

# Prairie Lake Elementary School

## Title I Parent Involvement Plan

### **Mission Statement**

Prairie Lake Elementary School will engage all members of the learning community (students, parents, teachers, staff, and community) in a schoolwide plan to provide the skills and knowledge necessary for student to become active members of society.

To fulfill our Mission, Prairie Lake Elementary is committed to a strong and comprehensive educational program and learning environment which enhances self-esteem, provides role models, optimizes each child's potential develops lifelong love of learning, builds personal responsibility and accentuates individual respect. These tenets ensure that each student has the opportunity to acquire the skills necessary to become a responsible, productive citizen.

The fundamentals to our Mission is a commitment to the active involvement of a competent and caring staff, teamwork, shared leadership, the effective management of resources, and a safe and orderly learning environment. Furthermore, the staff at Prairie Lake Elementary strives to meet the individual needs of each student, taking into consideration their unique attributes and capabilities. High academic achievement by students is the utmost concern of the schools primary stakeholders, which includes parents, teachers, and administrators. Therefore, parental involvement is a key component to the success of the school.

We pride ourselves on our dedication to our students, families, community, each other our profession and continuous learning. We are driven by our core values, which includes the following:

- Value and honor of individual diversity in our students and their families
- Respect and support extended to each member of our professional relationships
- Honest and open communication as the foundation to our interactions
- Responsibility for the success of students
- Commitment to a proactive approach and positive attitudes which enhances self-esteem of students, staff, and families and further empowers the school community to achieve mutual goals

### **Assurances for the Involvement of Parents**

The Title I Committee works in conjunction with the School Advisory Council to review, plan, and improve school programs, including the parent involvement plan. The principal and the Title I Contact provide agendas of meetings and reminders for meetings to encourage participation. At the beginning of the school year, meetings are designed to educate parents on the purpose and

requirements of being a Title I school. The parent involvement budget is explained to parents. Parents, teacher, and staff are asked to offer suggestions for utilizing these funds. The Title I Contact provides forms for participants to offer suggestions in writing.

Parents are also notified that Prairie Lake has a schoolwide Title I program at the Annual Title I Parent Meeting, the first PTA meeting and at Open House. Parents are encouraged to submit suggestions to the Title I Contact via email, through the school website, or in writing. Display boards and materials are available throughout the year and at each school function. Through these modes, parents are informed of dates and times of upcoming meetings, at which times, their suggestions can be made available. Title I is also a separate section on the school's website, which will be updated with timely information and will house a copy of the Title I Plan, including the Parent Involvement Plan. The website will also provide a link to the Title I School Contact and monthly calendar. Feedback will also be received through the use of parent feedback forms as well as the Spring Title I Surveys. Parents also provide email address and consent to use email as a line of communication.

Title I is a regular agenda item on the School Advisory Committee and at faculty and grade level meetings. Several meetings will occur throughout the school year to discuss and plan parent involvement activities as related to school events. Meetings will be planned for before and after school, allowing more parents to attend.

During the first semester of the school year, evening parent conferences will be scheduled to discuss student progress. To provide flexibility and ensure all parents are accommodated, conferences may also be scheduled before school or during a teacher's planning time as needed throughout the year. Telephone conferences also provide flexible options. The School Social Worker will also make home visits concern any school related issues. Title I funds will be used to provide educational incentives to students whose parents participate.

As part of our school's 3 for Me program, which encourages parents to be involved in at least 3 school activities or events, a variety of day and evening parent involvement activities will be provided throughout the year, including:

- Monthly Parent Academy Workshops
- Monthly Breakfast Learning Series Workshops
- Florida Standards Testing Parent Night
- Open House

The school will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I Programs at the beginning of the year during the Title I Annual Meeting. The school's principal will provide a monthly newsletter and calendar to inform parents of any new information and remind them of information that was already sent home. The guidance counselor will have many resources available for parents. These documents will be translated when needed. Copies of these documents will be kept on file by the Title I Contact.

We will know if we were effective based on the results of the annual Title I Parent Survey and Parent Feedback forms. The following is a list of different ways we will inform parent of curriculum, assessments, meetings, student progress, proficiency levels and Title I programs:

- Use of School and District website
- School-Parent Compact forms
- Parents encouraged to monitor student academic performance using Progressbook
- Parent access to Class Dojo; used to communicate daily record of student behavior and progress
- Require parental signature on important forms that go home
- Copies of important notes that are sent home are also posted on the school website
- Student expectations brochures are provided by the district
- Parent email addresses given to teachers to continue the line of communication
- Curriculum letters with grade level expectations and grading policies are provided by the teachers

**\*Sent home via student backpack or provided to parents on September 16, 2016**