

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

I, Dr. Paul M. Nehrig, 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

Parental Involvement Mission Statement (Optional)

Response:

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: The School Advisory Committee is comprised of parent, faculty, and administration, and members of the community. Members are either appointed by the School Administration or elected by the school community that includes parents, teachers, and community members. This group meets monthly to help plan, review, and improve the school's programs, create a budget, develop the Parent Involvement Plan, and the School Improvement Plan. At every meeting minutes are recorded and previous minutes are shared and approved by the committee, an opportunity for public input is provided, and opportunities for parents to volunteer is presented. Title 1 program overview is presented to parents during the school's Open House with parents being encouraged to provide input. Sign-in sheets are used to document attendance at school functions.

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	Pre-Kindergarten and VPK	The Title I office and the VPK office work together to coordinate transition programs for students entering kindergarten. Activities may include coordinated meetings with parents, the VPK teacher, and kindergarten teachers to discuss specific learning needs of students and joint parent meetings to discuss transitioning, etc...
2	Title I, Part C - Migrant	The District Migrant Education Program Coordinator, Migrant Advocates, and Migrant Recruiters work together to provide services and support to the migrant students and their parents.
3	Title II	The district provides ongoing Professional Development in the core subject areas to ensure quality instruction and student success.
4	Title III	The District ESOL Coordinator and staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized.
5	Title X - Homeless	The District Title X Coordinator provides ongoing support to ensure that homeless students have the materials and resources they need to be successful.
6	Supplemental Academic Instruction	The district provides remedial and supplemental instructional resources to students who fail to meet performance levels. Forest Lake Elementary utilizes these resources through after school tutoring in reading.
7	Violence Prevention Programs	The school offers non-violence and anti-drug programs such as an anti-bullying program and anti-drug programs, peer conflict and conflict resolution programs.
8	Nutrition Programs	Forest Lake Elementary offers a variety of nutrition programs including a Free and Reduced Meal Plan. Wellness Policy School Plan, as well as Health and Personal Fitness Lessons during Special Area.
9	Individual with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I is discussed with parents during the development of the students IEP.

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	Annual Open House posted on school marquee	Rox Morace	Aug. / Sept.	Sign in sheets
2	School newsletter posted on website and provided to students without access to internet	Vikki Wagenhauser	Aug. / Sept.	Sign in sheets
3	Connect 5 Message sent to all families	Paul M. Nehrig	September	Sign in sheets
4	Annual Open House dates posted on school website	Vikki Wagenhauser	September	Sign in sheets
5	Title I brochures distributed during meeting	Paul M. Nehrig	September	Title I survey results
6	Flyers sent out announcing Annual Title 1 Meeting	Paul M. Nehrig	Week prior	Informational materials (i.e. flyers, website, marquee)
7	Prepare and print sign in sheets	Rox Morace	Week of meeting	Title I survey results
8	Photocopies	Rox Morace	Week of meeting	Title I survey results
9	Setup AV equipment for presentations	Vikki Wagenhauser	Day of meeting	Title I survey results
10	Send home handouts to families that were unable to attend	Classroom teachers	Day after meeting	Title I survey results
11	Post Power Point presentation on school website for parents who were unable to attend	Vikki Wagenhauser	September	Title I survey results

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: The School Advisory Committee meets a minimum of eight times per year, with meeting times determined by the membership committee. Parents are provided childcare during meetings to encourage attendance and involvement. To provide a flexible and welcoming atmosphere, Forest Lake Elementary accommodates parents by holding parent conferences before school, during teacher planning, or after school. A variety of day and evening parent involvement opportunities are available throughout the year including PTO events.

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	Parents to Kids	Facilitators	Increased student reading comprehension	Second semester	Parent survey
2	PTO Math Night	PTO	Increase parent and student interest in mathematics	Spring	Parent survey
3	PTO Science Night	PTO	Increase parent and student interest in science	Spring	Parent survey
4	STAR Tutoring	Robin Ferrara	Increased student achievement	October	Test scores
5	SAC Membership Training	JoElly Ingram	Increased parent awareness of academic expectations and foster parent/school connection	September	Sign-In Sheets
6	Title I Program Annual Meeting	Paul M. Nehrig	Increase parental awareness of program information (at open house)	September	Title I survey
7	PTO Family Activities	PTO	Increase parent/school connection and parental involvement	Entire Year	Number of participants
8	Assessments discussed during individual conferences	Classroom teachers	Teachers conduct individual conferences and discuss assessments and other academic achievement measures with parents as needed	Entire Year	Conference logs
9	School Advisory Council	JoElly Ingram	Increased parental awareness of specific school issues related to academic achievement	Monthly	Meeting minutes
10	Meet the Teacher	Classroom Teachers	Increased parental awareness of classroom and academic expectations	September	Student performance

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	Title I Program Staff Training	Paul M. Nehrig	Teachers will learn about Title I programs and services	September	Title I survey
2	Depression and Suicide Prevention Training	Nicole Dealy	School staff will learn about warning signs for depression and suicide and how to report those signs	September/October	Sign-in sheets, presentation materials
3	Bullying and Child Abuse Prevention	Nicole Dealy	School staff will learn the warning signs for bullying and child abuse and how to report	September	Sign-in sheets, presentation materials
4	PST	Martha Doucette/ Nicole Dealy	School Staff will learn about providing interventions for struggling students and engaging parents in the process	September to April	Sign-in sheets, presentation materials
5	Annual Utilization of Volunteers and Business Partners	Adrienne Martin	School staff will learn ways of utilizing volunteers and business partners in their	November	Sign-in sheets, presentation materials

	presentation		classroom.		
6	Safety Training	David Sanford	School will learn safety tips including Active Shooter, Bloodborne Pathogens and security procedures.	September to April	Sign in sheets, presentation materials

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: To encourage and provide assistance to parents and guardians so that they may become more involved in the education of their students, Forest Lake Elementary host several book fairs annually that coincide with school/PTO family events. Families are encouraged to access variety of materials from the media center and the Forest Lake Family Center to use at home to provide academic and social skills support. ESOL teachers provide language support for students and their families by being available for conferences, PTO Family Nights, and assisting in obtaining academic resources that are available. Forest Lake uses a variety of methods to reach our community such as, Connect 5., school marquee, monthly newsletter, and school website. Forest Lake will provide the Parent to Kid program.

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: During the annual parent meeting the district produced Title I presentation will be shown. Title I information will be available to parents, and administration will be available for parents who may have questions about the programs associated with Title I. At SAC meetings, the Title 1 budget and goals are discussed at length. As part of the Open House procedures parents meet with student's classroom teachers, as well as the additional Forest Lake Elementary staff. During classroom visits teachers discuss curriculum, assessments, upcoming events, and provide ideas on ways parents can help their students at home. This information is shared several times by way of conferences, parent newsletters, and teacher websites. Forest Lake teachers strive to break down the parent involvement barriers by being flexible for conferences and often meet before school, after school hours, planning periods, or a mutually agreed upon time between teacher and parents.

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: A variety of parent involvement activities are planned on various days and times throughout the year in order to provide parents with the best opportunity to participate in school activities. Multiple sources are used for communication including Connect 5, flyers, the school newsletter, and website. To provide full access and opportunities for all with limited English proficiency, school reports and informational letters from the school and/or district will be provided (District ESOL department, etc...) in the child's home language according to the federal/state guidelines. A designated ESOL contact at the school works with parents to ensure the school is compliant with the Meta Consent Decree. All areas are accessible to adults and children with disabilities.

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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Parents to Kids Workshop	Administration	Increased reading skills and test scores	Second Semester
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	SAC Training	SAC Chair	Increased involvement of parents in school level decision making	September
3	Maximizing parental involvement and participation in their children'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 [Section 1118(e)(10)];	Flexible conference scheduling	Classroom Teachers	Increase parental awareness of student achievement and home school connection and support	On Going

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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.

[Uploaded Document](#)

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.

[Uploaded Document](#)

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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parents to Kids	5	16	Increase student reading comprehension
2	PTO Math Night	1	30	Increase parent and student interest in mathematics
3	PTO Science Night	1	150	Increase parent and student interest in science
4	Star Tutoring	48	40	Increase student achievement
5	SAC Membership Training	2	20	Increase parent awareness of academic expectations and foster parent/school connection
6	Title 1 Program	1	20	Increase parental awareness of program information (Open House)
7	PTO Events	6	400	Increase parent/school connection and parental involvement
8	Assessments discussed during individual Conferences	650	650	Teachers conduct individual conferences and discuss assessments and other academic achievement measures with parents as needed
9	Meet the teacher	1	500	Increase parental awareness of classroom and academic expectations
10	SAC Advisory Council	9	20	Increase parental awareness of specific school issues related to academic achievement
11	Parent Center	40	10	Increase student achievement with parent involvement

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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	PST Training	2	50	Increased achievement
2	Title 1 Program Overview	1	50	Teachers learned about the Title 1 programs and services
3	Depression and Suicide Prevention Training	1	50	School staff will learned about warning signs for depression and suicide and how to report those signs
4	Bullying and Child Abuse Prevention	1	50	School Staff learned about the warning signs for bullying and child abuse and how to report

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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Educationally Disadvantaged - Transportation	Encourage carpooling among families
2	All subgroups - Work schedules	Offer programs on varying days and times to allow more participation
3	Limited English Proficiency - Unfamiliar with event offerings	Increase the number of multi-lingual communications regarding parental involvement activities
4	Economically Disadvantaged	Information is disseminated to all parents about free-reduced breakfast and lunches. Every effort is made to include these students in free dental and eye care when available
5	Attendance	Letters are sent home identifying absenteeism.

Best Practices (Optional)

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

count	Content/Purpose	Description of the Activity
-------	-----------------	-----------------------------