## LAKE TRAFFORD ELEMENTARY SCHL Title I, Part A Parental Involvement Plan

I, Elizabeth Joy Alvarez , 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)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** Communication is the foundation for all parent/family involvement activities. This policy promotes clear, effective, meaningful and continuous two-way communication between home and school. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Parents of children attending LTE Elementary School will receive timely information about the Title I program. Reasonable efforts shall be made to communicate with parents in their primary language whenever possible. Information related to the school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practical, in a language the parents can understand. Parents involved in our SAC committee assist in developing and discussing the activities that are in the best interest of the school and community. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Books and Bagels | Instructional coaches will work side by side with families to provide opportunities to learn reading strategies and set a routine for reading at home promoting a love of reading |
| 2 | Math and Muffins | Instructional coaches introduce parents to math strategies that will promote understanding of mathematical practices |
| 3 | Curriculum Night/Student Led Conferences | Evening event to allow students to introduce their personal academic goals and discuss academic growth with parents |
| 4 | Meet the Teacher | School introduction activity to acquaint parents to school expectations, faculty and staff |
| 5 | Literacy at the Lake | Family evening event to promote literacy in all content areas |
| 6 | Parent Involvement Academy | Topics ranging from College to Career Readiness to Achieving Success through reading |
| 7 | Parent University | Courses designed to provide information and hands on strategies to help parents assist their children with school work at home |
| 8 | Science and Salsa | Instrutional coaches work with families to provide opportunities for studens and families to conduct simple inquiry -based science activities |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I Meeting/Title I Schoolwide Plan | Principal | August 2015 | Parent meeting, sign-in sheets maintained in office |

**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)].

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| **Response:** As a school community, meetings are held to insure maximum participation with flexibility based on family work schedules. The SAC meetings, home and family connections meetings (Books and Bagels, Math and Muffin and Science and Salsa ) provide parents an opportunity to learn during school and non-school hours.     Child care assistance is available during SAC meetings to provide more opportunities for parents with non-school age children to participate.    A familycenter has been established with a parent involvement staff member to provide tips for parents and volunteer activities for the classroom. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Notes | Principal | Provide parents and students information on what goals are needed to be profiecient for the next quarter | 4 times per year | student progress reports |
| 2 | Books and Bagels | Academic Coaches/ Assistant Principals | Specific grade level strategies to improve phonemic awareness and comprehension | 2 times per year | Sign-in sheets |
| 3 | Math and Muffins | Academic Coaches/ Assistant Principals | Specific grade level strategies to improve mathematical practices | 2 times per year | Sign-in sheets |
| 4 | Literacy at the Lake | Building Leadership Team/ Teachers | Family Literacy Activity designed to give parents and their children a time, a place, and | Yearly | Sign-in sheets |
| 5 | Parent monthly information letter | Building Leadership Team | Informational newsletter distributed to families pinpointing school events and opportunities for families to become engaged with the school | Monthly | SAC meeting discussions and surveys |
| 6 | Science and Salsa | Building Leadership Team | Specific grade level strategies for improving science inquiry | 2 times per year | sign in sheets |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Leading effective student/teacher/parent confernces | Principal, school staff | Teachers will lead effective confernces informing stakeholders of student needs | On-going | Student led conference / parent/teacher conferences |
| 2 | Parent University | Principal,school staff | Develop a group of informed, empowered parents to raise confident, college and career ready children | On-going | Sign In sheets |
| 3 | School wide Book Study- "Engaging Students with Poverty in Mind" | Principal, school staff | Teachers will praticipate in a book study and complete questions for meaningful collaborative discussions | On-going | Sign In sheets, improved academic gains |

**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)].

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| **Response:** Parent university groups will be formed providing the school an opportunity to collaborate with parents. This program is designed to increase parent involvement and empower parents in raising successful life-long learners.  Family Center established to provide academic resources and additional volunteer opportunities for parents. |

**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 schoolwide 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)].

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| **Response:** SAC meetings and literacy morning events provide parents the opportunity to give input and review information about the Title 1 programs. All parents are invited to attend these meetings. The school sends home a copy of grade level expectations to each family. Student Led Conferences are held bi-annually to increase home/school involvement. |

**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)].

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| **Response:** Reasonable efforts shall be made to communicate with parents in their primary language whenever possible. Information related to the school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. A family center has been established to offer educational and socializing opportunities. |

**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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | LTE will be working with the technical college to offer classes at the school site | Principal, | Parent’s knowledge will impact student performance | 2015 |

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.

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| [Uploaded Document](file:///C:\Users\alvaree1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\6OV5S1H6\fileUploads\110191_2015-2016_uploadEvidenceParentInput.doc) |

**Upload Parent-School Compact**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///C:\Users\alvaree1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\6OV5S1H6\fileUploads\110191_2015-2016_uploadCompact.docx) |

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload evidence of parent input in the development of the compact.

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| [Uploaded Document](file:///C:\Users\alvaree1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\6OV5S1H6\fileUploads\110191_2015-2016_uploadCompactEvidence.doc) |

## Evaluation of the previous year's Parental Involvement Plan

**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 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Literacy at the Lake | 1 | 194 | Display students ELA skils and encourage more reading at home |
| 2 | Books and Bagels | 4 | 67 | Promote a life long love of reading |
| 3 | Math and Muffins | 4 | 50 | Help parents learn how to solve math by showing their work |
| 4 | Connecting across all differences | 1 | 4 | Building a learning culture between home and school |
| 5 | Goal Setting | 1 | 7 | The importance of setting goals early |
| 6 | Kindergarten Round-up | 1 | 1 | Provide family information about kindergarten |
| 7 | 3rd Grade Academic Focus | 1 | 20 | Inform parent of the new assesment in 3rd grade |
| 8 | C'mon Science Night | 1 | 60 | Hands on science activities to encourage exploration and inquiry |

**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 1118 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | How data binders and student led-confences improve communication with parent | 5 | 62 | To improve communications with parents and school |
| 2 | Family Fall Festival | 1 | 62 | Improve climate with staff and community |
| 3 | Literacy at the Lake | 1 | 62 | Promote the love of reading and writing with families |

**Barriers**

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 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Limited English Proficiency | Translators at all meetings |
| 2 | Working schedules | Varied times for meetings |
| 3 | Limited number of parents with level 2 volunteer clearance | Access to required protocols for fingerprinting in local area |
| 4 | Fear due to documentation status | Re-establishment of a parenting center at the school site |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |