

## 2020-2021 Parent and Family Engagement Plan

School Name	Lancaster Elementary
LEA	Orange County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

### Assurances

The above named school agrees to the following assurances:

- ☐ Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- ☐ Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- ☐ Jointly develop/revise plan with 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;
- ☐ 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?	<p>Our mission is to provide additional opportunities for parents to participate in their child's education and support the vision of the school.</p> <p>Parents' input into our Parent and Family Engagement Plan 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.</p>
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### Involvement 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 involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?	<p>Lancaster Elementary will ensure the organized, ongoing and timely manner of involving parents the following methods:</p> <ul style="list-style-type: none"><li>• Home-to-school and school-to-home communication in English and/or other languages</li><li>• Flyers,</li><li>• Newsletters,</li><li>• Connect Ed messages</li><li>• School Website</li><li>• Email</li><li>• And other known best practices as needed</li></ul> <p>At Lancaster Elementary parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I funds will be used by:</p> <p>Attending</p> <ul style="list-style-type: none"><li>• School Advisory Council (SAC) meetings,</li><li>• Multilingual Parent Leadership Council (MPLC) meetings</li><li>• Annual Title I meeting</li></ul> <p>Participating In</p> <ul style="list-style-type: none"><li>• Parent and Family Engagement Activities</li></ul> <p>Reviewing</p> <ul style="list-style-type: none"><li>• Academic data for funding decision making</li><li>• Previous school year Parent and Family Engagement Plan</li></ul>
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### Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities? 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] ?</p>	<p>We will coordinate and integrate parent and family engagement programs and activities through planned events throughout the year. Our goal is to educate parents on ways and best practices to support their child at home.</p>
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<b>Program</b>	<b>Coordination</b>
Pre-K	Our Pre K Teacher and administrators will work together to coordinate a parent orientation and student transition program for students entering the regular public school program. This will include meetings with parents and our kindergarten team to discuss policies and procedures for kindergarten as well as the specific learning needs and expectations for kindergarten students.
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parental involvement at home, at school and in the community. Professional development modules will be presented to train teachers on effective parental involvement practices. LEA staff will provide guidance and support and monitor the effective implementation of training.
Title II	Hire highly qualified teachers and provide parents information if teachers are out of field. 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. We also have two paraprofessionals paid with this fund.
Title X	McKinney Vento Program provides support to our homeless students. The Guidance Counselor and school Social Worker will work with these families to assist in providing services and support for them.

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### Annual Parent Meeting

<p>4. Does the plan include: A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program? A description of the nature of the Title I Program that is shared with parents (school wide or Targeted assistance)?</p>	<p>Lancaster 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 to educate parents via the following methods:</p> <ul style="list-style-type: none"><li>• Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts</li><li>• School Choice via district handouts and policies</li><li>• The right of parents via brochure and other resources</li></ul> <p>Parents and families are informed of the nature of the Title I Program by the following statement:</p> <p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence</p>
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<p>A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating (LOA agencies) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <a href="http://www.fldoe.org/bsa/tit1e1/title_compile.asp">http://www.fldoe.org/bsa/tit1e1/title_compile.asp</a>.</p> <p>Below are the specific steps that Lancaster Elementary will take to conduct annual Title I meetings.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notices sent home to parents in English and Spanish	Title I Coordinator	August 28, 2020	Copy of notice
Annual meeting date posted on the marquee	PEL	August 28, 2020	Picture
Agenda and presentation materials developed	Title I Coordinator and School Administrator	August 28, 2020	Copies of agenda
Connect Orange message sent	School Administrator	September 04, 2020	Copy of message
Conduct Title I meeting	School Administrator	September 11, 2020	Sign-in sheets

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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?	Lancaster Elementary will provide monthly meetings and events with alternating times to include morning and evening attendance opportunities. Morning meetings will be held at 9:00 a.m. and evening meetings will be held at 5:00 p.m. prior to school book fairs, programs, and other school wide activities for convenience.
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### Building Capacity

<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family engagement? 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]?</p>	<p>At Lancaster working as a team is essential and a priority to guarantee academic success of our students. We plan activities which help us build a positive and strong relationship with parents and the community. Our Parent Engagement Liaison will be in constant communication with parents via email, phone calls, and letters to make sure they receive resources, support, and other information.</p>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
<b>Meet the Teacher</b>	Instructional Staff	Teachers will introduce classroom expectations, routines, and establish rapport	August 6, 2020	Connect Orange Marquee
<b>Open House</b>	Classroom Teachers	Teachers will explain to parents grade level curriculum expectations.	September 10, 2020	Flyers Connect Orange

