

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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

<b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement	The mission of Lovell Elementary is to lead our students to success with the support and engagement of families and the community. Lovell Elementary strives to build a strong relationship between the school, the families and the community to help all students soar to the highest level of academic and social achievement, this is the driving force in a child's education and is a shared responsibility. Below you will find the delineated program and coordination for each school-based program.
--	---

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

plan will assist in providing high quality instruction for all learners?	
--	--

### Involvement of Parents

<p><b>2. Does the plan include:</b> 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]?</p>	<p>Lovell Elementary School will facilitate workshops and events throughout the school year to provide parents with strategies and techniques that they are able to use at home to enrich their child's(ren) learning. Lovell Elementary uses the following methods to communicate with parents:</p> <ul style="list-style-type: none"> <li>✓ Communication in English and Spanish</li> <li>✓ Student planners</li> <li>✓ Flyers</li> <li>✓ Newsletters</li> <li>✓ Connect Orange messages</li> <li>✓ The school marquee</li> <li>✓ School website</li> <li>✓ Email</li> <li>✓ Electronic communication tools: Remind, Talking Points, etc</li> </ul> <p>At Lovell Elementary parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision of how funds for Title I will be used by:</p> <p><b>Attending</b></p> <ul style="list-style-type: none"> <li>• School Advisory Council (SAC) meetings</li> <li>• Multilingual Parent Leadership Council (MPLC) meetings</li> <li>• Title I Annual Meeting</li> </ul> <p><b>Participating In</b></p> <ul style="list-style-type: none"> <li>• Parent and family engagement capacity-building activities</li> </ul> <p><b>Reviewing</b></p> <ul style="list-style-type: none"> <li>• Academic data</li> <li>• Previous school year Parent and Family Engagement Plan</li> </ul>
---	--

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

### Coordination and Integration with Other Federal Programs

<b>3. Does the plan include:</b> 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]?	Lovell Elementary will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child(ren) at home through the implementation of various best practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program.
<b>Program</b>	<b>Coordination</b>
<b>Migrant Services</b>	The school will identify the families that are receiving Migrant Services and will provide them with information about trainings regarding the Leadership Academy for Migrant Participants (LAMP). We will provide resources such as clothing, school supplies , and food as needed.
<b>Title I</b>	We will provide training sessions to parents through the Parent Academy offered by the District. In addition, we will have our annual Title I meeting and SAC meetings to provide parents information regarding their children's education. Flyers, phone messages and communication through the PTO and SAC are used to inform and encourage parent participation.
<b>Title II</b>	Professional instruction and academic support is reviewed with parents and staff members to promote positive relationships between parents and the school.
<b>IDEA</b>	Supplemental instruction and academic support is reviewed with parents of ESE students during the planning and development of the IEPs and 504 plans.
<b>Title III</b>	Through the Multilingual Parent Leadership Council and Multilingual Parent Liaison, we are going to provide trainings and workshops to parents about English Language Development, tests, supporting their children to succeed in school.
<b>Title X</b>	McKinney Vento Program provides support to our homeless students.

### Annual Parent Meeting

<b>4. Does the plan include:</b> 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	Lovell will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods: <ul style="list-style-type: none"> <li>• Annual Yearly Progress (AYP) via Powerpoint Presentation and handouts</li> <li>• School Choice via district handouts and policies</li> <li>• The rights of parents via brochure and other resources</li> </ul> Parents and families are informed of the nature of the Title I program by the following statement:
---	---

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

<p>Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>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?</p>	<p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 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/Migrant Programs administer 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 (LOA) 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 a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private school and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p> <p>For more information please visit the <a href="#">Florida Department of Education, Office of Title I Programs and Academic Intervention Services</a>, and our district's <a href="#">Title I website</a>.</p> <p>Below are the specific steps that Lovell Elementary will take to conduct the Title I Annual Meeting</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Right to Know notice sent home to parents in English and/or other languages	Title I Coordinator	August 2023	Copy of notice with date of dissemination
Annual meeting date advertised	School Administrator, PEL	September 2023	Sign in sheets, pictures posted on various platforms
Agenda and presentation materials developed	Title I Coordinator	September 2023	Copies of presentation
Connect Orange Message sent	School Administrator	September 2023	Copies of message
Develop Sign In sheets	Title I Coordinator	September 2023	Sign in sheets for classrooms
Conduct Title I Annual Meeting	School Administrator	September 2023	Copies of agenda and presentation
Maintain documents	Title I Coordinator	ongoing	Copies of all documents

