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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 abou how Title I Part A funds are spent;	ıt
☐ Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;	th
☐ Jointly develop/revise plan with parents and make available to the local community;	
☐ Involve parents and families in planning, reviewing, and improving school wide program plan;	
☐ Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;	
 Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals; 	nt
□ Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;	
☐ Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]	

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Mission Statement

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 Weston Elementary is to lead our students to success with the support and engagement of our parents, staff and community. We believe in providing a welcoming environment for families, presenting necessary information, knowledge and skills to support their children's education at home and school and offer opportunities for participation as equal partners. We will work jointly with our parents and families to develop an action plan for workshops and activities that will focus on the importance of high quality instruction for all learners. Lake Weston will ensure that all families of other speaking languages will have the tools and resources that they can use and understand in their own language to implement in their learning plan and strategies.

Engagement 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 engagement in decision making of how funds for Title I will be used [ESEA Section 1116]?

Lake Weston Elementary School will implement a variety of strategies in an effort to involve parents as stakeholders in the school. Parents will be involved in the planning, review and improvement of Title I Programs and decisions regarding how funds for parental engagement will be used through regularly scheduled meetings and events.

We believe that if we encourage parents to become more active as volunteers, student achievement will increase. We will strive to promote greater engagement by providing them with the necessary resources and assistance. We will encourage open communications between parent and staff in an attempt to improved student attendance, increased motivation and self-esteem, develop a better reputation in the community.

Engagement of parents will be documented through sign-in sheets and meeting minutes. Parents input will be gathered and analyzed through the school's regularly scheduled parent and engagement meetings and events, AdvancED surveys, and PTO/SAC meetings. Parent feedback will be used for planning, implementation, funds dissemination and improvement of Title I programs occurring at Lake Weston Elementary. Opportunities for parents to become board members will be presented during PTO/SAC meetings as well as advertised on the schools website, social media platforms and flyers sent home and provided at the front desk. Results of parents input as well as how funds will be utilized will be evaluated and shared with parents through PTO and SAC meetings. Exit slips will be provided to parents to get feedback for future improvements and endeavors.

The website and social media platforms will be updated regularly and timely. Phones messages will be sent prior to events and displayed on the school marquee. Flyers will provide meeting/event time, location and overview of objective. Parents will also have access to Title I information provided on the schools website and brochures provided at front desk.

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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 Weston 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
Voluntary Pre-K	Lake Weston staff and VPK team will work together to ensure appropriate transition to Kindergarten through regular parent conferencing and information events.
Parent Resources	Lake Weston in cooperation with the Neighborhood Center for Families will assist parents in obtaining assistance in a variety of forms (clothing food, job placement, housing, etc.) to inform and provide families with essentials that they may need
Love Pantry	The Love Pantry is a food pantry that provides temporary assistance for families who may be in need of nutritional meals and hygiene necessities.
Family Parent Resource Corner	The Family Parent Resource Corner is a place for parents to come and find onsite resources for clothing, food and hygiene necessities. They will also be able to use computers as a resource tool as well as use the space for parent-teacher meetings, parent engagement workshops and other family engagement activities.
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community.
Title II	The school will continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds.
Title III	Provides funding for our ELL students' Imagine Learning to support their oral language development.
Title X	McKinney-Vento Program provides support to our homeless students.

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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 (school wide 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 Weston 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:

 Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts

Below are the specific steps that Example Elementary will take to conduct the Title I Annual Meeting

Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Announce Annual Parent meeting through School Messenger and School Marquee	Principal	September 2020	Number of participants on sign- in sheet.(Parents will receive message over phone and see it when driving into school)
Send home flyers announcing Annual Parent meeting with date, time and overview	Parent Liaison	September 2020	Number of participants on sign- in sheet. (Parents will receive flyer)
Post flyers around campus as well as provide flyers at front desk	Parent Liaison	September 2020	Number of participants on sign- in sheet (Parents will have access to flyer)
Create agenda, sign-in sheets, materials and handouts for meeting	Principal	September 2020	Number of participants on sign- in sheet (Copies of agenda, PP Presentation(s), and handouts
Hold Annual Parent Meeting	Principal	September 2020	Number of participants on sign- in sheet
Distribute information to families that were not present at meeting	Parent Liaison	September 2020	Number of participants on sign- in sheet
Maintain Documentation	Title I Document Contact- Assistant Principal	September 2020	Number of participants on sign- in sheet (Title I collaboration site and keep hard copy)
Review at first SAC/PTO meeting and Open House	Principal	October 2020	Number of participants on sign- in sheet

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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 Weston Elementary will offer flexible meetings held during the morning and /or evening consisting of the following:

Title I Annual Meeting School advisory Council Parent Teacher Organization Open House Meet the Teacher OCPS Parent Academies Parent-Teacher Conference Night

Lake Weston 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 times for school-wide activities

As it pertains to services related to parent and family engagement, the school will provide the following:

- Transportation to a minimum of 1 Parent Academy
- Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings

The school will advertise evening and/or morning meetings via flyers (English and Spanish), Marquee, school messenger and school social media platforms

Verification for compliance will purposes will occur through the use of sign-in signature sheets. Additionally, there will be a parent conference night in October 2020 and March 2021 to share student's mid-year progress using first marking period reports and Fall's common assessments

Building Capacity

6. Does the plan include:

How the school will implement activities that will build the capacity for meaningful parent/family engagement?

