

Title I, Part A 2023-2024 Parent and Family Engagement Plan for

Lehigh Elementary School

I, Jackson Morgan, 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

Parent Consultations

The school shall conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Certifications

The school will inform/notify parents (in a timely manner) of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals' qualifications.

The school will notify parents when a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified but teaching out-of-field by providing a written notification to each parent in a timely manner. This notification should be timely and in letter form on school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

School Parent and Family Engagement Policy

The school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Policy Involvement

The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement.

The school will 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 parent and family engagement policy and the joint development of the school wide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

The school will provide parents of participating children with:

- a timely information about programs under this part;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and
- 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, and respond to any such suggestions as soon as practicably possible.

If the school wide program plan under section 1114(b) is not satisfactory to the parents of participating children, the parents may submit any parent comments on the plan when the school makes the plan available to the LEA.

Shared Responsibilities for High Student Academic Achievement

The school will 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 and the means by which the school and parents will build and develop a partnership to help children achieve the Florida's challenging academic standards. Such compact shall

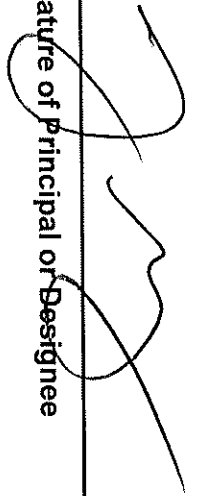
(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time;

(2) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum

- **parent-teacher conferences in elementary schools, at least annually**, during which the compact shall be discussed as it relates to the individual child's achievement;
- frequent reports to parents on their children's progress;
- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;
- ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Accessibility

The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

 9/12/2023

Signature of Principal or Designee Date Signed

Parent and Family Engagement Plan

In support of strengthening student academic achievement, **Lehigh Elementary**, receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Lehigh Elementary** agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
 - Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child's learning;
 - (B) families are encouraged to be actively involved in their child's education at school;
 - (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

JOINTLY DEVELOPED/INVOLVEMENT OF PARENTS

Lehigh Elementary will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- SAC meetings will be held on a monthly basis and scheduled for the entire year on the school calendar to allow parents to plan attendance and participation.
 - Meetings will be advertised through flyers, marquee the outdoor communication board, school newsletters, School Messenger email/voicemail communication system, and the school website.
 - Teachers will be encouraged to invite parents to SAC meetings during parent/teacher conferences.
 - During our SAC meetings, parents and staff will work collaboratively in planning and approving the school's parent and family engagement plan and Title I funds for effectiveness.
 - Parents, staff, community members, and administration will discuss the effectiveness of the prior plan to aid in needed changes to the new plan.
- All discussions will be documented in the meeting minutes and will be maintained in the Title I Crate.

ANNUAL TITLE I MEETING

Lehigh Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement plan, the school wide plan (SIP).

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Lehigh Elementary will hold the Title I Annual Meeting.	Administration, School Staff Members, and Parent Involvement	September	Flyer to announce meeting, meeting date/time on outdoor marquis, school website, agenda, sign in sheet, and meeting minutes.
2	The Compact will be discussed with all participants at this meeting.	Administration, School Staff Members, and Parent Involvement	September	
3	Parents will receive information on curriculum and assessments used for each grade level.	Administration and school staff members	September	
4	Parents will receive information about the school's Title I program.	Principal, Assistant Principal, SAC members, School Staff Members, and Parents	September	
5	Parents will receive information about academic progress and rights of parents.	Principal, Assistant Principal, SAC members, School Staff Members, and Parents	September	

COMMUNICATIONS

Lehigh Elementary will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

SAC and other meeting minutes will be published in both English and Spanish. All other school written information will be translated into English and Spanish. Translators will be available for workshops and conferences. School will provide information and all school reports in a parent friendly format in a language that parents can understand. The school will ensure that parents with disabilities have access to parental involvement activities and/or services using school's transportation vehicle. Appropriate interpreters/facilitators will be provided if needed for parents with disabilities. All school communication will also be distributed via School Messenger and/or Peachjar email/phone communication systems in both English and Spanish. When new students enter school throughout the year, parents and students are provided with a packet of information explaining all school policies and procedures which includes the Right to Know Letter as well as information stating that we are a Title I school.

- All parent notices/flyers will be sent to parents in both English and Spanish.
- Lehigh Elementary will hold the Title I Annual Meeting in September for parents.
- The times of SAC meetings will be flexible and held on days/times agreed upon from the results of the SAC meeting survey.
- Parent Involvement Workshops will be held after normal working hours. All workshop materials will be available in both English and Spanish, and translators will be available.
- Parent teacher conferences will be held before and after school as well as during teacher planning based on parent need.
- Transportation can be made available using Title I vans.
- Home visits or child care may be available if needed

SCHOOL-PARENT COMPACT

Lehigh Elementary will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

A Title I Annual Meeting will be held in the beginning of the school year where information on Title I programs will be presented and discussed with parents. Parents are told how to contact the school for teacher conferences and receive the Parent Handbook. Parents' rights and need to be involved will also be discussed at this Annual meeting. Sign in sheets will be kept. During this meeting parents are asked for their input on the school Compact. Changes will be voted on in SAC. If requested by parents the school offers meetings with teachers as needed. If parents request special training to be able to help their child, the school will make arrangements to provide the requested training. If parent concerns are received regarding the school wide Parent and Family Engagement Plan, they will be submitted to the district Title I Office to be resolved

RESERVATION OF FUNDS

Lehigh Elementary will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Title I funds will be used for communication and event supplies. Additionally, the Parent Involvement Specialist will be paid through Title I.

COORDINATION OF SERVICES

Lehigh Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

count	Program	Coordination
1	PreK Head Start	All Head Start parents are invited and encouraged to attend all parent training opportunities that the school offers. All Head Start teachers hold parent conferences 4 times per year.
2	ESOL/ELL	All programs and activities will be available to all parents. All invitations, flyers, and School Messenger messages are translated into Spanish.
3	Infant and toddler early head start	Head Start parents are invited and encouraged to attend an parent training opportunities and events that the school offers. All Head Start teacher hold parent conferences 4 times per year as well as 3 parent meetings.
4	21 st Century Grant	The grant program will be held on campus to provide enrichment opportunities for students and include parent involvement opportunities.

Evaluation of the 2022-2023 Parental Involvement Activities
2022-2023 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 1116]. Include participation data on the Title I annual meeting.

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Open House	1	+/- 600	Parents met their child's teacher and learned about their child's curriculum and how they can support their child's academic achievement at home.
2	STEAM/ Welcome back to school	1	+/- 400	Parents were exposed to high interest science concepts and they could use to support their child's understanding of the world around them.
3	Volunteer Orientation	1	25	Parents were given the details regarding volunteering at school. Our volunteers learned how they can impact students. Having volunteers on campus adds to the availability of attention and confidence of our students daily.
4	Literacy Night	1	300	Home School Connections made. Strengthened and increased academic achievement. Parents learned about games and activities for home to improve reading skills.
5	Student Led Conferences	1	0	Parents saw student progress in real time, reviewed data binders. They were provided with a good look at student's strengths and areas where improvement might be needed.
6	Math Night	0	0	Home School Connections made. Strengthened and increased academic achievement. Parents learned about games and activities for home to improve math skills.
7	Parents Night Out	1	50	Parents were able to send their kids to enrichment activities after hours.
8	Family Reunification Day	1	30	After the hurricane, we provided resources and time for parents to readjust back to the school environment.
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2022-2023 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; 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].

Activity	Content and Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
1	Castle	1	89	Improved documentation and record sharing of parent communication logs
2	Student Led Conference training	1	88	Teaching students how to communicate about their progress will increase student achievement
3	School Messenger Review	1	81	Improved communication with parents will improve student achievement
4	School messenger training	1	8	Improved communication with parents will improve student achievement

5	Communication Expectations for Parent Communication, Conferences, Newsletters, Websites and Emails	1	88	Improve ability of staff to work effectively with parents
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		Total: 5	Total: 354	

2022-2023 Barriers Summary

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (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].

#	Barrier (Including the specific subgroup)- Be specific	Steps you put in place to overcome barriers - Be specific
1	Language	ESOL Department communicates with families and translates documents, listening device used during large meetings.
2	Transportation	Parent Involvement Specialist maintains current certification for Title I vans
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Evidence-Based Interventions/Strategies

Evidence-based interventions are practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. The kind of evidence described in ESSA has generally been produced through formal studies and research. Under ESSA, there are four tiers, or levels, of evidence:

- **Tier 1 –Strong Evidence:** supported by one or more well-designed and well-implemented randomized control experimental studies.
- **Tier 2 –Moderate Evidence:** supported by one or more well-designed and well-implemented quasi-experimental studies.
- **Tier 3 –Promising Evidence:** supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
- **Tier 4 –Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a SEA, LEA, or outside research organization to determine their effectiveness.

NEW 2023-2024 Parental Involvement Activities

2023-2024 Building Capacity Activities

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116)]. 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)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement;

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness AND Tier (see previous page)	Cost Associated with Activity
1	Open House	Admin/Staff	Parents will meet their child's teacher and learn about their child's curriculum and how they can support their child's academic achievement at home.	August	Tier 4	\$0
3	Academic BINGO night	September	Parents will come to campus to first learn about curriculum and after school activities that are offered.	Q1 Academic		
7	Volunteer Orientation	Admin/Parent Involvement	Parents will learn about opportunities to assist in the classrooms and other areas of the school. This process improves school home relations and student achievement.	September	Tier 4	\$150
2	Annual Title I Meeting	Admin/Staff	Parents will be provided with the details of Title I including but not limited to budget availability, requirements, compact, and benefits.	September	Tier 4	\$0
4	12 Days of Storybook Characters	Admin/Enrichment Staff/Parent Involvement/Teaching Coaches	We will share recorded stories on different internet platforms for 12 days leading to a culminating event. We will hold a Zoom meeting and introduce Kahoot to our parents. The questions will apply directly to the 12 stories we share over the preceding days.	October	https://www.arts.gov/sites/default/files/arts-in-early-childhood-dec2015-rev.pdf https://www.curriculumassociates.com/research-and-efficacy/ready-evidence-impact	
5	Student Led Conferences	Admin/Teachers/School Staff	Parents will view student data binders and see student progress. Home to School	December Q2 Academic	Tier 3 https://justaskpublications.com/just-ask-	\$0

			connections will increase and improve academic progress.		resource-center/newsletters/professionalpractices/the-power-of-student-led-conferences/	\$500
6	Literacy Night	Admin/School Staff	Parents will learn about games and activities they can do with students at home to improve reading skills.	March Q3 Academic	Tier 1 Primavera, Judy. (2000). Enhancing Family Competence Through Literacy Activities. Journal of Prevention & Intervention in The Community. 20. 85-101. 10.1300/J005V20n01_07. Padak, N., Sapin, C., & Baycich, D. (2002). <i>A decade of family literacy: Programs, outcomes, and future prospects</i> . (ERIC Document No. ED 456 074).	
8	Math Night	Admin/math coach	Parents will come to campus and engage in academic related activities with the students.	April Q4 Academic	Tier 2 https://www.nsta.org/about/positions/parents.aspx	\$0
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2023-2024 Staff Training Activities

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, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

Activity	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness and Tier
1	School Messenger	Admin Team	Improved communication with parents will improve student achievement	August	
2	PLC Student Led Conference Training	Admin Team	Teaching students how to communicate about their progress will increase student achievement	November	
3	PLC Communication Expectations for Parent Communication, Conferences, Newsletters, Websites and Emails	Admin Team	Improve ability of staff to work effectively with parents	September	
4	Castle Training	Admin Team	Improved documentation and record sharing of parent communication logs	August	
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