



Lincoln Marti

School-Level Parent and Family Engagement Plan Checklist

Use this checklist 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).

Ensure your school-level plans contain the following components:

Assurances about the Parent and Family Engagement Plan

Do the assurances include:

- | | |
|---|---|
| • Involving the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent? | ✓ |
| • A description of how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA? | ✓ |
| • How the plan was jointly developed/revised with parent and made available to the local community? | ✓ |
| • How the parents and families are involved in planning, reviewing and improving the schoolwide program plan? | ✓ |
| • How the plan uses 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? | ✓ |
| • How the school will 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? | ✓ |
| • How the school will 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 teachers who is out of field? | ✓ |
| • How the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments?
[ESEA Section 1116] | ✓ |

Ensure your school-level plans contain the following components:

Mission Statement (optional) Does the mission statement include:	✓
• How the parent and family engagement plan is a shared responsibility?	✓
• How the parent and family engagement will assist in providing high quality instruction for all learners?	✓
Involvement of Parents 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]	✓
Coordination and Integration with Other Federal Programs 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]	✓
Annual Parent Meeting Does the plan include:	✓
• A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program?	✓
• A description of the nature of the Title I program that is shared with parents (schoolwide or targeted assistance)?	✓
• A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?	✓
Flexible Parent Meetings Does the plan include:	✓
• How will the school offer a flexible number of meetings, such as meetings 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]	✓

Ensure your school-level plans contain the following components:

Building Capacity

Does the plan include:

- How the school will implement activities that will build the capacity for meaningful parent/family involvement? ✓
- How will the school implement activities that will build relationships with the community to improve student achievement? ✓
- How the school will provide materials and trainings 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] ✓

Staff Development

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? ✓
- A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners? ✓
- A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school?
[ESEA Section 1116] ✓

Other Activities

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] ✓

Ensure your school-level plans contain the following components:

Communication

Does the plan include:

- How the school will provide timely information about the Title I programs? ✓
- How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain? ✓
- How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)? ✓
- How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them?
[ESEA Section 1116] ✓

Accessibility

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? ✓

Discretionary Activities (optional)

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.) N/A

Barriers


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] ✓

2019-2020 Title I, Part A Parental and Family Engagement Plan

Assurances

- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent.
- The school will carry out the programs, activities, and procedures in accordance with the definitions in Section 80101 of Every Student Education Act (ESEA).
- The plan was jointly developed/revised with parents and made available to the local community.
- How the parents and families are involved in planning, reviewing and improving the school-wide program plan.
- The plan uses 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.
- The school will 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.
- The school will notify each family, in a timely manner, when their child has been assigned, or had been taught for four or more consecutive weeks, by a teacher who is out of the field.
- The school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments.



Signature of Principal or Designee

9-18-19

Date Signed

LINCOLN MARTI CHARTER SCHOOL OSCEOLA CAMPUS

School Name

Mission Statement (Optional)

Lincoln Marti Charter School mission is to provide the best quality education and instill in our students values that will make them better citizens, better workers and better human beings to contribute in the progress of our society.

Parental and Family Engagement Mission Statement (Optional)

To enhance parent and family engagement, access, and advocacy in order to build parent's and families capacity for stronger parent, family, school and community engagement in support of measurable improvement in student achievement.

How the parent and family engagement plan is a shared responsibility? (Optional)

Our mission is to provide additional opportunities for parents to participate in their child's education and support the vision of the school. The PFEP is jointly developed with, agreed upon with and distributed to all parents.

How the parent and family engagement will assist in providing high quality instruction for all learners? (Optional)

Parents' input into our PFEP and School Compact is valued. Parents, teachers, and community members will be solicited for their input at SAC meetings throughout the school year. Parents will be engaged in activities throughout the year that support high quality instruction needed for all learners to be successful.

Involvement of Parents

How the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, reviewing and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used? [Elementary Student Education Act 1116]

Our school strives to involve all parents in the planning, review, and improvement of Title I programs and our Parent & Family Engagement Plan. All parents are invited to attend meetings regarding the development of the required plan through flyers, school marquee, and REMIND. Parents are asked for their input on activities and trainings provided by the school. The school uses the notes from the group discussion to guide writing the plan.

Coordination and Integration with Other Federal Programs

How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home? [Elementary Student Education Act Section 1116]

1. VPK - The Title I Coordinator works with the VPK office in order to ensure compliance to all regulations.
2. Parent Workshops - The school administration and teachers will coordinate quarterly Academic Parental Workshops in order to provide parents with strategies and/or skills to help their children at home.

Count	Program	Coordination
1.	IDEA (ESE)	Provide information to parents about the resources available upon development of the student's IEP.
2.	Title III (ESOL)	The school and district ELL rep will provide literature and resources to parents at various evening events, and parent events.
3.	Title IX (Families in Transitions)	The Families In Transition (FIT) parents are provided taxis for registrations and parent conferences. Also, health and social services.
4.	Title II (Staff Development)	The professional development activities are facilitated and monitored by the resource teacher and District Professional Development department in relation to parent involvement.
5.	Title IV	The Student Support and Academic Enrichment (SSAE) program is designed to help schools provide a well-rounded education, improve safe & healthy school conditions for student learning, and improve the use of technology.

Annual Parent Meeting

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.

The School will advertise the meetings through flyers to all parents. During the meeting the school administrator will provide the Title I Powerpoint which includes the Program Overview, Budget Allocation, Curriculum, ESSA Law and School Performance. The Title I School-level PFEF, School Parent Compact and Parent Rights.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1.	Create flyer, PowerPoint, agenda	Administration	August	Copies of agenda, minutes, sign-in sheets, flyer, PowerPoint presentation
2.	Advertise in school newsletter, on school marquee, utilize Iris out dia	Administration	August	Emails, newsletter
3.	Sign-in sheet for multiple sessions	Administration	August	Collection of sign-in sheets
4.	Compile documents	Administration	September	Scan documents upload to LEA monitoring site

Flexible Parent Meetings

How will the school offer a flexible number of meetings, such as meetings in the morning or evening?

Throughout the school year, we will offer various events and activities on a variety of weekly nights and mornings offered at different times. Our Annual Meeting will be offered on different days and two different times to accommodate different work schedules.

How will the school provide, with Title I funds, transportations, child care or home visits, as such services relate to parents and family engagement? [Every Student Education Act Section 1116]

Our school provides flexible hours to hold meetings with parents, taking into account their different work schedules. Meetings will be held in the mornings, afternoons and evenings for the parents' convenience. Home visits will be conducted as needed.

Building Capacity

How the school will provide other reasonable support for parent/family engagement activities. [Every Student Education Act Section 1116]

Throughout the school year different types of activities will be provided to families. Parents will be referred to agencies as needed by the school counselor. The EESAC meetings will be held periodically throughout the school year to ensure parents have the availability to assist. The school will provide the official Title I School Level Parent and Family Engagement Survey and it will be available all year.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence or Effectiveness
1.					
2.	Strategies for test taking workshop provided for parents.	3rd and 4th grade teacher Administration	Improvement on Reading, Math and Writing proficiency on the statewide assessments.	2019-2020	Student Assessment Results
3.	I Ready Essentials PD for parents.	K-3 teachers	Improvement on Reading, Math and Writing proficiency on the statewide assessments.	2019-2020	Student Assessment Results
4.	EESAC Meetings	EESAC Chairperson Administration	Improvement on Reading, Math and Writing proficiency on the statewide assessments.	2019-2020	Student Assessment Results
5.	Literacy Night	Title I Coordinator Administration	Improvement on Reading, Math and Writing proficiency on the statewide assessments.	2019-2020	Student Assessment Results