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<b>Conference Night</b>	Classroom Teachers	Teachers will conduct individual conference to discuss child' s test results, expectations , progress toward benchmarks, and individual needs.	October 15, 2020	Letters
<b>Science Night</b>	Instructional Staff	Parents and students will interact with science standards through hands on activities.	November 13, 2020	Flyer Connect Orange
<b>SAC/PTO meetings</b>	Principal	Parents will actively participate in decision-making process for school	Ongoing	Meeting Minutes



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### Staff Development

<p>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:</p> <ul style="list-style-type: none"><li>- with the assistance of parents/families, in the value and utility of contributions of parents/families?</li><li>- in how to reach out to, communicate with, and work with parents/families as equal partners?</li><li>- in implementing and coordinating parent/family programs, and in building ties between parents/families, and the school [ESEA Section 1116]?</li></ul>	<p>Building the capacity of all school staff is important at Lancaster. On a monthly basis, professional development is provided to educate the teachers.</p> <p>Teachers are also encouraged to participate in professional developments outside our school.</p> <p>Our school will continue to engage in professional development activities that will support student engagement and build content expertise to include: relevant book studies, peer collaboration, and support through the coaching cycle.</p>
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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	Title I Coordinator	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	Title I Coordinator	Improved ability of staff to work with parents and families	December 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Title I Coordinator	Increased parent and family participation in school activities which support student achievement	January, 2021	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Title I Coordinator	Improved relationship, communication and collaboration between parents and school	March, 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 education of their child(ren) [ESEA Section 1116]?	<p>Lancaster Elementary will use various school resources to assist parents and families with their needs. Our school guidance counselor provides guidance, food, and cloth to our students in need. In addition she will help parents get counseling services when needed.</p> <p>We have a partnership with the community center and an ALPHA counselor works with students of need.</p>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
<b>Resource Center</b>	Guidance Counselor, ESE contact, PEL	Ongoing	Sign-in sheets
<b>Media Center</b>	Media specialist	Ongoing	Sign-in sheets
<b>Love Pantry</b>	Guidance Counselor	Ongoing	Sign-in-sheets
<b>Virtual Parent Academy</b>	PEL	October 9, 2020	Pictures
<b>Face to Face Parent Academy</b>	PEL	November 15, 2020	Pictures

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### Communication

<p>9. Does the plan include: How the school will provide timely information about the Title I programs?</p> <p>How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p> <p>How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as decisions relating to the education of their child(ren)?</p> <p>How the school will submit parents/ families comments if the school wide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>Lancaster Elementary in order to maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> <li>• Hosting the Title I Annual Meeting</li> <li>• Conducting monthly New Parent Orientation for parents new to the school to cover Title I Programs</li> </ul> <p>Teachers and other staff members will support parents understanding of curriculum, forms and assessments used to measure progress and expected achievement the following:</p> <ul style="list-style-type: none"> <li>• School Compact</li> <li>• Report Card Nights</li> <li>• Progress Book</li> <li>• Planners</li> <li>• Parent Conferences</li> <li>• Connect Ed Messages</li> <li>• And other school communication methods</li> </ul> <p>Parents will be included in the formulation of suggestions and decisions making through the following:</p> <ul style="list-style-type: none"> <li>• One-on-One meetings with Teacher and or other needed support personnel</li> <li>• Parent Surveys</li> <li>• Participation in the SAC to review School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP) and School Compact</li> </ul> <p>If the school wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates to the plan.</p> <p>Meetings are translated in Spanish and Haitian-Creole when necessary.</p>
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### Accessibility

<p>10. Does the plan include: A description of how the school will provide full opportunities for Participation in parent/family engagement activities for all parents/families?  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?</p>	<p>Lancaster Elementary will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access. We provide Spanish and Haitian-Creole translation for meets and events. Our activities and events are held at different times during the day to ensure more parents are able to participate.</p> <p>Information is share in many different ways:</p> <ul style="list-style-type: none"><li>Flyers</li><li>Newsletters</li><li>Connect Ed messages</li><li>School Website</li><li>Instagram</li><li>Facebook</li></ul>
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**Discretionary Activities (optional)**

<p>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.)</p>				
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>

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### Barriers

<p>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]?)</p>	<p>Based on previous year feedback our barriers that hindered participation by parents is transportation and work. Many of our families are homeless, living in hotels without a way of transportation to come to school. Also many parents have two jobs which make it very difficult to have time to come to school events.</p>
<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
<b>Transportation for Parents (FRL)</b>	We will look into an alternate site closer to the hotels to celebrate an event.
<b>Work Hours</b>	We will continue to schedule our events at different times (morning, afternoon, and evening) to accommodate parents who work at different times.

