

Lakeview Elementary Parent and Family Engagement Policy/Plan and

Procedures PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED

COMPONENTS

- A. Lakeview will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.

The development of the policy/plan during school level Parent Advisory Committee meetings will take place on or before October 30th of every school year. The Parent and Family Engagement Policy will be posted on Lakeview Elementary School's website and parents can request a hard copy from the main office. A copy will also be housed in the On-Site Parent Resource Center.

- B. 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 annual meeting will be on or before October 30th of every school year to which all parents of participating children shall be invited and encouraged to attend in person or virtually. During the 2023-2024 school year, the annual meetings were held on September 21st at 6:00pm, September 28th at 11:00am, and 5:30pm.

- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.

Parent Workshops offered at different times to accommodate the schedules of parents and families.

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.

Lakeview Elementary School has an organized, school-level Parent Advisory Committee made up of parents, grandparents, staff members with students who attend Lakeview Elementary School, and community partners. The parents are notified by newsletter, Robo Calls, social media, marquee, event reminder stickers, announcement boards, and LVES website, and flyers.

- E. Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can—

- be involved in the education of their children; and
- be active participants in assisting their children to—
 - attain English proficiency;
 - achieve at high levels within a well-rounded education; and
 - meet the challenging State academic standards expected of all students

Upon enrollment, Lakeview Elementary School will ensure that parents are connected with the PPS ELL program to assist with potential language barriers. We will provide families with pamphlets, flyers, and notices in the language appropriate to meet the needs of families in alignment with the school improvement plan.

- F Provide parents of participating children—

- 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 proficiency levels students are expected to meet;

- 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 practically possible.

Ensuring that appropriate notices and school-wide information is sent home in a timely manner, via newsletters, flyers, Robo Calls, the school website, Class Dojo, and other social media platforms. All notices and information will be aligned with the school improvement plan and include, but not be limited to: the school's academic performance and behavioral expectations, notice of parent/student engagement events, regular updates on student progress shared through progress reports and report cards and PowerSchool Parent Portal in a language in which they can understand.

G. If a schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

Data will be collected after all Title I events via a survey. The data will be shared and reviewed on the school level and district level to see the status of all events and programs. Unsatisfactory comments will be assessed for the growth and development of the school-wide program.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, 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.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.
- Provide frequent reports to parents on their child's progress.
- Provide parents with 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.

Parent-teacher conferences will be held at Lakeview Elementary School at least once per semester. They will also be held as needed throughout the school year with parents of students experiencing difficulty academically. Parent participation will be documented on student contact logs and/or school-wide conference tracking forms. The school will provide the following reports on student progress:

- Progress reports every 4 ½ weeks, Report cards every 9 weeks
- Communication folders weekly with work samples and updates on student performance
- Updates on student performance via technology platforms such as Parent Portal, Schoology, and/or Class Dojo
- SOL Parent Reports are mailed annually
- Standardized testing reports include but are not limited to: PALS, Quarterly Benchmarks, and GrowthAssessments, etc.

Staff will be available for consultation with parents via in person, by phone, or virtually (Zoom) before school, afterschool, and during daily planning periods. Additionally, Lakeview Elementary School will implement the following parent volunteer guidelines:

- Volunteer forms will be available in the main office for interested parents, family members, or community members. Lakeview has various opportunities to participate in the school throughout the year.
- Parents are able to schedule visits with the teachers to observe the classroom instruction and/or assist with student behavioral needs as needed.

BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.

State academic standards are reviewed with parents at the Annual Title I meeting and parents have an opportunity to ask questions. Additionally, parents have opportunities to conference with teachers throughout the school year at Lakeview Elementary to discuss their child's academic progress. Student progress reports are sent home with students every 4 1/2 weeks and Report Cards are sent home every 9 weeks. Conferences are automatically scheduled/held by the teacher for students receiving unsatisfactory marks (Us or Fs) in Reading or Math on their progress reports/report cards to discuss ways to improve with parents. Communication folders are sent home weekly with work samples and updates on student performance. SOL Parent Reports are mailed annually. Standardized testing reports include, but are not limited to: PALS, Growth Assessments, etc. These reports are distributed to parents as they become available. We will have a SOL Boot Camp to assist parents with increasing their capacity concerning the Standards of Learning.

- Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).

Lakeview Elementary School will provide families with pamphlets, flyers, packets and notices aligned with the school improvement plan to assist families with educational training to assist with the pursuit of academic excellence for their student(s). Parent workshops and events have been implemented to increase the knowledge of parents, students and staff in subject areas that need assistance (specifically reading and math). The following parent workshops include: Literacy Shed/Anti Bullying, PALS Parent Informational Workshop, Mystery Reading Night, Autism Awareness, SOL Family Night specific to Reading and Math, STEM and Arts activity.

- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.