Staff Training

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1.	Cultural Sensitivity	Administration	Provide framework for developing cultural awareness to help the culture gap.	2019-2020	sign-in sheets, minutes, agenda, PowerPoint Presentation
2.	5 Levels of Parent Involvement	Administration	Provide information about the 5 levels of parent involvement and parent's rights.	2019-2020	sign-in sheets, minutes, agenda, PowerPoint Presentation
3.	Faculty Meetings	Administration	Faculty will be informed on the importance of communication with parents and families.	2019-2020	sign-in sheets, minutes, agenda.
4.	Professional Development	Administration	Provide strategies to better assist students to ensure high quality of education.	2019-2020	sign-in sheets, minutes, agenda.
5.					

Other Activities

How other activities the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren)? [Every Student Education Act Section 1116]

Quarterly parental workshops and/or trainings will be conducted in order to encourage and support parents in the involvement on their children's education. Workshops such as home learning, support and test taking strategies for the FSA will be offered at flexible hours. In addition, the Title I contact person will be available at the Parent Resource Center on a daily basis from 7:00 a.m. to 8:00 a.m. to assist and support parents.

Communication

How the school will provide timely information about the Title I programs?

At the beginning of the school year, Open House allows parents to visit the school and view its resources. Welcome Back Packets are provided to all students that includes a Title I booklet, District LEA Parent & Family Engagement Plan Summary and School Parent & Family Engagement Plan Summary. Every new student that is enrolled throughout the year is provided a copy of the packet upon registration. In addition, a Title I menu to access links to Title I is available through the school's website.

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?

Curriculum being used at the school is addressed at the school SAC and PTO meetings. At our Title I Annual Meeting, a PowerPoint is shared with the parents and families regarding information on the standards the child is expected to achieve, what the child is learning, how the children are being evaluated, and how to get in touch with the teacher.

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)?

Any parent is able to request a parent/teacher conference in person or telephone. Parents may contact teachers via email. All teacher email addresses are available on our school website.

How the school will submit parents/families comments if the school-wide plan is not satisfactory to them? [Every Student Education Act Section 1116]

A Title I survey is sent home to parents in order to get feedback on curriculum, testing, barriers, etc. All surveys are collected and evaluated. Results from the surveys are provided in the Spring and shared with parents. All parents are invited to discuss the results and ways to improve our school for the upcoming year.

Accessibility

A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?

Our school has an outdial system called School Messenger that is used to contact parents in regards to events happening at the school, as well as emergencies. Automated messages are provided in English and Spanish. Osceola County School District has a virtual backpack website that parents can visit in order to see the various community businesses that are involved with the district schools and areas.

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?

Our school provides parents with plenty opportunities for participation in their children education. Some of the strategies used to increase parental involvement are conducting flexible education, flexible parent meetings and sharing academic information that will be crucial for the student's academic progress. Other strategies include: offering monthly academic parent workshops, and sending the information to the parents in English and Spanish.

Discretionary (Optional)

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.)

(Optional)

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1.					
2.					
3.					
4.					
5.					

Barriers

A description of the barriers that hindered participation by parents during the previous school year from the school end of year survey?

Language - Parent workshops will be provided in multiple languages.

Transportation - Transportation for the families will be coordinated as needed.

Child Care - Child care services will be provided at no cost for families who attend the scheduled meetings.

Unfamiliar with school system - Assistance for parents who are not familiar with the school system will be provided on a needs basis.

We are also going to offer opportunities throughout the week for parents to get a condensed version of what they may have missed, in a smaller group setting as well.

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?

To the extent practicable, Lincoln Marti School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, in a language that parents understand. All the members of our school speak Spanish, and are available to translate to parents if needed.

Count	Barrier (Including the Specific Subgroup)	Steps the school will take to overcome
1.	Transportation	Transportation for the families will be coordinated as needed.
2.	Language Barrier	Parent workshops will be provided in multiple languages.
3.	Child Care	Child care services will be provided at no cost for families who attend the scheduled meetings.
4.		
5.		