongoing | Sign in Sheets, PD Surveys; end of year parent survey |

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:**Lakewood Elementary School will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. School staff will attend extracurricular events outside of regular school hours to promote positive parent-student-teacher communication. Our school also has a Parent/Family Resource Information Center available at the school. The center provides the following:* internet and computer access for parents
* parent/family resource books and materials
* access to requests for the ride-share program for school visits and conference
* flyers and brochures that provide community wrap around services for families in need
* connect for success applications for parents who would like to participate in the take home laptop program

Flyers are sent home monthly and the school website/newsletter contains information to support the Family Resource Center at the Title One Center. Parents are encouraged to attend and check out the resources available for home use. Many teachers send home monthly newsletters or use Class Dojo to inform parents of the FRC. Take Home/Homework folders and the Class Dojo system are used to promote ongoing communication between students’ homes and the school. We will also be adding additional virtual access to information this year through district provided outlets, ie MS Teams and Nearpod. |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:**Lakewood Elementary School will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, email and the school website. At the Back-2-School night and **stand-alone Annual Title I Meeting**, information about Title I programs, curriculum, and academic assessments will be shared in general meetings. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Parents will be provide a response form to complete to provide input or to ask questions. The principal will respond by email to all questions left. If a parent is unsatisfied with the school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the Principal who will then provide the comments to the Title I office. Up-to-date information will also be kept at the "Parent Station" located in the front office for parent convenience. Parents will also be encouraged to attend our bi-annual Student-Led Conference Nights to learn about student successes from their child(ren). Parents will also be encouraged to attend quarterly family nights to see what their child(ren) are learning through the standards-based curriculum as well as how they can support their child(ren) at home. The same information will be provided to parents unable to attend via our school newsletter or through virtual options using MSTeams or Nearpod. The Family & Community Liaison will maintain documentation of the information shared, and the sign-in sheets for the meetings. The school website will be used to communicate comprehensive school information. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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| **Response:**Lakewood Elementary School will make the Parent and Family Engagement Plan (PFEP) available to parents in all languages represented at school site on the school's website. A hard copy of the PFEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request. |

**Discretionary Activities**

School Level Parent and Family Engagement Plan Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

**Upload Evidence of Input from Parents (into the Audit Box KIA Folder)**

Upload evidence of parent input in the development of the plan

**Upload Parent-School Compact** **(into the Audit Box KIA Folder)**

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact in all languages represented at school site.

**Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)**

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | PCS Parent Guide distributed to families | 1 |  | Parents will be provided with pamphlet outlining the SSS and grade level standards. Including strategies, they can use at home to help their child. |
| 2 | Conference Nights | 2 |  | Students will share information with their parents to discuss accomplishments, assessment results, expectations, and goals for the school year.  |
| 3 | Parent Portal Brochure disseminated and shared with parents | 1 |  | Teachers will show parents how to access and sign-in to Parent Portal during individual conferences. Portal information & access information will be sent home via newsletter and on school website  |
| 4 | Curriculum Nights | 4 |  | Will increase parent awareness on reading, science, math, and FSA initiatives |
| 5 | Ready Set KG Night | 1 |  | Parents will learn how to prepare students for KG and learn about the LES KG Program |
| 6 | Title I Annual Meeting | 1 |  | Information shared included goals of Title I, Florida State Standards and testing, Parents Right to Know and Parent Involvement information. |
| 7 | Social Emotional Parent Trauma Training | 2 |  | Parents will receive information and resources to support student social/emotional needs impacted by trauma and strategies to support academic achievement in such circumstances. |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Ongoing PLC's with Instructional Coaches | 36 |  | Teachers worked together to analyze data to plan for differentiated instruction, target students, lesson plan and problem solve behavior issues in the classroom. |
| 2 | Lakewood ROAR Routines | 1 |  | Led by the principal with support from coaches, staff will collaborate on school-wide positive processes and procedures, learn more about our student demographics, and established school wide behavior plan as well as discuss the integration of Trauma responsive practices. |
| 3 | Training in culturally-responsive strategies, Community Prior Knowledge, Restorative Practices, Trauma Informed Care | 5 |  | Better understanding of staff in working with parents and students |
| 4 | School Wide Literacy Routines | 36 |  | Teachers will learn literacy routines that will be implemented school wide across disciplines to support students’ academic growth. |
| 5 | Staff Training on Components of Title 1 Program | 1 |  | Better understanding of staff on allocation of resources and goals of program |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Timing | Strategically combine events for parent convenience and showcasing student performances in concurrence with academic information nights. Offering variations in times to accommodate schedules |
| 2 | Communication | Provide a more consistent process for communication over grade level advancement, school events, and student progress. Utilize school messenger, Dojo, and newsletters, marquee and website. Implement a communications team to ensure that all parent contact information is regularly updated and entered in FOCUS. |
| 3 | Participation | Strengthen SAC and PTA information, outreach, and involvement. Provide Virtual access to events and meetings. |

**Best Practices (Optional)**

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |