

## 2023-2024 Parent and Family Engagement Plan

School Name	Lockhart Middle School
LEA	Orange County Public Schools

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

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?  How the parent and family engagement	The mission at Lockhart Middle School is to lead our students to success with the support and engagement of families and the community. Lockhart Middle School encourages all parents to be involved in all aspects of its programs. Shared responsibility is essential in our students' education/ We will work in conjunction with parents and families to plan for and provide meaningful
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plan will assist in providing high quality instruction for all learners?	activities and events that support instruction needed for the various learners within Lockhart Middle School. Activities and events include but are not limited to hosting curriculum nights that are aligned to grade-level standards to provide strategies for parents when working with students at home.
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### Involvement of Parents

<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]?	Lockhart Middle School is committed to organizing ongoing and timely manner of involving parents through the following methods: <ul style="list-style-type: none"> <li>● Home to school and school to home communication in English and/or other languages</li> <li>● Flyers</li> <li>● Newsletters</li> <li>● Email</li> <li>● TalkingPoints</li> <li>● Parent/Teacher Conferences</li> <li>● Quarterly Parent/Teacher Nights</li> <li>● And other known best practices</li> </ul>
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### 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]?	Lockhart Middle School will coordinate and integrate parent and family engagement by providing activities and events throughout the school year. Activities and events will support, encourage and provide parents with research based best practices for working with their students' at home.
<b>Program</b>	<b>Coordination</b>

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Title I	Administrators and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement in students' various learning environments school and home.
Title II	<b>Professional Development modules will be provided throughout the school year to address parent and family engagement with teachers and staff.</b>
Title III	<b>The Curriculum Compliance Teacher (CCT) ensures that our English Language Learners (ELLs) are having their educational needs met.</b>
Title X	District Social Workers, Guidance Counselors, and Support Staff provide resources to those students identified as homeless under the McKinney-Vento Act.

### Annual Parent Meeting

<p><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?</p> <p>A description of the nature of the Title I 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>Lockhart Middle School will host an annual Title I meeting to inform parents and families of children participating in Title I programs at the beginning of the school year, during Open House. The annual meeting will educate parents via the use of PowerPoint Presentations and handout of the Title I Compact.</p> <p>The description of the nature of the Title I Program shared with parents is as follows:</p> <p>Title I Part A provides local educational agencies (LEA) resources that help children gain a high-quality education and the skills to master the Florida Standards. Title I provides additional resources to schools with economically disadvantaged students. These resources provide additional teachers, parent involvement activities, and other activities designed to raise student achievement. Two models are used in Title I schools to provide these services. School-wide reform models provide all students with access and services. Targeted assistance models provide services to select students in Title I schools. For more information, please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <a href="http://www.fldoe.org/bsa/title1compile.asp">http://www.fldoe.org/bsa/title1compile.asp</a> or our district's Title I website at <a href="http://www.ocps.net/departments/titlei">http://www.ocps.net/departments/titlei</a> Below are the specific steps that Lockhart Middle School will take to conduct the Title I annual meeting.</p>		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>

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Notices sent home to parents	School Administrators	August/September 2023	Connect Orange detailed report
Online Flier	School Administrators	August/September 2023	Flyer posted online via the homepage and social media
Marquee	School Secretary	August/September 2023	Copy of sign-in sheets
Newsletter	School Administrators	August/September 2023	Copy of sign-in sheets
Conduct Title I Annual Meeting	Title I Coordinator	September 2023	Copy of sign-in sheets
Maintain Documents	Title I Coordinator	September 2023	Copies of all documents
Announcements, Reminders and Messages via TalkingPoints	Secondary Engagement Liaison	Year long	Copies of analytics

### 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>Lockhart Middle School will offer a flexible number of meetings over several days a week, weekly. Activities and events will also be available for students and their families before and after school.</p>
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### 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</p>	<p>Lockhart Middle School is committed to building capacity of all key stakeholders who play a vital role in our students' academic success. We provide workshops and activities that strengthen these relationships throughout the year. Community members and organizations can volunteer to support through our Partners in Education (PIE) Coordinators as well as our ADDitions Coordinators.</p>
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<p>community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Our Secondary Engagement Liaison (SEL) will be the main point of contact for parents to receive resources, support, and information about activities that engage parents and family.</p> <p>Below are specific steps that Lockhart Middle will take to build capacity for meaningful parent and family engagement.</p>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Meet the Teacher	Instructional Staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 2023	Sign-In Sheets Flyer
Open House	Instructional Staff	Teachers will welcome parents back to their classrooms and provide updates on instruction.	September 2023	Sign-In Sheets Flyer
CASE Night	CASE Coordinator Administrators	This event affords parents an in-depth picture of the skills the students are learning and showcases what students have been involved in during the first quarter of the school year.	November 2023	Sign-In Sheets Flyer
PTSA	Secondary Engagement Liaison	Parents and Students will have the opportunity to collaborate with Teachers to make decisions on behalf of the student body and school culture.	Monthly 2023-2024	Sign-In Sheets Membership & Dues
Parent Conferences	Administrators, Parents, Teachers, Students, and SEL	Affords parents the opportunity to discuss their	September 2023- May 2024	Meeting Calendar

