

**Lake Forest Elementary  
Parent Involvement Plan  
2016-2017**

**Mission Statement**

Our mission is to provide a stimulating challenging learning environment that meet the needs of all students and enable them to meet their maximum potential.

**Involvement of Parents**

*Lake Forest Elementary 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)].*

Parents will be invited and encouraged to become members of the School Advisory Council (SAC). At the SAC meetings parents will be provided information regarding the school's Title I allocation (inclusive of professional development and parent involvement allotments). Parents will be allowed to provide input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program.

**Coordination and Integration**

*Lake Forest Elementary 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	Head Start	Head Start Pre- Kindergarten teacher will conduct at least two home visits; hold joint parent meetings to discuss specific learning needs of students and academic progress.

## Annual Parent Meeting

Lake Forest Elementary will take the following actions 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 (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1118(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Public Meeting Flyer	Title I Liaison	Third week of August	Flyer, Newsletter, School Website
2	Announcement (Marquee and Parent Link)	Guidance Counselor	By the second week of September	Email/Request forms
3	Develop an Agenda and sign in sheets	Administrators Title I Liaison	By the second week of September	Agenda Sign in sheets
4	Annual Public Title I Meeting	Title I Liaison SAC Chair Teachers	Beginning of the school year (by the end of September)	Agenda Sign in sheets

## Flexible Parent Meetings

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

Based on input from parents, Lake Forest will schedule meetings to be held at various times during the day or evening to accommodate parents. Our school will hold an orientation for parents at each grade level to inform them about the schools participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I plan. Teachers will be given a summary of the students test scores and an explanation of statewide assessment systems, standards, and other accountability measures. Also, the school will host parent trainings targeting academics where childcare will be provided.

## ***Building Capacity***

***Lake Forest Elementary*** 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)].

Count	Content/ Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Curriculum and Instruction Parent Meeting Standards and Assessment	Curriculum Coaches Lead Teachers	Parents will be provided with grade specific brochures/handouts outlining and identifying strategies they can use at home.	By the second week of October.	Flyer Agenda Sign-In-Sheets Evaluation forms
2	Florida Standards	Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school.	Bi-Weekly	Conference forms Progress reports
3	Parent trainings ELA, Math, Science and/or Technology	Administration Curriculum Coaches Lead Teachers	Parents will be provided with specific instructional strategies and resources that they can use online and at home.	By the third week of October	Flyer Agendas Sign In Sheets

## ***Staff Training***

***Lake Forest Elementary*** will offer the following training to staff (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/Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence Effectiveness
1	Communicating and Conferencing	Administration Title I Liaison	Improve the ability of staff to work effectively with	First week of August	Flyer Newsletter, School

			parents		website, Agenda Pare engagement calendar
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## Other Activities

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

Lake Forest will offer a Title I Resource Center; the center will be available to parents that have limited or no access to computers at home. Lake Forest will also have books available for check out in the resource room for parents.

## Communication

*Lake Forest Elementary will provide parents of participating children the following [Section 1118(c)(4)]: 1118(c)(4)(A);*

- *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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].*

Lake Forest will provide information about Title I programs in a timely manner using various methods of communication including but not limited to emails, parent links and school newsletters and flyers.

## Accessibility

*Lake Forest Elementary 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)]*

Lake Forest will provide the School Involvement Plan (SIP) in English, Spanish and Haitian Creole. Parents will

All correspondences regarding the parent meetings will be available in the aforementioned languages and distributed to parents to increase participation. Translators will be available at all parents meeting and made available when needed.

### **School-Parent Compact**

As a component of the school-level parent involvement 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 [Section 1118(d)].

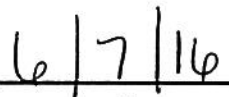
Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

### **Adoption**

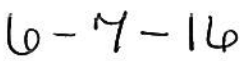
This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on 5/4/2016 and will be in effect during the 2016-2017 school year. The school will make this plan available to all parents of participating Title I; Part children on or before September 30, 2016.

  
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*Signature of Principal*

  
\_\_\_\_\_  
*Date*

  
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*SAC Chairperson*

  
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*Date*