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### School-Parent Compact

#### What is a Family-School Compact?

The school-parent compact is a written agreement between the school and the parents.

This is a document that states what families and schools can do to help children reach high academic standards.

This written commitment indicates how all members of a school community, parents, teachers, principals, students and concerned community members, agree to share the responsibility for student success.



#### Jointly Developed

Every school receiving Title One funds must develop a joint compact every year. The compact serves as a clear reminder of everybody's responsibility to take action at school and at home so that children can learn what is required of them.

#### Activities to Build School and Home Partnerships

- ♦ Meet the Teacher
- ♦ Open House
- ♦ Family Nights
- ♦ Family Dances
- ♦ Curriculum Nights
- ♦ Conference Nights
- ♦ Parent Workshops



#### Communication about Student Achievement

- ♦ Skyward Parent Access
- ♦ Progress Reports
- ♦ Newsletters
- ♦ Parent/Teacher Conferences
- ♦ Class Dojo
- ♦ Canvas
- ♦ Connect Orange Messages

Lancaster Elementary

6700 Sheryl Ann Drive

Orlando, FL 32809

(407) 858-3130

**LANCASTER** 

Title 1

School-Parent-Student

Compact

2020-2021

Principal:

**Angela Clayton**

Assistant Principal:

**Barbara Rumph**



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### Teachers, Parents, Students Work Together Towards Success

#### Goals for Student Achievement

Lancaster Elementary School will empower all students to succeed with the support of and involvement of all stakeholders which includes community, families, parents, students, staff, and faculty. The Lancaster community strives to develop caring, responsible, well-rounded readers, writers, and thinkers who are prepared for lifelong learning and are contributing citizens in our global society.

#### School Goals

To focus on our efforts to accomplish our mission and achieve our vision, our school has agreed on the following five goals.

- ⇒ Create a school family
- ⇒ Increase student achievement
- ⇒ Maintain highly qualified teachers
- ⇒ Provide rigorous learning opportunities for all children

#### Success in the Classroom/Grade: \_\_\_\_\_

- ♦ Create a strong partnership with every family in the class
- ♦ Monitor student progress and provide interventions as needed
- ♦ Update parents on a regular basis about the progress of their child
- ♦ Communicate classroom expectations, grading policy and procedures to students in their families

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Success at Home

- ♦ Inform the teacher if the family has concerns about the progress the student is making
- ♦ Help my student arrive at school on time each day
- ♦ Set academic goals with student
- ♦ Monitor student progress on Progress Book
- ♦ Be my student's advocate
- ♦ Participate in school related activities

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Student Goals

At Lancaster, we set high academic expectations for our students. In Reading, students will read informational and literary text with grade level proficiency. In Mathematics, students will apply the appropriate strategies and properties to complete grade level mathematical operations.

End of Year iReady Scores			
	Kg	1st	2nd
Reading	430	490	540
Math	420	465	500

FSA Scores			
	3rd	4th	5th
Reading	3 or higher	3 or higher	3 or higher
Math	3 or higher	3 or higher	3 or higher

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**Adoption**

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC meeting minutes.

This policy was adopted by the school on \_\_\_\_\_; and will be in effect for the period of 2020-2021.

The school will distribute this policy to all parents of participating Title I, Part A children on or before August 2020.

<b>Signature of Authorized Personnel</b>	
<b>Date</b>	<b>5/11/2020</b>

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year's Parent and Family Engagement Plan, if applicable. *(Previously referred to as the Parent Involvement Plan - PIP)*

The following documents can be scanned with this document and submitted as evidence:

- ☐ Parent surveys of previous year's events and activities.
  - ☐ Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda.
  - ☐ Parent Feedback Summary of PFEP Evaluation.
  - ☐ Parent and Family Engagement Activities Tracking Form.
- \_\_\_\_\_

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Title 1

School-Parent-Student

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**Angela Clayton**

Assistant Principal:  
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## Teachers, Parents, Students Work Together Towards Success

### Success in the Classroom/Grade: \_\_\_\_\_

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Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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