

## LAKE FOREST ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Karla Hutchinson, 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

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- 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 parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].



Signature of Principal or Designee

Date Signed

## Mission Statement

At Lake Forest Elementary we see education as a cooperative enterprise of the school, home and community.

We strive to educate the whole child through academic, social and emotional experiences that will challenge the intellectual abilities of the child in order for them to become prosperous and successful citizens of society.

Our mission is to ensure that all students at Lake Forest Elementary, have the opportunity to be academically, socially, and emotionally successful, in order for them to become productive citizens.

## Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Parents will be given the opportunity to be involved through SAC, as well as through the yearly Title I Annual Meeting. SAC members are recruited through school newsletters, phone homes and recommendations by parents and teachers. Parents attending SAC are provided the opportunity for parent input. At the completion of each Title I activity, an evaluation form will be provided for parent suggestions and input.

## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Kindergarten Roundup	The school will advertise Kindergarten Round-Up, district sponsored activities through various methods will be presented. The Title I department provides "Ready for School" folders for distribution to students and parents.

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Scheduling Annual Meeting	Title I Lead Teacher & Principal	July 2017	Copy of Agenda
2	Advertisement of Annual Meeting- Phone Home, Marquee, Flyers	Title I Lead Teacher	August 2017	Copy of Flyer, Picture of Marquee
3	Developing Meeting Agenda	Title I Lead Teacher	August 2017	Copy of Agenda
4	Prepare Presentation- PowerPoint, handouts	Title I Lead Teacher	August 2017	Copy of Presentation, Handouts
5	Conduct Meeting	Title I Lead Teacher & Principal	September 2017	Agenda, Minutes, Parent Evaluation, Sign-In Sheets

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

### Response:

Lake Forest's administrators and staff are committed to parent involvement. Parent meeting times will occur on a flexible schedule, ranging from early morning during the school day, to early evening meetings. All meetings will provide parent strategies and activities for home. Occasionally books and resources for parents and children to utilize at home will be provided. During most parent events in the evenings meals will be provided for families. Home visits will be conducted on an as needed basis.

## Building Capacity

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 1118(e)]. 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 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Building Communities-Meet the Teacher	Teachers & Administrators	Building a bridge between home and school	August 2017	Agenda, Sign-In Sheets
2	Class Expectations in Curriculum & Behavior-Open House	Teachers & Administrators	Student Academic Achievement	September 2017	Agenda, Sign-In Sheets
3	Planning for Success	Principal, Title I Team, FCIM, AP	Parents and Students are introduced to student planners as a powerful method for increasing student achievement and communication between home and school.	Sept. 2017- Oct. 2017	Sign-In Sheets, Agenda, Evaluations
4	Share student progress with parents: district and school assessments-Parent Conference Nights	Title I Staff & Teachers	Increase student proficiency on FSA: Quarterly Assessments	Oct.2017 Jan. 2018 April 2018	Agenda, Sign-In Sheet, Evaluations
5	Family Math Night	Title I Staff, Teachers & Administration	Math activities that can be implemented at home to reinforce math concepts thus increasing student math achievement	Nov. 2017	Agenda; Sign-In Sheet, Evaluation
6	Books & Burgers	Title I Lead Teacher & Administration	Encourage student reading interest thus increase student reading achievement	Nov. 2017	Agenda, Sign-In Sheet, Evaluations
7	FSA Grade 3-5 Parent Workshop	Title I Lead Teacher & Teachers	Student proficiency on FSA	Feb. 2018	Agenda, Sign-In Sheet, Evaluations

8	Family Science Night	Title I Lead Teacher, Administration, & Teaches	Science activities for home to reinforce concepts taught at school thus increasing student science achievement	May 2018	
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## Staff Training

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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Smarty Ants- Teachers will receive professional development on analyzing student progress on Smarty Ants.	AP; District Staff	Increase student achievement	1 <sup>st</sup> semester 2017	Teacher Sign-In
2	Achieve3000 and Thinking Maps- Teachers will receive professional development on using Thinking Maps and Achieve 3000 data to implement instructional routines	AP; Title I Lead	Increase student achievement	1 per nine weeks	Teacher Sign-In; Agenda
3	Home-School Compact Planner Training	Title I Lead Teacher & Teachers	Improve communication between home and school to increase student achievement	Fall 2017	Communication logs, Teacher Sign-In
4	CHAMPS	AP	Improve classroom structure for success by teaching expectations, correcting misbehavior and interacting positively with students.	Fall 2017	Communication logs, Teacher Sign-In

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:** The Title I Lead Teacher will distribute Title I Newsletters to the appropriate grade levels, as well as posting copies in the Title I Parent Resource Area. The Title I Parent Resource Area in the front hallway will continue to provide parents with resources and Title I Information. This location will be shared with parents via the school website, school newsletter and annual parent meeting, as well as during parent classroom visitations.

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- 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[Section 1118(c)(4)(C)]; and
- If the school-wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:** Parents will have the opportunity to obtain information about programs, curriculum and academic assessments by attending the Title I Annual Meeting, Open House, Parent/Teacher conferences and Title I Meetings. The dissemination of the Parents' Rights letter in September is also another means of communication. The required signature and return of the cover letter indicates that the parents received the Parents' Rights Letter and Home School Compact. School events such as Parent Workshops, Math & Science Nights, Educational Planning and Individualized Educational Planning Meetings are also ways parents get the opportunity to participate and give suggestions. The phone home system, school marquee, school newsletters and website, teacher websites and student planners/folders will also be utilized in parent communication.

## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

**Response:** Parents will receive information through monthly parent letters and calendar of events from the principal, quarterly PTA School Newsletters, teacher newsletter, phone homes and daily individual student agendas. The school website will also be a place of communication for our parents. The school will review the ELL student list quarterly to determine if parents need translations of documents. The Trans Act website has various forms and letters available for reproduction.

## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:  
 \_ Not Applicable

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participating in their child's education by arranging school meetings at a variety of times or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.	Meetings are scheduled at various times before, after, and during the school day. Teachers have conferences at school as well as in homes if necessary.	Principal and All Staff	Enhance parent communication and involvement	2017-2018

2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.	The school works with business partners and local community churches to provide tutoring, mentoring and financial assistance and school support.	Principal	Increase community involvement	2017-2018
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