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		students' academic progress		
Literacy Night	Administrators, Teachers, Media Specialist	This event allows for hands-on activities that students and parents can do together to enhance their reading skills	March 2024	Sign-in sheets Agendas Flyers
Community Teach-In	Authorized school personnel, PIE Coordinator, SEL, Administrators	This event introduces students to different careers in our community	November 2023	Sign-in sheets Agendas Flyers

### 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 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]?</p>	<p>Lockhart Middle School is dedicated to building the capacity of all school staff. Throughout the year, various professional development activities are provided for continuous learning of instructional, specialized support personnel, other school leaders (coaches, testing coordinators, etc.) and staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities and tasks that Lockhart Middle will implement to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
<b>Parent and Family Engagement</b>	SEL		TBA Title I	Sign-in sheets

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<b>Professional Development Module 1</b>	Title I Coordinator			Exit Slips
<b>Parent and Family Engagement Professional Development Module 2</b>	SEL Title I Coordinator		TBA Title I	Sign-in sheets Exit Slips
<b>Parent and Family Engagement Professional Development Module 3</b>	SEL Title I Coordinator		TBA Title I	Sign-in sheets Exit slips
<b>Parent and Family Engagement Professional Development Module 4</b>	SEL Title I Coordinator		TBA Title I	Sign-in sheets Exit Slips
<b>Staff Development</b>	School Administrators	Focused professional development training for teachers that will improve the academic advancement of our students and build positive relationships with our parents.	August 2023-May2024	Sign-in sheets Exit Slips

### Other Activities

<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]?	Lockhart Middle will use other avenues as well to encourage and support parents in fully participating in the education of their child/children.  There are also District Parent Academy and Virtual Academy events offered throughout the year.		
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Parent Academy	Secondary Engagement Liaison	TBA	Flyers Sign-In Sheets

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Virtual Academy	Secondary Engagement Liaison	TBA	Flyers Sign-In Sheets

### Communication

<p><b>9. Does the plan include:</b> How the school will provide timely information about the Title I programs?</p> <p>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?</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>Lockhart Middle School parents will be provided school-related information through the methods listed below:</p> <ul style="list-style-type: none"> <li>● Flyers sent home</li> <li>● School website</li> <li>● School newsletter</li> <li>● Marquee in front of the school</li> <li>● Connect Orange sent by the administration</li> <li>● Progress Reports</li> <li>● Quarterly Report Cards</li> <li>● Social Media</li> <li>● Information placed in the front office to inform/remind parents of curriculum/assessments/expectations</li> </ul> <p>Flyers will be sent home in multiple languages to meet the needs of our ESOL families. Parents are encouraged to schedule parent/teacher conferences at any time if they have questions or concerns.</p>
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### Accessibility

<p><b>10. Does the plan include:</b> A description of how the school will provide</p>	<p>Lockhart Middle will provide full opportunities for participation in parent and family engagement through the methods listed below:</p>
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<p>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 an parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?</p>	<ul style="list-style-type: none"> <li>• Information sent home in multiple languages</li> <li>• Staff members volunteer to translate and provide additional assistance to parents who have language barriers</li> <li>• School events will take place on the first level of the building</li> <li>• The school is equipped with working elevators for parents with physical impairments</li> <li>• Sign language interpreter provided as needed</li> </ul>
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### Discretionary Activities

<p><b>11. Does the plan include:</b></p> <p>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>	<p>Lockhart Middle will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, the activities will support student learning and achievement.</p> <p>Below are additional activities that Lockhart Middle 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>
Providing necessary literacy training for parents	Media Specialist  Administration  Teachers and PTSA/SAC Committees	Parents are taught various strategies to improve their child's literacy thus improving overall student success	December 2023  February 2024	Sign-in sheets  Parent Program Survey

### Barriers

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<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>Lockhart Middle reviewed the Parent and Family Engagement Plan as well as feedback and acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> <li>● Language</li> <li>● Parent work schedules/Times of events</li> <li>● Single parent household/Transportation</li> </ul>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Language Barrier (ELL)	<p>Translators/Interpreter line</p> <p>Send information home in students' native language</p> <p>Partner with Orange County Public Library to offer free English classes</p> <p>Utilize TalkingPoints to eliminate any language barriers</p>
Parent work schedules	<p>Provide flexible meeting times (several days a week)</p> <p>Virtual options</p> <p>Monthly calendar shared via newsletter for advance notice</p>

### School-Parent Compact

<p><b>13. Does the plan include:</b>  As a component of the school-level parental involvement</p>	<p><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></p>
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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?	
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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

This policy/plan was adopted by the school on and will be in effect for the period of .


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

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<b>Signature of Authorized Personnel</b>	
<b>Date</b>	

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

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

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- Parent Feedback Summary of PFEP Evaluation
- Parent and Family Engagement Activities Tracking Form