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 schoolwide 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? | To lead all students to success by providing parental involvement activities that strengthen the partnership between school and home.  We are committed to working jointly with parents and families to develop a plan for activities and workshops that support high quality instruction for all learners to be successful. We will host family math, reading, science, and arts nights aligned to grade level standards to model instructional strategies for home and school. |

**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]? | The Parent Teacher Association (PTA) and the School Advisory Council (SAC) meet monthly to provide input and give feedback to school staff regarding the Parent Involvement Plan and Title One Programs. These two groups are comprised of parents, school staff, and business partners and represent the demographics of the school population. More than fifty percent of the members are parents who volunteered to join the committees. Input from parents is documented in meeting notes. Responses to parent surveys are also a source of parent input.  Parents who attend PTA and SAC meetings at the beginning of the year provide suggestions and approve the Parent Involvement Plan and School Improvement Plan. Throughout the year, parents may provide input related to parent activities and parent professional development |

**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]? | Full day VPK will be housed on the school campus and will be included in all events and activities. |
| **Program** | **Coordination** |
| Public Preschool | Full day VPK will be housed on the school campus and will be included in all events and activities. |
| Title I | The Principal and Title I contact will coordinate with the Title I office to provide opportunities for parent family engagement at home, at school, and in the community. |
| Title II | The school will continue to work on informing parents of Florida standards. Teachers will learn about the standards through Title II funds. |
| Title III | ELL students will work on Imagine Learning to support their oral language development. |
| Title X | McKinney Vento Program provides support to our homeless students. |

**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? | Our annual Title I meeting will be held in September. The Title I PowerPoint provided by the district will be used to guide the presentation and ensure that all required topics are covered. (See steps below)  Parents and families will be informed of the nature of the Title I program through the following statement:  “Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 9165 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 programs distribute 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 agencies (LOAs) 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 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. For more information, please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at http:www.fldoe.org/bsa/title1/title\_compile.asp and our district’s Title I website https://www.ocps.net/departments/title\_1.” | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Flyer distributed to all students | Donna Pemberton, Roxana Hernandez, classroom teachers | September, 2018 | Copy of flyer |
| EdConnect Notification | Cynthia Swanson | September, 2018 | Copy of notification |
| Sign in sheets at meeting | Donna Pemberton, parents | September, 2018 | Copy of sign in sheets |
| Powerpoint of required annual meeting information | Donna Pemberton | September, 2018 | Copy of PowerPoint |

**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, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]? | Parent events will be planned to accommodate various schedules. Morning, mid-day and evening events will be organized throughout the school year.  Information and meeting materials will be made available to parents who are unable to attend. Childcare will be provided for all meetings and events designated for parents.  Lakeville will provide transportation to a minimum of one Parent Academy meeting. |

**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]? | We will host a variety of family nights on a monthly basis throughout the school year to showcase the education that our students are receiving in reading, math, science, and the arts. At these events, we will have hands-on activities to educate parents about how they can become involved in their child’s education in a meaningful way.  Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and families. She makes parents aware of opportunities by translating flyers, sending E-mails, making personal phone calls, creating advertisements to place on easels at car rider line, and by speaking with parents in person during arrival, dismissal, and during open hours in the Parent Resource Room. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Fall Family Literacy Night/One School, One Book Kickoff | Roxana Hernandez, Debra Jerrett, Denise Bustamante, LLT | Parents will learn strategies to promote literacy in the home. All staff and families will read the same book K-2 and 3-5 and answer HOT questions about required reading. | October, 2018 | Agenda, Photos, Sign In Sheets |
| Family  Resource Night | Roxana Hernandez, Debra Jerrett, Guidance Counselor | Parents will participate in a community fair and discover community resources to be accessed. | November, 2018 | Agenda, Photos, Sign In Sheets |
| Family Math Night | Sandra Hayes, Roxana Hernandez | Parents will learn strategies to promote mathematical thinking in the home | January 2019 | Agenda, Photos, Sign In Sheets |
| Multicultural/ Fine Arts Night | Carla Maxwell, Aimee Stone, Roxana Hernandez, Cherianne Sifre | Families will be invited to view a highlight of their children’s fine arts projects completed over the school year and will research culture of their choice and share the traditions, dress and beliefs of the culture with other families. | February, 2019 | Flyer, Photos, Sign In Sheets |
| Spring Family Literacy Night | Roxana Hernandez, Debra Jerrett, Denise Bustamante, LLT | Parents will learn strategies to promote literacy in the home. | March, 2019 | Agenda, Photos, Sign In Sheets |
| FSA Night | Donna Pemberton, Roxana Hernandez, Debra Jerrett, Sandra Hayes | Families will receive information and ask questions regarding the Florida Standards Assessments | March, 2019 | Flyer, PowerPoint, Sign In Sheets |
| Science Fair | Sandra Hayes, Donna Pemberton, Roxana Hernandez | Families will participate in a schoolwide science fair on all grade levels | April, 2019 | Flyer, Agenda, Photos, Sign In Sheets |

