

School Name Parent and Family Engagement Plan (PFEP) 2017-2018

I, Andrea Summers, 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 parental involvement, 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 parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, 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 parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school shall submit parent comments with the such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- 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

9.25.17

Date Signed

Parent and Family Engagement Statement

Engagement of Parents

Describe how the school will involve parents 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 parental involvement will be used [Sections 1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Lake Placid Elementary seeks input from a variety of resources including parents as we make preparations in the spring for the next school year. This is done through parent meetings (both formal and informal), parent surveys sent out each spring, and a review of Title I funds available to the school. Input from parents is given for consideration for the new (2017-18) school year and included in the Family Engagement Plan. An annual Title I meeting is held in the fall to review data and to plan and approve the Title I plan and budget for the current school year. Meetings are held in conjunction with the School Advisory Council meetings 4 times during the school year. The School Advisory Council consists of parents and teachers. Parent members are invited to join the council based on teacher recommendation or parent request, with the consideration of demographics which must mirror the school student demographics. The school welcomes anyone who is interested to join the SAC. SAC officers are elected each spring and all parents are notified of SAC meeting dates via the school newsletter and invited to attend. At each meeting a review of current school data is shared and updates given. The parents along with administration will review, make suggestions and approve the Family Engagement Plan and the Home School Compact. Parent input is elicited at each meeting and this is documented through the recording of the minutes. Parents are included in all voting for SAC meetings and parental approval is recorded via SAC votes. Any questions or concerns are addressed as well.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement 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 1116(a)(2)(D) and 1116(e)(4)].

count	Program	Coordination
1	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Involvement Plans, and other items of concern.
2	District Parent Advisory for Advanced Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.

5	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
6	Homeless-Title X Part C & Title 1 Part A	Student Services coordinates with Title 1 Part A and Title X to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title X also funds a homeless advocate for homeless students.
7	VPK	These programs are provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector.
8	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
9	Nutrition Programs	LEA participates in the federal Free/Reduced lunch program and the free breakfast for all students program. Snacks are also provided for after school care and after school tutoring programs. Summer food programs are provided at various school sites and community locations.
10	Supplemental Academic Instruction (SAI)	Supplemental Academic Instruction (SAI) funds will be coordinated to provide summer school for Level 1 readers.
11	Title III	Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
12	Title II	Provides for teachers and administrators professional development and supports all teachers to be highly qualified.
13	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers administrators, and parent involvement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district This grant is also the funding source for implementing the requirements of NCLB which have not been waived by the FLDOE's waiver.
14	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program.
15	ELL	The ELL Parent Advisory Council is involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FSA standards, graduation requirements and post-secondary career opportunities.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school-wide 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 1116(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Advertise Annual Meeting	Laurie Glover	Week of 9/18/2017	Minutes/Attendance
2	Meeting Agenda/Plan	Tera Ming	9/18/17	Minutes/Attendance
3	Title 1 Annual Meeting	Tera Ming	9/18/2017	Minutes/Attendance

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 parental involvement [Section 1116(c)(2)].

Response: Lake Placid Elementary uses a variety of ways/resources to encourage parents to attend school wide meetings, functions and conferences. Each year we begin with a Back To School Orientation evening. This event allows parents to meet teachers, become acquainted with the school facility, enroll in our after school day care, complete an online application for free and reduced lunch, find out bus stops and schedules, visit the PTO and volunteer booth, and have help in completing any needed paperwork that is required for enrollment including having specified paperwork notarized if required. Translators are available to assist as needed. The Home School Compact is shared and reviewed at both the Back To School Orientation evening as well as the grade level parent nights. A snack is usually provided. Teachers are also available before and after school to meet individually with parents as needed. A parent conference evening is held at the end of the 1st nine weeks for K-2, the 2nd nine weeks for 3-5, and all grade levels in the 3rd nine weeks. Parents must attend in order to pick up their child's report card. If parents do not attend, they are contacted individually by the teacher to set up an alternative meeting time.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1116(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1116(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
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1	Back to School Orientation	Andrea Summers	Provide information to parents and establish a teacher-parent relationship.	August 7, 2017	Sign In Sheets In Each Class
2	PVO and SAC Meetings	Andrea Summers	Share opportunities and ways that parents can become active in events and decisions being made at the school. Information is shared related to curriculum at all grade levels and parents are provided information about ways to support student growth and achievement at home.	Ongoing throughout the school year 2017-18	Parent Attendance, Minutes, Meeting Notes
3	Automated Phone System	Tera Ming	Notify parents of absences and tardies as well as special events the school is having.	Ongoing throughout the school year 2017-18	Increase in daily attendance as well as at school functions.
4	Monthly School Newsletters, Class Newsletters, School Web Site, Individual Teacher Web Pages	Dusty Coleman	Increase the parental level of involvement and participation in school events that support their child.	Ongoing throughout the school year 2017-18	Data demonstrating student/students' academic achievement
5	Report Card Conference	Andrea Summers	Increase communication between teacher and parent to discuss student's progress as well as the possibility of student retention	10/19/17; 04/05/18	Parent Attendance
6	School Website	Andrea Summers	Increase communication and access to tools that can be used by parents to help student growth and achievement.	Ongoing throughout the school year 2017-18	Data demonstrating student/students' academic achievement
7	Student Planners	Andrea Summers	Teachers communicate daily with parents regarding classroom/school events, student behavior, and academic assignments.	Ongoing throughout the school year 2017-18	Parent Signatures
8	Leader in Me Leadership Day	Tera Ming	Parents and community members are invited to Leader in Me Leadership Day in which students showcase various leadership, service and academic based activities. Student leaders in classrooms share how each student sets academic goals and track progress towards meeting	May 2018	Sign In Sheet
9	Reading Curriculum Night	Tera Ming	Parents and Community	October 2017	Sign in sheet

	(All Grade Levels)				
10	Facebook Page for Lake Placid Elementary	Andrea Summers	Increase Communication	Ongoing throughout the school year 2017-18	Data demonstrating student/students' academic achievement.
11	Remind 101	Tera Ming	Increase Communication	Ongoing throughout the school year 2017-18	Data demonstrating student/students' academic achievement
12	AVID Parent Night	Andrea Summers	5th Grade teachers will host an AVID parent night in August and April of the 2017-18 school year. This event provides information to families of 5th graders, explaining the meaning and purpose of the AVID program.	August 2017, April 2018	Parent Attendance

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 as equal partners, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Collaborative Goal Training Sessions	Andrea Summers	Assisting the teachers in becoming more thoughtful practitioners and enhance their skills. Refinement of practice positively impacts student achievement. Training teachers specifically in Domain 4: Professional Responsibilities, (4c Communicating with Families) will help teachers understand the importance of positive and regular parent correspondence.	Initial Training: August 1, 2017 Ongoing throughout the school year 2017-18	Classroom walk-throughs, parent communication data
2	Parent Involvement Training	Andrea Summers	Involving parents in the academic program builds relationships between parents and teachers which will positively impact student achievement.	August 1, 2017	Staff handbook acknowledgement sheet, parent contact record, parent conference sign-in sheet

3	Culturally Sensitive Training	Andrea Summers	Teachers will be aware of importance of cultural sensitivity in communicating with parents, students, and community members	September 7, 2017	Staff Sign in Sheet
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Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1116 (e)(4)].

Response: Materials and resources for parents to use in assisting students at home are provided by teachers at each grade level and are available online via the school website. Grade levels provide specific materials such as sight word flashcards, math fact flash cards, and other supplemental materials for parents to use in assisting students to become proficient in grade level skills. The school website contains links to specific materials related to the adopted curriculum as well as supplemental websites that can provide extra practice for students on grade level skills. Parents can contact teachers before and after school to get additional resources for struggling students.

Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(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 1116(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 1116(c)(4)(C)]; and
- If the school-wide 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 1116(c)(5)].

Response: The school publicizes and sends home written notification (English and Spanish) of all Title I, PTO, SAC, Parent Nights, Report Card Conference Times, Statewide Assessment Calendars, 504 and IEP meetings scheduled for individual students, parent invites to MTSS team meetings involving their child, notification and signature on PMP's created for students below level academically and written notification of a possible retention. To disseminate information about our parent nights, for example, notices are sent home in English and Spanish two weeks prior to the event. Events are also posted on the school calendar each month which are sent home with the school newsletter. Important dates are also posted on our school website, which is updated weekly. The day before an event, like a parent night, a Connect Ed (automated) message is sent to all parents in their native language as a reminder. The automated phone system keeps a record of the calls that were successfully sent and those that we need to seek another number for. Flyers, notices, newsletters, etc. will be housed in a Title 1 notebook for review. The principal and assistant principals will monitor the documentation of notices sent through periodic reviews of Title 1 Notebook and staff members will keep notes on personal contact with parents. The administration will work with the ELL para to monitor the numbers of various languages needed for communication. If percentages change significantly, another language will be added to communications. Translators will be provided.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA 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 1116(e)(5) and 1116(f)].

Response: The school creates and sends home written notification (English and Spanish) of all Title I, PTO, SAC, Parent Nights, Report Card Conference Times, Statewide Assessment Calendars, 504 and IEP meetings scheduled for individual students, parent invites to MTSS meetings involving their child, notification and signature on PMP's created for students below level academically and written notification of a possible retention. A telephone system, Connect Ed, is used to send out messages in English and Spanish to notify parents of these events also. In the event that a student has a parent with disabilities, LPE provides the appropriate accommodations for that parent. For parents that are unable to read or write, assistance is provided with completing paperwork. Translators are also available for parents who do not speak English. The administration, with the help of the ELL para, will monitor the home-languages and provide additional languages when that population percentage increases to a level that is necessary and feasible.

Evidence of Input from parents-have evidence of parent input in the development of the plan.

Upload 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)**.

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents and families to help their children academic achievement [Section 1116 (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	Back to School Orientation	1	600	Parents met teachers and received information regarding teacher expectations for academic success.
2	PVO and SAC Meetings	10	30	Increased achievement based on parental awareness of school data and resources funded by PVO such as classroom computers and document cameras.
3	Report Card Conferences	3	800	Increased student achievement from parental knowledge of individual student strengths and weaknesses.
4	Leader in Me Parent Night	1	200	Increase student achievement through parental participation in Leader in Me Implementation.
5	Monthly School Newsletter	10	860	Increase student achievement through communication with parents.
6	Automated Phone System	15	860	Increase student achievement through communication with parents.
7	Title 1 Annual Meeting	1	10	Parents were provided information about Title 1 and how Title 1 funds are used at LPE.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Leader in Me Lighthouse Team Monthly Meetings	10	100	Increase in student achievement through implementation of Leader in Me.
2	Framework for Teaching Sessions	1	55	Increased student achievement based on teacher reflection on data and practice.

3	Parent Involvement Training	1	55	Increase student achievement due to increased staff communication with parents.
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Barriers

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116(a)(2)(D)(i)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Number of monthly meetings requiring parents to leave work	PVO meetings will be held at 8:00 A.M. for the 2017-18 school year.
2	Language barriers (Spanish Speaking Parents)	Translators will be provided during school-wide parent conference nights, important information will be sent home in English and Spanish
3	Ability to Communicate Opportunities	Monthly newsletters, Connect-Ed Automated Telephone Calls, Activity Specific Reminder Notes sent home in English and Spanish, Remind 101 messages