

## THE VILLAGES ELEM OF LADY LAKE Title I, Part A Parent and Family Engagement Plan

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

### Assurances

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

Signature of Principal or Designee

9/5/17  
Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

#### Response:

Parents/families play an integral role in assisting their child's learning. Therefore, the Villages Elementary school's faculty and staff will encourage parents/families to be actively involved in their child's education through the following:

- Participation in decision making and on advisory committees
- Timely invitations to parent meetings
- Events and workshops
- Opportunities for volunteering
- Opportunities for learning at home
- Collaboration with the community

*Together We Can!*



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## Involvement of Parents

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

**Response:** The Villages Elementary of Lady Lake believes in involving parents in all aspects of its Title 1 programs. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and FEP. More than 50% of the members of the SAC are parent (non-employee) representatives. Members are elected by peers (faculty, staff and parents). In addition, all parents were given the opportunity to review the plan and offer their input prior to approval. For the FEP, all parents were given the opportunity to complete surveys at the end of the school year seeking their input on activities, training, and materials they needed to help their child. During the spring SAC meeting, the FEP is revised and decisions on how to use the FEP funds are discussed. Minutes, agendas, advertisements (how parents are notified), and sign-in sheets are documentation of parent input. All parent meetings will have translators, childcare, food (if applicable) and accommodations are made for other barriers on a case by case basis.

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## Coordination and Integration

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

count	Program	Coordination
1	VPK	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the Kindergarten teachers to discuss the specific learning needs of students and joint parent meetings to discuss transitioning. Our school hosts 1 class of VPK students under Florida's statewide VPK Program.
2	Title III - E.L.L.	An ELL assistant is provided during school hours for meetings to assist parents in helping their students to achieve academic success. This ELL assistant also provides support by communicating school/classroom needs and acts as the liaison between teachers and ELL families. Also, the Rosetta Stone and the Sed de Saber language programs are available through the Family Resource Center at the school.
3	Title X - Homeless Students	The Homeless Liaison at the district level, the homeless contact at the school level and the Family/School Liaison collaborate to ensure that students and families receive the necessary services and resources.
4	Title I Part C and D - Migrant, N&D	Title I Migrant, Neglected and Delinquent programs will collaborate with the FSL and guidance counselors to provide services necessary for these students to achieve academic success.

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## Annual Parent Meeting

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

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and power point presentation that addresses all the required components of Title I.	CRT and FSL	August	Copies of agendas, Power Point presentation and handouts.
2	Develop and disseminate invitations	FSL	August	Flyer with date of dissemination
3	Advertise/Publicize event	School Webmaster and FSL	August	Posting on school web site and through email to parents
4	Develop sign-in sheets	FSL	August	Sign in sheets for meeting.
5	Maintain documentation	CRT/ FSL	August	Title I documentation binder housed in FSL's Office.
6	Share Documentation	FSL	September	Documentation will be shared with LEA Title I office for monitoring purposes.

## Flexible Parent Meetings

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

**Response:** The leadership and staff of The Villages Elementary of Lady Lake have a strong belief in the importance of family engagement and have put measures in place to offer parent meetings at times that are convenient for parents. For example, our annual Title 1 parent meeting will be held twice; once on a weekday evening and the second will be offered on the following morning as parents are bringing their children to school. Family Workshops are held at varying times and child care is provided for the convenience of the parents. The Family Resource Center will be open every school day at varying times for parents to check out materials and/or meet with the Family School Liaison. The Family Resource Center is also open Tuesday evenings during "Bookshelf" and during other special events that are held at the school. The principal will work with the Family/School Liaison to create a flexible schedule to ensure that the center is open at times that are convenient for the parents. The liaison will maintain records of parent participation. The schedule may be modified as needed based on parent participation. If necessary, home visits can be arranged through the Guidance Department and FSL. Currently, transportation is not provided to Title I events.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong family engagement, in order to ensure effective involvement of parents/families and to support a partnership among the school involved, parents, families, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents/families work with their child to improve their child's academic achievement [Section



1118(e)(2)). Include information on how the school will provide other reasonable support for family engagement activities under Section 1118 as parents/families may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Annual Title 1 Parent Meeting	Principal, CRT and Family/School Liaison	Parents/families are given the opportunity to discuss and offer suggestions to improve upon the FEP, the school compact and the Title 1 budget.	Beginning of each school year	Increased parent input. Sign in sheets, handouts.
2	Book S.H.E.L.F. (Library After Hours)	Media Specialist	Parents/families work with students and media specialist to choose appropriate books and take reading tests.	Throughout the year (including summer)	Increase in reading skills. Sign in sheets.
3	Report Card Nights at the end of first and third nine week periods to discuss academic progress.	Classroom Teachers	Academic progress will increase as parents, families, school staff and community partners' work together to improve student achievement.	Throughout the school year (at end of first and third nine week periods)	Increase in academic progress will be shown as year progresses. Sign in sheets.
4	Take Home Technology Training	Family School Liaison	Family School Liaison will offer Take Home Technology training to parents/families of students at risk of academic failure.	Throughout the school year.	Flyer, sign-In sheets, handouts, agendas, and presentation materials.
5	Parent/Family Workshops: Reading, Writing, Math/Science - STEM, and School Readiness skills.	CRT, and Family/School Liaison and Classroom Teachers.	Content specific sessions will be provided for parents/families. Information will include grade level proficiency, strategies parents/families can use at home, and assessment methods. Community relationships are built through these events.	Throughout the school year.	Flyer, sign-In sheets, handouts, agendas, and presentation material.
6	Assessment discussed during individual conferences.	Classroom Teacher	Teachers will conduct individual conferences to discuss each child's assessment results and goals for the school year.	August through May	Conference logs; completed parent conference forms
7	Orientation	Leadership Team, Teachers	Parents/families will have an opportunity to learn about academic expectations and school procedures. Involvement of community partners during this event helps to improve student achievement.	Beginning of school year	Sign-In sheets, handouts, agendas and presentation material.
8	Open House	Principal, Classroom Teachers	Parents/families will be provided pertinent academic information through specific grade level breakout sessions with teachers. Community partners assist with donations of supplies to assist students in achieving academic success.	August	Flyer, sign-In sheets, handouts, and school paperwork.



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## Staff Training

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

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Staff training on the value of family engagement through administrative/teacher conferences and teacher assessments.	Principal, Family/School Liaison, CRT, Guidance and District Title I Program Specialist for Family Engagement	Improve the ability of staff to work effectively with parents/families by providing examples of best practices for family engagement.	Beginning of 1 <sup>st</sup> Semester and beginning of 2 <sup>nd</sup> Semester.	Teacher Observations and Team Evaluation Documentation; sign-in sheets and handouts.
2	Value of family engagement: A newsletter will be distributed periodically to teachers that includes information on the value of family engagement.	Family/School Liaison and school leaders	Improve the ability of staff to work effectively with parents/families by providing examples of best practices for family engagement.	Throughout the school year	Copies of newsletters

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## Other Activities

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

**Response:** VELL will work to expand and enhance the inventory in the school's Family Resource Center. The Family School Liaison will be responsible and will monitor the ongoing timeline. This will include showing evidence of effectiveness through reviewing the inventory and documenting hours and parent/family use of materials. The Family Resource Center is open every school day and evenings upon request. It is also open during "Bookshelf" and during other school events. There are numerous math, language arts, writing, and science manipulatives available for parents/families to check out. We also have iPads and laptops with preloaded educational software available for parents/families to check out. The FSL will continue to schedule parent/family trainings and workshops as needed. Documentation will be the building capacity data base, agendas, handouts, sign-in sheets and copies of how parents were notified of these activities.

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## Communication

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

- Timely information about the Title I programs [Section 1118(c)(4)(A)];



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

**Response:** At the Annual Title 1 Parent Meeting in August, The Villages Elementary of Lady Lake will hold a general meeting where information will be presented about the Title I Programs, the curriculum, and academic assessments. Parents/families will learn about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. All parent input will be reviewed and implemented if feasible. During Parent Conference Night, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers will maintain sign-in sheets and provide a copy to the Family/School Liaison who will maintain documentation. Additionally, all information regarding Title 1 programs is available on the school website under the Parents tab. In addition, ongoing communications are sent digitally and by traditional means to parents regarding academic issues.

## Accessibility

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

**Response:** Written communication (including the Student Handbook) will be provided for parents in English and Spanish (as needed). Interpreters will be available at parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. Parents with migrant/ELL students will be provided accommodations on a case-by-case basis so they can participate.

## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components. Check if the school does not plan to implement discretionary family engagement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	SAC Meetings: Parents are influencing decisions regarding the School Improvement Plan which includes staff development and instructional strategies.	Principal and SAC Members	Parents are influencing decisions based on the needs they identify with their children.	Throughout the school year



2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	PTO Meetings: Recruitment and training of peer parents who can then provide a platform for parents to share information or answer commonly asked questions. This will encourage parents who wish to become more involved and facilitate mentor relationships.	Principal	Provide information to parents, increase in Family Engagement and increase achievement skills.	Throughout the school year.
3	Maximizing family engagement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Conferences with parents at various times	Entire staff and school social worker	Provide information to parents. Help parents understand the importance of family engagement.	Throughout the school year.

### Upload Evidence of Input from Parents

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

[Uploaded Document](#)

### Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

### Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

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

[Uploaded Document](#)

## Evaluation of the previous year's Family Engagement Plan

### Building Capacity Summary

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

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Annual Title 1 Parent Meetings	2	13	Parents/families are given the opportunity to discuss and offer suggestions to improve upon the FEP plan, the school compact and the Title 1 budget.
2	Book S.H.E.L.F. (Library after hours)	14	230	Parents/families work with students and media specialist to choose appropriate books and take reading tests.
3	Parents/families will be invited to Report Card Nights at the end of the first and third nine week periods to discuss academic progress.	3	635	Academic progress will increase as parents/families and the school work together.
4	Individual conferences regarding take home technology.	33	33	Family / School Liaison will provide individual help to parents with iPads and other take home technology software.
5	Parent Workshops: Reading, Math, Writing, Science and School Readiness skills.	7	515	Content specific sessions will be provided for parents/families. Information will include grade level proficiency, strategies parents/families can use at home and assessment methods.
6	Assessments discussed during individual conferences.	178	178	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year.
7	Open House	1	122	Teachers will provide grade level specific breakout sessions to update parents/families on pertinent academic information.
8	Parent E-mails	309	15366	Weekly informational e-mail bursts sent out by our Family School Liaison detailing upcoming school events and individual emails to parents regarding academic/attendance concerns.

### Staff Training Summary

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



count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Staff training on the value of family engagement.	1	48	Improve the ability of the staff to work effectively with parents/families by providing examples of best practices for family engagement.
2	A monthly newsletter for staff on the value of family engagement.	10	480	Improve the ability of staff to work effectively with parents/families by providing examples of best practices for family engagement.

## Barriers

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

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Limited English language proficiency of some parents/families deterring them from attending meetings/events.	The Family Resource Center has laptops with Rosetta Stone and Sed de Saber available for parent/family checkout. Information of local area classes offering assistance with language proficiency will be provided to parents. The school's ESOL Assistant will help identify and notify parents/families of these resources.
2	Communication with ELL families.	Interpreters will be provided during school hours and at events and workshops.
3	Parents unable to attend scheduled meetings or events due to conflicts with personal schedules.	Events and workshops will be offered on varying days and at different times and child care will be provided to accommodate parents. Upon request, the Family Resource Center will be open flexible hours to accommodate parent/families personal schedules.
4	Communication does not always get home to parents/families.	Important communications will be mailed. Other communication options available are through the school website, marquee, flyers, Peach Jar, call out system, weekly email from FSL to parents who have signed up, and information posted in the front office and in the Family Resource Center.

## Best Practices (Optional)

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

count	Content/Purpose	Description of the Activity
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