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

### Flexible Parent Meetings

<p><b>5. Does the plan include:</b> How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>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]?</p>	<p>Parent participation is a major priority and the staff at Lovell Elementary believes that parent involvement is an integral part of successful student achievement. The staff at Lovell have developed a plan to offer parent meetings on a flexible schedule to accommodate the working parents.</p> <ul style="list-style-type: none"> <li>● Morning, afternoon, and evening opportunities for activities and teacher conferences</li> <li>● Developing and distributing a yearlong calendar in the first weeks of school and updating as needed</li> <li>● Conduct parent surveys and use results to accommodate most requested times for school-wide activities</li> </ul> <p>Report Card conferences are offered twice a year at the end of the 1st quarter and beginning of 3<sup>rd</sup> quarter grading periods. Teachers will work to schedule these meetings with parents. They will offer options of face-to-face, virtual, or phone conferences. In addition, monthly SAC/PTA meetings are held beginning at 4:30pm both in person and virtually. Educational workshops, and IEP meetings are scheduled in the mornings and evenings to provide opportunities for both parents and teachers to participate. When necessary home visits are conducted with the social worker, counselor, and administration upon request.</p>
---	--

### Building Capacity

<p><b>6. Does the plan include:</b> How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to</p>	<p>Lovell Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partner in Education (PIE) coordinators as well as our ADDitions coordinators.</p> <p>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 family.</p> <p>Below are the specific steps that Lovell Elementary will take to build capacity for meaningful parent and family engagement.</p>
---	--

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

work with their child(ren)?  How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?				
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Cultural Events: Multicultural, Hispanic Heritage Month, Black History Month and Holiday events	Instructional Staff and parent volunteers	Will increase the background knowledge of students, parents, and faculty as it pertains to the diversity present at our school	October 2023 - May 2024	Flyer, Marquee, Parent Connect Ed, Website, Facebook, Handouts, Twitter, Talking Points, Parent Surveys
Winter Concert, Spring Concert, Drama Club productions	Instructional Staff and parent volunteers	The culturally rich programs will enhance parent knowledge, as well as promote students' self-esteem and enrich their cultural awareness.	December 2023 - May 2024	Flyer, Marquee, Parent Connect Ed, Website, Facebook, Handouts, Twitter, Talking Points, Parent Surveys
Family Night Series (Reading, Math, Science, Writing, STEAM, Assessment)	Curriculum Coaches and Teachers	Students will engage in hands-on activities which will facilitate the development of key content-area components. Additionally, these engaging activities will enhance students' and parent motivation along with their self-esteem. The products of the activities will be displayed in classrooms and during other events.	November 2023 - April 2024	Flyer, Marquee, Parent Connect Ed, Website, Facebook, Handouts, Twitter, Talking Points, Parent Surveys
		Parents will be provided with vital information regarding the		Flyer, Marquee, Parent Connect Ed, Website, Facebook,

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

Parent State Testing Information Session	Instructional Coaches and Administration	various new state assessments administered throughout the year. Parents will be given various techniques and strategies to support the students as they build their self confidence and increase student achievement.	March 2024 All Families	Handouts, Twitter, Talking Points, Parent Surveys, agendas, sign in sheets
ESOL Workshops	CCT Contact Multilingual Parent Leadership Council	Parents will be offered multiple opportunities to participate in trainings.	October 2023 - March 2024	Flier, Marquee, Parent Connect Ed, Website, Facebook, Handouts, Twitter, Talking Points, Parent Surveys, Parent Sign in sheets, Agenda
Report Card Conference Night	Instructional Staff	Teachers will schedule individual conferences to discuss each child's academic goals, expectations, social and emotional needs for the school throughout the year.	October 2023 - January 2024	Flier, Marquee, Parent Connect Ed, Website, Facebook, Handouts, Twitter, Talking Points, Parent Surveys, Parent Sign in sheets, Agenda

### Staff Development

<p><b>7. Does the plan include:</b> 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</p>	<p>Lovell Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities and tasks that Lovell Elementary will implement to build capacity for meaningful parent and family engagement.</p>
---	---

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

<p>contributions of parents/families?</p> <ul style="list-style-type: none"> <li>- in how to reach out to, communicate with, and work with parents/families as equal partners?</li> <li>- in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</li> </ul>				
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Overview of PFEP to faculty, staff and families	Title I Coordinator	Information and strategies received will lead to increased parental involvement and hence student achievement.	October 2022	Parent and staff surveys
ADDitions volunteer trainings (via email)	ADDitions Coordinator and/or PIE Coordinator	Volunteer coordinator will learn effective procedures for managing volunteers who assist at school in order to increase student achievement	Ongoing	Teacher and Parent Feedback
Involve staff in the creation of the PFEP and the process of reviewing/creating the school improvement plan	School Administration and/or Title I Coordinator	To establish the understanding that parental engagement and parent communication with the school is vital	Ongoing	Teacher Feedback
Effective communication with parents and staff	School Administration, Teachers, PEL	To establish the understanding that parental engagement and involvement is dependent on clear, concise communication with teachers.	Ongoing	Parent and staff surveys



## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

### Other Activities

<p><b>8. Does the plan include:</b> 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]?</p>	<p>Lovell Elementary will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:</p> <ul style="list-style-type: none"> <li>• The ESE and Guidance office has a resource center that includes information about but is not limited to the following <ul style="list-style-type: none"> <li>○ Homeless Education</li> <li>○ Retention</li> <li>○ Counseling Services Exceptional Education Services</li> <li>○ Behavioral Support Services</li> <li>○ And other resources outside of the school</li> </ul> </li> <li>• The Media Center offers computer access to allow students and parents access to district applications and other materials during extended hours</li> <li>• District Parent Academy and Virtual Academy events offered throughout the year</li> </ul> <p>Below are the specific activities and tasks that Lovell Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren).</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Media Center	Media Specialist, Parent Engagement Liaison	ongoing	Promote and support responsible parenting, enables parents the ability to check out materials for additional practice
Daily availability for ADDition volunteer sign up	Clerks, Parent Engagement Liaison, ADDitions Coordinator	ongoing	Parents/guardians are volunteering at events and in the classroom
Virtual Academy	Parent Engagement Liaison	throughout the school year	parent registration, sign in sheets
Parent Academy	Parent Engagement Liaison	throughout the school year	parent registration, sign in sheets

### Communication

<p><b>9. Does the plan include:</b> How the school will provide timely information about the Title I programs?  How the school will describe and explain</p>	<p>Lovell Elementary will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> <li>• Hosting the Title I Annual Meeting</li> <li>• Conducting quarterly New Parent Orientation for parents new to the school to cover Title I programs</li> </ul>
--	---

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

<p>the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p> <p>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)?</p> <p>How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> <li>● School Compact</li> <li>● Report Card Nights</li> <li>● Skyward</li> <li>● Planners</li> <li>● Parent Conferences</li> <li>● School Advisory Council and PTA</li> <li>● Connect Orange Messages</li> <li>● School social media communication methods</li> </ul> <p>Parents will be included in the formulation of suggestions and decision-making through the following:</p> <ul style="list-style-type: none"> <li>● One-on-one meetings with teachers, administrators, and/or support personnel</li> <li>● Parent Surveys</li> <li>● Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact</li> </ul> <p>If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review and needed updates.</p>
--	---

### Accessibility

<p><b>10. Does the plan include:</b></p> <p>A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p> <p>A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable,</p>	<p>Lovell Elementary will establish a host of opportunities for parents and families to participate in school activities in the following ways:</p> <ul style="list-style-type: none"> <li>● Family Nights will be presented in multiple languages to service our ELL families</li> <li>● Offer activities at multiple times throughout the day for parents and families to participate during the morning, afternoon, and evening</li> </ul> <p>We will share information through various platforms in multiple languages in order to reach the highest number of parents and families. The following outlines some of the methods:</p> <ul style="list-style-type: none"> <li>● Home-to-school and school-to-home communication in English and Spanish</li> <li>● Student planners</li> <li>● Fliers</li> </ul>
---	---

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

uniform format, and in languages that the parents/families can understand?	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Connect Ed messages</li> <li>• School Website</li> <li>• Email</li> <li>• Class Dojo</li> </ul> Social Media platforms
--	--

### Discretionary Activities

<b>11. Does the plan include:</b> 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.)	<p>Lovell Elementary will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that Lovell Elementary will implement that are funded by Title I, Part A.</p>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Provide training opportunities to parents to enhance their engagement in the school setting	Administration, Instructional Staff, PEL	Increase the engagement of parents and their knowledge of student level of performance and needs in the classroom	Ongoing	Sign In Sheets, Surveys from parent programs
Maximizing Parental Engagement and participation in their children's education by arranging school meetings at a variety of times, in person or virtual, and including all parties involved in the child's educational progress	Administration, Guidance Counselor, and Parent Engagement Liaison	The goal is to build a strong relationship between school, home, and the community to help all students succeed	Ongoing	Sign-in sheets, Parent

## 2023-2024 Parent and Family Engagement Plan

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

### Barriers

<p><b>12. Does the plan include:</b> A description of the barriers that hindered participation by parents during the previous school year?</p> <p>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])?</p>	<p>After reviewing 2022-2023 Parent and Family Engagement Plan and parent feedback throughout the year, Lovell Elementary acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> <li>• Lack of space for such large crowds</li> <li>• Transportation for families to get to school and learn about information</li> <li>• Language barriers preventing parents from engaging in content presented at meetings</li> </ul>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Limited English speaking parents (ELL)	Offer and provide Spanish translation as needed, including during school meetings and presentations.
Parents' work schedules and transportation (FRL)	Continue providing training at different dates and times throughout the year. Connect Ed calls to follow up. Teachers will encourage parents to check student agendas during the Title I Annual Meeting
Lack of space at events	Utilize additional rooms and outdoor space when possible so that families can spread out and engage in a meaningful way with content being presented

## 2023-2024 Parent and Family Engagement Plan

School Name	Lovell Elementary School
LEA	Orange County Public Schools

### School-Parent Compact


<b>13. Does the plan include:</b> 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?	<b>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</b>
--	---

### 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

This policy/plan was adopted by the school on October 17, 2023 and will be in effect for the period of one (1) year.

The School will distribute this policy to all parents of participating Title I, Part A children on or before 11/1/2023.

Signature of Authorized Personnel	
Date	<u>10/19/23</u>

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.

## **2023-2024 Parent and Family Engagement Plan**

<b>School Name</b>	<b>Lovell Elementary School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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
- 2023-2024 School Compact