Staff Meetings are held to implement professional development and provide general information to teachers and staff on parent engagement that are aligned with our school improvement plan. Pre-service Week - Parent Liaison Introduction of Parent Engagement for Lakeview (9/1/23, 9/21/23, 9/28/23) Staff Meetings Highlighting Parent Events and Tips: 9/13, 10/4, 11/1, 12/6, 1/3, 2/7, 3/6, 4/10, 5/1, 6/5

- Coordinate and integrate parent 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 parent engagement.

Lakeview Elementary School will collaborate with community partners, state entities, and neighboring schools to create events and workshops that will allow families to connect with needed resources. Lakeview Elementary School has an onsite Parent Resource Center available for families to assist with student academic achievement, as well as other needs families may have. In addition, Student Services, and Youth Risk Prevention are also district-available resources.

A list of specific workshops and events for this school year are as follows:

Date	Event/Workshop
9/01/2023	Meet and Greet
9/21/2023	Open House Kickoff and Title I Annual Meeting
9/28/2023	Title I Annual Meeting Zoom 11:00 AM & 5:30 PM
10/19/2023	Literacy Shed/Anti-Bullying
11/16/2023	PALS Workshop K-3
12/14/2023	Winter Wonderland
1/18/2023	Mapping Math
2/15/2023	Black History Living Museum
3/21/2023	STEM Night
4/19/2023	Cheer for Education Promotion/SOL Resource Events
5/16/2023	Muffins and Mom / Daddy, Me, and Tea Chat and Chew

- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

Ensuring that appropriate notices and information is sent home in a timely manner, via newsletters, flyers, robo calls, and social media platforms is of utmost importance. All notices and information will be aligned with our school improvement plan in the language that the families can understand.

The following are allowable activities:

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

In alignment with our school improvement plan, Lakeview Elementary School will include parents on the school and district level Parent Advisory Committee, Parent Compact Survey, Superintendent Advisory Committee and PLCs.

- 2) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.

In alignment with our school improvement plan, Lakeview Elementary School will host literacy events and training for parents and provide them with resources and tools to assist them with improving literacy for their child(ren).

- 3) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.

Lakeview Elementary School's Title I program is grant funded and may provide reasonable and necessary expenses in the ongoing planning of parent engaged events/workshops in line with the school improvement plan.

4) May train parents to enhance the involvement of other parents.

Lakeview Elementary School will implement volunteer trainings to assign tasks by administrators or the volunteer coordinator. The training will provide parents with skills to work in a school environment by assisting with school activities, making copies, organizing materials, academics, and mentoring students.

5) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.

Lakeview Elementary School provides parents with a variety of times to conduct arranged meetings or conferences.

To include, but limited to:

- Phone conferences
- Zoom/Virtual Meetings and or conferences
- Home Visits (as needed)

6) May adopt and implement model approaches to improving Parent and Family Engagement.

Lakeview Elementary School will continue to implement model approaches to improving Parent and Family Engagement such as: principal messages via robo calls, monthly newsletters, social media, family nights, and volunteer opportunities within the school.

7) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.

Lakeview Elementary School has two active parents that are current members of the district Parent Advisory Council that provides input on all matters relating to Parent and Family Engagement. Parents are allowed to share information.

8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities

Lakeview Elementary School has developed community partnerships, organizations, and businesses-please see below:

- Baby Boy Mentoring Program mentors Trailblazers (male student leadership group) and volunteers in the school/during after school activities;
- Kelli Marin Sprint Enhancers volunteer with school cheerleaders and performances for district-wide Math Madness basketball game, the Color Run, and provides community resources to families during workshops and school events;
- D.A.R.E provides information to families at Lakeview events and workshops on public safety and bullying among other activities;
- Shutanda Clayton donated school supplies and Thanksgiving Baskets to families;

- Thanksgiving baskets, and participated in Read Across America; and
- The National Sorority of Phi Delta Kappa, Incorporated donated school supplies, promoted Literacy by providing books for Student of the Month and participated in Read Across America.

We extend invitations to Title I Events/Workshops, PTA, Parent Workshops and Volunteer Opportunities.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies 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.

Lakeview Elementary School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand.

PART IV-ADOPTION – This Lakeview Elementary Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised Lakeview Elementary on 10/24/2023 and will be in effect for the period of 2023-2024. The school will distribute these Parent and Family Engagement

Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 10/30/2023.

Signature of Title I Authorized Representative

Date: 7/3/18/2017

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process: Name: Click or

tap here to enter text.

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8/3/18/2017

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:


Name: Kathy Mangum-Parker.

Signature:



Name: Cynthia Ferguson.

Signature:



Name: Brehon Anderson.

Signature:




Name: Lauren Roberts.

Signature:



Name: Jonathan Bradley.

Signature:



Name: Decarlos Anderson.

Signature:



Name: Ashneq Vann.

Signature:




Name: Camille Samuel.

Signature:



Name: Breshauna Derr.

Signature:



Name: Jamille Thomas.

Signature:

