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 school wide 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**

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| **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 George Elementary School is to lead our students to success with the support and engagement of families and the community. Lake George Elementary feels strongly that parent engagement is the driving force in a child's education. Lake George Elementary is committed to working in tandem with parents to provide quality education for all students. |

**Involvement of Parents**

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| **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]? | It is essential for parents to be well informed to make appropriate choices and share the responsibility for academic success for the students. At Lake George Elementary, parents are engaged in the planning, review, and improvement of Title I programs byattending board meetings such as: School Advisory Council (SAC), Multilingual Parent Leadership Council (MPLC), and Parent-Teacher Association.  Parents and families can make suggestions by completing parent surveys, attending our Annual Title I meeting and participating in the Parent-Teacher Association (PTA) activities.  Title I programs, reviews of academic data, and decisions regarding how funds for parental involvement will be spent are discussed through SAC and/or Parent Engagement monthly meetings. Information is shared with parents at our annual Title I meeting, Open House, Board Members meetings, Newsletters and/or Meet the Teacher events.  Home-to-school and school-to-home communications in English and Spanish (planners, flyers, newsletters, Connect Ed messages, website, email, and social media) will facilitate informing parents of all events, activities, and opportunities available at Lake George Elementary.  A copy of the 2020-21 plan will be in the front office and the school website for parent review. |

**Coordination and Integration with Other Federal Programs**

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| **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 George Elementary, with the suggestion of parents, will coordinate and collaborate Parent and Family Engagement Programs and Activities through a variety of interactive events within the school year. Meeting with parents and staff will be held monthly to go over details, planning, suggestions, and results of feedback from surveys of each events. These activities will build the capacity of parents by providing strategies and techniques they could use to help their child(ren) at home academically and social emotional. Below you will find the delineated program and coordination for each school-based program: |
| **Program** | **Coordination** |
| Voluntary Pre-K | Pre-orientation prior school starts, updates on progress and testing. |
| Varying Exceptionalities ESE -IDEA | Voluntary Trainings on IEP’s Procedure upon request and our EBD Welcome Manual. Sending out progress monitoring service letter, reading deficiency notice, and Notification of Tierd Adjustment Instruction |
| Title I | The Principal, Title I Contact and PEL will collaborate and coordinate with the Title I office to provide opportunities for parental engagement at home, at school and in the community. Parents will take workshops to buld capacity in the Parent Resource Room. |
| Title II | The school will work to inform parents of the Florida Standards within the Parent Resource Room. Teachers will learn about these standards through Title II funds and inform parents of such. |
| Title III | The school will work with the OCPS Multi-Lingual department to provide assistance to children and parents of ELL students. ADULT ESOL Classes will be provided to Parents on CAMPUS in our Parent Resource Room. |

**Annual Parent Meeting**

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| **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 (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. | Lake George Elementary will host an annual Title I meeting to inform parents and families of children participating in the Title I program at the beginning of the school year. We will host a single meeting held during to educate parents via the following methods:   * Title I Information for Parents via STUDIO Presentation on CAVAS * Parent-School Compact via brochure * Sharing PFEP Location on school website * Sharing PFEP physical school site location   Parents and families are informed of the nature of the Title I program by the following statement:   * Title I is the largest Federal assistance program for our nation's schools. * The program serves millions of children in elementary and secondary schools each year. * The goal of Title I is to provide instructional services and activities that support students in meeting state performance standards. * The program serves children in elementary and secondary schools that have demonstrated that extra assistance is needed. * The Federal government provides funding to each State and State Education Agencies distribute this money to districts. * The money each school receives is determined by the need of its students.   Below are the specific steps that Lake George Elementary will take to conduct the Title I Annual Meeting: | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Digital Announcement through Social Media | Mr. Emmanuel Galan, PEL | August-September 2020 |  |
| Connect Orange Message | Administration |  |  |
| Safe the date Flyer Announcement | Mr. Emmanuel Galan  PEL | August 2020 |  |
| Media Announcement | Mrs. Yani Abalo, Media Specialist | August-September 2020 |  |
| Reminder Event Flyer | Mr. Galan | September 2020 |  |
| Develop Agenda, Presentation and Materials | Administration |  |  |
| Develop Sign In Sheet | Mr. Emmanuel Galan, PEL |  |  |
| Conduct Power Point Presentation/Meeting | Teachers/Staff | September 2020 |  |
| PFEP Compact | Teachers/Staff | August 2020-May 2021 |  |
| PFEP Hard Copy | Office Staff | August 2020-May 2021 |  |
| Maintain Documentation | Mr. Emmanuel Galan, PEL |  |  |

**Flexible Parent Meetings**

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| **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, childcare or home visits, as such services relate to parent and family engagement [ESEA Section 1116]? | The administration, faculty, and staff of Lake George Elementary will provide flexibility in meeting schedules to encourage maximum parent participation. Parent meetings will be scheduled in conjunction with other events so parents will not have to come to school on a separate evenings. A year-long calendar will be developed and distributed during the first weeks of school and updated as needed. Parent/teacher conferences will be able to be scheduled at various times including in the morning, afternoon, evening or by phone. We will use the results of parent surveys to determine the most convenient times for larger school events. |

**Building Capacity**

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| **6. 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 material and 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]? | Lake George Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. Based on our student data, we will determine what areas of growth we should implement in our Parent Engagement Activities. Activities and events will target students, parents and families to help them prioritize education. After each event and/or activities surveys will be provided to analyze the feedback from the parents.  Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to promote the family activities and encourage parents to join us at our linked to learning family events. The PEL will also provide resources, support, workshops and information to parents.  With the help of teachers, we will present the activities as well as other staff members can aid in providing a welcoming environment to students and their families.  Below are the specific steps that Lake George Elementary will take to build capacity for meaningful parent and family engagement: | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
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**Staff Development**

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| **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 George Elementary strives to set clear goals for parent and family engagement with faculty and 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 Lake George will implement to build capacity for meaningful parent and family engagement: | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **Pre-Orientations** | **Teachers/ Staff** | **Standards Over view** | **August 3-Agust8** |  |
| **Meet The Teacher** | **Teachers** | **Standards and class expectations Overview** | **August 3- August 8** |  |
| **Conference Nights** | **Teachers/Staff** | **Standards Overview, expectations** | **October** |  |
| **Family Night Events** | **Parent Engagement Liaison** | **Standards Examples Exercises** | **Ongoing** |  |
| **Connect Orange** | **Administration** | **News, Updates, Reminders** | **Ongoing** |  |
| **Social Media (Website, Facebook, DOJO, CANVAS)** | **PEL/ Media Specialist** | **News, Updates, Reminders** | **Ongoing** |  |
| **Regular Scheduled SAC/PTA/MPLC** | **Administration** | **News, Updates, Reminders, Collaboration** | **Ongoing** |  |

**Other Activities**

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| **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]? | Lake George has a guidance counselor and social worker to assist with parent needs. They maintain a list of resources for parents. The Parent Resource Center includes information on Homeless Education, Retention, Counseling Services, Exceptional Education Services, Behavioral Support Services, and other resources available within and outside of the school. The Parent Recourse Center also has computers set up for parent and student use during normal school hours. Additional information resources will be available upon request from resource staff. Assistance in completing school forms will be available throughout the school year. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Parent Resource Center | PEL | Ongoing |  |
| Parent Academy | PEL | Ongoing |  |
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**Communication**

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| **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 schoolwide plan is not satisfactory to them [ESEA Section 1116]? | At the Title 1 Annual Meetings in September, parents will be informed of Title 1 programs. The school will also provide a variety of "Family Nights" that will help parents understand curriculum and provide training so that they may help their child at home. Teachers will maintain sign-in sheets from parent conference nights and Open House. All school activities are advertised on the school marquee, the school calendar, flyers home, Social Media and Connect Orange. Lake George also has a website where parents can access school information and the school calendar. This website also has links to the OCPS website and the FLDOE website. Parents can access information on county programs as well as standards on the county and state websites.    Progress reports and report cards are sent home to inform parents of their child's academic progress. The parents also have access to CANVAS and Skyward where they can get information about their students' academics, attendance, and homework daily. An informational Package with the Standards will be handed to families with a brief explanation of what each grade level will be learning.  All students have Take-Home folders that are sent home daily as a means of communication between home and school. School also use Electronic Communication through Class Dojo, CANVAS, and Social Media.    Parents may schedule meetings with teachers and administration as needed. Translation is provided for any parents that request it. |

**Accessibility**

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| **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 an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand? | A variety of parent and family engagement activities will be planned to ensure that each parent has able opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents.  Lake George will send home information pertaining to meetings and "Family Nights" in both English and Spanish. Other languages will be available at the parents' request. Information will be disseminated to parents using newsletters, student’s communication folder, school website, school marquee, social media and/or Connect Orange phone calls in English and Spanish  .  Translators will be available at parent nights and meetings as requested by parents. The school is fully wheelchair accessible. Sign language interpreters can be obtained from the county for events when requested by the parent. |

**Discretionary Activities**

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| **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.) |  | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
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**Barriers**

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| **12. Does the plan include:**  A description of the barriers that hindered participation by parents during the previous school year?  A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]? | Lake George 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:   * Language * Education * Time   Below are the specific steps that Lake George Elementary will take to address barriers that existed in the previous year: | |
| **Barriers (Including the Specific Subgroup)** | | **Steps the School will Take to Overcome** |
| Language (ELL) | | Translation will be provided |
| Education Barrier (FRL, SWD, ELL) | | Parent Resource Center will be available for parents though out the year to review and teach grade level expectations for the year. Explain education terminology in a way that all are able to understand. |
| Time of Events (FRL) | | Review times of events, workshops will be recorded and posted on CANVAS. |
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**School-Parent Compact**

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| **13. Does the plan include:**  As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement? | **Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.** |

**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

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

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

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| **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