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

I, Lacy Redd , 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: We will work to make parents partners with the school in educating their child. Through parent involvement activities, we will provide parents with the skills and tools to continue their child’s learning at home.** |

**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 will be invited to the School Advisory Council Meeting and are involved in the development, implementation, and evaluation of school activities. School Advisory Council meetings and events are scheduled during a student activity when a high percentage of parents will be present. Documentation through surveys, suggestion boxes, and question/ answer sessions are referenced. Ongoing data is collected following each Parent Involvement Activity as well. Teacher/staff recruit parents to participate on the School Advisory Council. We will use the District criteria for the selection of SAC members, which include business and community members.** |

**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** | Headstart | Kindergarten Round-up/ District sponsored 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 | Preparation/development of agenda and presentation | Title I Lead Teacher, AP, FCIM Facilitator and Principal | August 2015 | Completion of agenda, presentation materials, to be distributed at meeting. |
| 2 | Publicize Annual Meeting through phone home, flyers, and marquee | Principal, Title I Lead teacher, custodian | September 2015 | Attendance sign in sheets, parent evaluations |
| 3 | Conduct Annual Meeting | Title I Lead teacher, Administration | September 2015 | Agenda, minutes, sign in sheets and evaluations |

**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: Lake Forest will offer the majority of parent involvement activities in the evening, before special events, and at alternative community locations for better parent participation. Childcare assistance will be provided as needed** |

**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** | Annual Title I Meeting | Title I Team, Principal | Provide information that will give parents additional resources through the Title 1 program to assist students and increase academic skills | August 2014-October 2014 | Agenda, minutes, parent sign-in sheets |
| **2** | Leaders love to Read | Principal, Title I Team, FCIM, AP | Three neighborhoods will be visited and presented with information on the importance of reading materials at the appropriate level, given books at their level, and given a minute timer. Dinner will be served. | September 2015 | Sign-in sheets, agenda and evaluations |
| **3** | Math Games with Flashcards | Principal, FCIM, AP | Families will be given flash cards and taught various academic games to strengthen math skills at home. Dinner will be served. | November 2015 | Sign in sheets, agendas, evaluations |
| **4** | Student run Data Conferences | All teachers, AP, Principal, FCIM | Parents will be invited in for a conference night. Students will be trained prior to lead a data conference with their parents demonstrating their progress thus far in the year. Dinner will be served. | January 21, 2016 | Sign in sheets, agendas, evaluations |

**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** | Training on holding effective data driven parent conferences | Principal, AP | Improve communication and parents understanding of on-grade level performance` | August/September 2015 | Agenda, Conference forms |
| **2** | Authentic Standards Based Assessments | AP | Provide students with authentic assessments on standards, reduce time spent assessing which increases instructional time | August 2015-June 2016 | Agenda, Standards Calendars, Assessment Plan |
| **3** | Book Study “Under Resourced Learners” | Social Worker | Improve Behavior procedures in classrooms, track student data, building relationships with parents therefore increasing time on task | October 2015-April 2016 | Agendas, Evaluations |

**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: Continue to have the Parent Resource Room available to parents daily in an easily accessible location. The Parent Resource Room will continue to supply parents with materials and training opportunities throughout the year. A member of the Title 1 Team will be available to assist parents with questions and suggestions on how to support their child’s education. Families may also receive homework help and assistance using online curriculum programs. Educational materials and games are available for checkout. Parent meetings, trainings, and special events may be held in the room throughout the year.** |

**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)].

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| **Response: Information about the Title 1 Program will be provided during the Title 1 Annual Meeting. Additional information will be sent home with students and available in the front office and parent resource room notebook. Parents will receive the Title 1 school-wide notification letter, parent’s rights notification, school and district-wide Parent Involvement Plans. Three documented attempts will be made to verify that each family has received the materials. The School-Parent Compact is reviewed during conferences and documented on the conference form. Curriculum standards and assessments are described during the annual meeting and are a major focus throughout trainings and conferences. Family Data Chats, Educational Planning Team meetings, and assessment reports provide families with additional information that compares the progress of their child to the district and state.** |

**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: Communication between home and school will occur through various methods such as websites, phone home messages, newsletters, and parent-teacher communication. TRANSACT will be utilized to translate information for non-English speakers. Bilingual faculty member will provide translation for conferences if available The Center of Independent Living will provide resources for those with disabilities as needed. A quarterly report of ELL students will keep the staff informed of current ELL students and their needs.** |

**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

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| **1** | **Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training [Section 1118(e)(6); and** | **SAC/PTA Input on training through Title 1 Plan, School Improvement Plan, Climate Survey** | **Principal, Title 1 Lead Teacher** | **Impact student achievement through gains on Standardized Tests FAIR, standards based Assessments** | **August 2015-June 2016** |
| **2** | **Maximizing parental involvement and participation in their children’s education by scheduling school meetings and activities at various times and locations including home visits** | **Schedule meetings at a variety of times on and off campus.** | **Title I Team, Principal** | **Parent will improve knowledge of curriculum and strategies for academic improvement** | **August 2015-June 2016** |

**Upload Evidence of Input from Parents**  
  
Upload evidence of parent input in the development of the plan.

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**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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**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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