How will the school implement activities

Lake Weston 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.

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that will build Our Parent Engagement Liaison (PEL) will be a main point of relationships with the contact for parents to receive resources, support, and information community to improve about activities that engage parents and family. student achievement? How the school will Below are the specific steps that Example Elementary will take to provide material and build capacity for meaningful parent and family engagement. 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]?

Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Administration and Teachers	Parents will meet with teachers increasing student achievement	August 2020	Parent attendance verified by sign-in sheets documentation
Additions Volunteer Program	Additions Coordinator	Parent engagement will increase student achievement	August 2020 - June 2021	Parent volunteer hours
SAC/PTO	SAC/PTO Presidents	Parent engagement will increase student achievement	August 2020 - June 2021	Parent attendance verified by sign-in documentation
School Newsletter	CRT	Parent knowledge on strategies to use at home will increase student achievement	August 2020-June 2021	Parent knowledge and engagement increase
Kindergarten Boo-Hoo Breakfast	Administration and PEL	Parent will gather information, tools and resources to increase student achievement	August 2020	Parent attendance verified by sign-in sheets documentation
Open House	Administration and Teachers	Provides introduction to the school year and provides an overview of the	September 2020	Parent attendance verified by sign-in documentation

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		school year and academic requirements.		
Report card/ Conference Night	Administration and Teachers	Parents get the opportunity to communicate with classroom teachers about student's academic performance	October 2020	Parent attendance verified by sing-in documentation
Award Ceremony	Administration and CRT	Parents will participate in the celebration of their child's academic success. Promoting further engagement.	October 2020	Parent attendance verified by sign-in sheets documentation
Hispanic Heritage Night	Administration and Teachers	Cultural performance depicting Hispanic cultures from around the world	October 2020	Parent attendance verified by sing-in documentation
Parent Academy	Parent Engagement Liaison	Parents and families will attend virtual academy on campus and gain tools and resources to increase academic achievement.	November 2020	Parent Registration, Sign-in documentation
Christmas Program	Administration and Music Teacher	Musical performance depicting historical songs.	December 2020	Parent attendance verified by sing-in documentation
Award Night/Parent- Teacher Conference	Administration and Teachers	Parents will participate in the celebration of their child's academic success. Promoting further engagement./ Parents get the opportunity to communicate with classroom teachers about	January 2020	Parent attendance verified by sing-in documentation

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		student's academic performance		
Literacy Night	Administration and Reading Coach	Introduces reading strategies to parents so that they can assist their student	January 2020	Parent attendance verified by sing-in documentation
STEM Night	Administration and Math Resource Teacher	Provide science activities to assist parents in helping their students	February 2020	Parent attendance verified by sing-in documentation
Black History Program	Administration and Teachers	Educational program about African American History.	February 2020	Parent attendance verified by sing-in documentation
Award Ceremony	Administration and CRT	Parents will participate in the celebration of their child's academic success. Promoting further engagement.	March 2020	Parent attendance verified by sign-in sheets documentation
Virtual Academy	Parent Engagement Liaison	Parents and families will attend Parent Academy's to gain tools and resources for academic achievement.	April 2020	Parent Registration and Sign-in documentation
ALPHA Family Fun Night	Alpha Teachers	Provides information and resources for parents, regarding assisting students with academic Assignment.	May 2020	Parent attendance verified by sing-in documentation

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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 Weston 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.

Below are the specific activities and tasks that Example Elementary will implement to build capacity for meaningful parent and family engagement.

Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Parent Engagement Liaison	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships	October 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Parent Engagement Liaison	Improved ability of staff to work with parents and families	November 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Parent Engagement Liaison	Increased parent and family participation in school activities which support student achievement	February 2021	Sign-in sheets, exit slips

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Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Parent Engagement Liaison	Improved relationship, communication and collaboration between parents and school	April 2021	Sign-in sheets, exit slips
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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	Lake Weston Elementary School makes available to our parents activities and resources including our Neighborhood Center for Families and ALPHA Counseling Program. The Neighborhood Center for Families is a resource center for families located on the Lake Weston campus providing social services with support and assistance in the contacting of community/state agencies. ALPHA Counseling is located at Lake Weston and provides counseling and support for Lake Weston students and families.
education of their child (ren) [ESEA Section 1116]?	Lake Weston Elementary will have a Family Resource Center for parents to utilize for on-site resources such as clothing, food and etc. They will also have access to information for community resources, space for on campus learning and workshops and other parent

engagement activities.

Lake Weston will attend 1 Parent Academy and host 1 Virtual Academy during the 2020-2020 school year. Transportation will be provided for

	our parents to attend.				
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness		
Family Resource Center	Parent Liaison, Guidance Counselor, NCF Counselors	August 2020-June 2021	Sign-in Sheets		
Media Center	Media Specialist, Parent Liaison	August 2020-June 2021	Sign-in Sheets		
Love Pantry	Parent Liaison, Guidance Counselor	August 2020-June 2021	Sign-in Sheets		
Parent Academy's	Parent Liaison	November 2020 January 2021 May 2021	Pictures, Parent Registration, Flyers		
Virtual Academy	Parent Liaison, Media Specialist	August 2020 December 202020 February 2021	Parent Registration, Sign-in Sheets		

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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 school wide plan is not satisfactory to them [ESEA Section 1116]? Lake Weston Elementary School is committed to providing the parents information regarding our Title I program, academic programs and curriculum, school wide formative and summative assessment data, and individual student data and progress to parent in a manner that is efficient and timely.

Lake Weston 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
- · Progress Book
- Planners
- · Parent Conferences
- Connect Orange Messages
- And other school communication methods

Parents will be included in the formulation of suggestions and decision making through the following:

- One-on-one meetings with teachers, administrators, and/or support personnel
- Parent Surveys
- Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact

If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.

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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 and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand? Lake Weston Elementary School will encourage parent engagement by offering opportunities for parent participation in scheduled meetings and events.

The opportunities for parent engagement include

- Meet Your Teacher
- Open House
- · Walk to School Day
- Monthly PTO/SAC meetings
- Report Card Conference Night
- Quarterly Newsletters (English & Spanish)
- STEM Night
- Literacy Night
- · Math Night, Art Night
- FSA Informational Packets FSA Keys
- Parent Engagement Folders
- Progress Reports/Report Cards

To accommodate parents who speak Spanish, we have multiple staff members who are able to translate during events and we have translated documents that are sent home.

To accommodate parents with disabilities, we conduct our conferences in the conference room located in the front office. If the parent needs to go to the second floor, we do have an elevator that they have access to.

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
- School Website
- Email
- Class Dojo
- And other known best practices as needed

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Discretionary Activities (optional)

Discretionary Activities (optional)					
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	Lake Weston Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.				
parent/family engagement, etc.)		dditional activities and will implement that are		•	
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness	
Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training [Section 1118(e)(7)	CRT, Reading and Math Coach	Introduces strategies to parents, so they can assist students at home	October 2020- January 2021	Sign-in documentation	
Paying reasonable and necessary expenses associated with parental engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)	Parent Engagement Liaison	Provides an opportunity for parents to participate and engage in parent trainings and school meetings which in turn, promotes student achievement from parent engagement	October 2020 May 2021	Sign-in documentation	
Maximizing parental engagement and participation in their children's education by arranging school meetings at a variety of times, or conducting inhome conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those	Parent Engagement Liaison	Provide parent workshops and Family Resource Center for parents to come and obtain resources and information to assist their children at school and home.	October 2020 May 2021	Sign-In Documentation	

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conferences at school [Section 1118(e)(10)];				
Developing appropriate roles for community based organizations and businesses, including faith-based organizations, in parental engagement activities [Section 1118(e)(13)]	Leadership Team	Agencies provides support to parents, so that the parents can better assist/support their student with academic demands	August 2020 June 2021	Sign-in documentation

Barriers

12. Does the plan include:

A description of the barriers that hindered participation by parents/families 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 Weston 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:

- Availability
- · School-to-Home Communication
- Community Awareness

Below are the specific steps that Example Elementary will take to address barriers that existed in the previous year.

Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Conflicts with work schedules	Offer a variety of activities that will accommodate parental working hours.
Lack of interest from community in engaging school	Offer opportunities for parents to engage in school in conjunction with student performances and awards assemblies.
Lack of knowledge of school activities	Engage parents in various forms of media including Facebook, Twitter, and School Messenger System.

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School-Parent Compact

13. Does the plan include:
As a component of the school-level parent and
family engagement policy/plan, each school shall
jointly develop, with parents for all children served
under this part, a school-parent compact that
outlines how parents, the entire school staff, and

Please see attached copies of intermediate and primary School-Parent Compacts for 2020-2021 school year.

students will share the responsibility for improved student academic achievement?	Compacts for 2020-2021 school year.
Ad	option
	Policy has been developed jointly with, and articipating in Title I, Part A programs, as
This policy was adopted by the school effect for the period of	ol on and will be in ∹
The school will distribute this policy to children on or before	all parents of participating Title I, Part A
Signature of Authorized Personnel	James J. Landa S.
Date	6/24/20
Provide evidence that this policy has be parents based on the review of the prefamily Engagement Plan, if applicable Parent Engagement Plan - PIP)	evious school year's Parent and
The following documents can be sca submitted as evidence:	nned with this document and
☐ Parent surveys of previous yea☐ Any SAC and/or PTA artifacts wi☐ Parent Feedback Summary of Planch	th Title 1/PFE topics on the agenda
☐ Parent and Family Engagemen	t Activities Tracking Form