**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]? | Staff members will be trained at our PEL meeting about the value of parental involvement in the school and in their classrooms. Exit slips with ideas generated from the meeting will be compiled, then shared to give teachers ideas about taking parent involvement to the next level in our school and in their classrooms. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| District Parental  Involvement  Modules | Admin Team | Teachers will learn that parental  involvement increases student  performance. | All year | Sign-In sheet/  attendance, exit slips,  student data |
| Harmony | Peggy Donovan, Robin Milton | This Sanford Inspire program will address behavior concerns that can affect student learning | July, 2018 | Sign-In sheet/ attendance, exit slips, student data |
| ClassDojo Training | Tiffany Jolly | Teachers will learn how to use ClassDojo as a communication vehicle and behavior management tool. | August, 2018 | Sign-In Sheet/  attendance, training module materials |
| Title I Annual  Meeting | Cynthia Swanson, Sheila Holley, Donna Pemberton | Parents and teachers are informed  of the assistance that is provided to the school by Title I to support  students in meeting state  performance standards. | September, 2018 | Sign-In Sheet, PowerPoint |
| PEL Meeting | Roxana Hernandez | Teachers will learn how to make parents feel welcome and get them involved in their child’s education | October 2018 | Sign-In Sheet, PowerPoint |

**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]? | The school will maintain a parent resource center in a portable classroom. The resource center will be open during and after school hours. Parents will be invited to utilize the materials available to them. Computers are made available to parents for completion of school-related forms. Backpacks and supplies are donated to students who show needs. | | |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Tours of Parent Resource Room at Open House | Roxana Hernandez | September, 2018 | Flyers |
| ClassDojo Training | Roxana Hernandez, Tiffany Jolly | September, 2018 | Flyers, Sign-In Sheets, training module materials |

**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]? | All Title I programs will be announced with a flyer, at least 1 week  in advance. Written communication will be sent out in English, Spanish and Creole. Reminders will be written in the students’ agendas. Events will be posted on the school website and the marquee in front of the school. Connect Orange will be used the week of the event. On conference nights, curriculum is discussed as well as the assessments used at the school. Student’s progress and grades are noted on progress reports and report cards, as well as Progress Book. Parents may request conferences at any time. Teachers will go over the importance of using the student planners at Open House.  Parents are welcome to attend monthly PTA and SAC meetings to participate in ongoing discussions about school initiatives, as well as development of the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP) and the School Compact. They also have two formal opportunities to attend parent/teacher conferences per year and may request additional conferences at any time. Parents also have the opportunity to provide feedback by completing our annual AdvancEd parent survey.  ClassDojo will be utilized by all teachers as a communication vehicle and behavior management tool. |

**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? | Translators will be available during school meetings, as feasible.  Parents with other disabilities must notify the school prior to the meeting requesting assistance and resources that will be made available.  We will share information through various best known practices (including flyers, newsletters, and Connect Ed messages, ClassDojo) in Spanish and Creole to reach the highest number of parents and families. |

**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.) | Activities will be scheduled at the beginning of the year to welcome families and ensure that they feel comfortable at Lakeville. Families will be encouraged to share their knowledge through programs such as Teach In and Multicultural Night, and to develop their skills through opportunities such as OCPS Parent Academy workshops. | | | |
| **Activity/ Task** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Meet the Teacher  . | All staff, parents and students make personal contact with the teacher | Parental engagement  increases student  performance | August , 2018 | Connect Orange, ClassDojo,  flyers posted, and  marquee |
| Open House/  Annual Title I Meeting/SAC Intro | All staff, parents and students make visits to the classrooms to learn about daily policies/ routines, Title I, and SAC | Parental engagement  increases student  performance | September, 2018 | Connect Orange, ClassDojo, flyers, marquee |
| Book Fair | Media Specialist | Parents can  purchase  appropriate reading  material to  encourage literacy in  the home. | October, 2018 & March, 2019 | Connect Orange, ClassDojo,  flyers, marquee, and  posters |
| Teach-in | Admin Team, local community members, parents | Establishing a better  relationship will open  the door for future  mentoring and  volunteering  opportunities, which  will increase student  achievement. | November, 2018 | Connect Orange, ClassDojo,  flyers, marquee, and  website |
| OCPS Parent Academy | Roxana Hernandez | Parents will be encouraged to attend trainings offered throughout the year by the district parent involvement office. | All Year | Flyers, Connect Orange, e-mails before each event |

**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]? | Our new Parent Engagement liaison will address language barrier issues that have hampered parent communication in previous years. | |
| **Barriers (Including the Specific Subgroup)** | | **Steps the School will Take to Overcome** |
| Communication barriers with Spanish and Haitian-Creole speaking families | | Our new PEL will translate flyers and newsletters that go home and will communicate verbally with parents each day during arrival and dismissal. Lakeville has a position posted for a part-time Haitian-Creole speaking PEL |

**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? | Please find below an example of our compact and a parent evaluation form. |
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**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