

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

I, Cassandra Thomas , 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: To empower parents and families to support their children's cognitive, social, artistic, and emotional development and prepare them for middle school and beyond. We will accomplish this by strengthening school, family and community partnerships through meaningful parent involvement activities, support and training.

Through communication and collaboration with parents, businesses and community

groups, along with the integration of the arts, sciences, technology, and academics, we will help students achieve proficiency and beyond.

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: Lake Forest Elementary School's Administrators, Faculty and Staff members will involve parents in the planning, review and revision of the Title I parent involvement plan through regularly scheduled events. PAC, PTA and SAC meetings are advertised and held monthly to support academic rigor for students and to encourage parent involvement. Throughout the school year, parent committees provide leadership and input for the Parent Involvement Plan and the School Improvement Plan. These plans will be revisited mid-year and at the end of year to monitor for compliance and to be revised as deemed necessary. Meetings will be held at different times to provide stakeholders with options for attendance. After the annual Title I meeting, parents are asked to provide input about Title I funded initiatives.

Meetings are advertised through a variety of mediums - Principal's school improvement plan update(bulletin), parent monthly newsletter, marquee, electronic marquee, student communication agendas, parent phone contact system, letters and flyers - inviting all stakeholders to attend. The PIP will also be placed on the school's website and hard copies will be made available upon request.

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	IDEA ACT	VE teachers coordinate and collaborate with parents for IEP meetings and discuss rights and responsibilities. They provide information to help parents in understanding the support levels for children with special needs.
2	Title II	Professional Development for Faculty and Staff. Parent involvement to support School Improvement Plan Targets
3	Title I Pre-K Program	Parents will be invited to attend to school wide parent involvement programs as well as programs specific to Pre-K. These include parent informational meetings and meetings on how to support your Pre-K child at home. In addition, Pre-Kindergarten students are invited to visit kindergarten classrooms to support the transition.
4	Parent Academy	The Director of the Office of Community and Family Engagement and the school will present parents with information about opportunities to support home learning through the Parent Academy offered by the District.

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	Calendar Annual Meeting. Develop flyers/invitations to advertise. Disseminate materials.	Principal, C. Thomas	Aug.. 22, 2016	Flyers/invitations number of parents in attendance - sign in sheets, Survey Responses
2	Update Marquees publicize/advertise the event	Assistant Principal and STC, K. Couch	Aug.. 22, 2016	Parent sign-in Sheet, Survey Responses
3	Develop Agenda	Principal, C. Thomas	Aug. 30, 2016	Agenda, Parent Survey Responses
4	Develop PowerPoint and handouts	Principal, C. Thomas	Aug. 30, 2016	PowerPoint, Handouts, Parent Survey Responses
5	Hold meeting and present Information.	Principal, C. Thomas & Assistant Principal, L. Bell	Sept. 8, 2016	Parent Reflections/Responses
6	Get feedback from attendees (survey)	Principal, C. Thomas	Sept. 8, 2016	Parent Reflections/Responses
7	Maintain Documentation	Assistant Principal	Ongoing	Parent Survey Responses, Portfolio

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: Lake Forest is dedicated to improving student achievement and engaging parents in the learning process. We are available to meet with parents in the mornings from 7:50 to 8:20 and in the evening until 4:30 p.m. Both administration and the staff are very familiar with the programs and have access to student grades and test scores and will be able to assist parents regarding academics, as well as after school programs. In addition, we will offer evening meetings to accommodate working parents. We will offer activities that give parents practical strategies to use at home to support student academic success. Parents will have multiple opportunities to attend and actively participate in these engagement activities. In support of this process, we will use Title I funds to provide transportation, refreshments and on-site day care for evening events and to provide translation services as indicated by parental feedback forms.

As a magnet arts school, all arts areas offer weekly opportunities for parent involvement with the arts and with specific grade levels before, during and after school hours.

We have a Literacy Night, Literacy Week Activities, FCAT/FSA parent nights, Science night, and Math night planned. We also offer morning and afternoon parent conferences, volunteer training, writing portfolio reviews, etc.

Further, Lake Forest has a Student & Family Advocate through Communities in Schools,

who offers monthly events/activities structured around parent/family assistance and removing student barriers to learning in school and at home. The CIS advocate does home visits and coordinates community support for families. The CIS advocate advertises events with flyers and phone calls. She also conducts home visits to support students and their families.

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	Title I Annual Parent Meeting	Principal, C. Thomas	Parental Involvement in learning for core academic areas and Common Core Standards and SIP Targets	Sept. 8, 2016	Parent Feedback Forms
2	Literacy Night, What is the data telling us?	Reading Coach, B. Ruehl; Assistant Principal, L. Bell	This is a parent activity and workshop is offered to engage parents with their children in meaningful reading and writing activities. Parents will take home books, and literacy activities to support learning at home. Comprehension handouts and bookmarks on reading strategies will be sent home, as well as incorporated into the event. The evening and the entire week's activities will support reading and writing at home through wide reading and making meaning of text.	Oct. 27, 2016	Parent Feedback Forms
3	Real Men Read -- Reading Comprehension and Fluency	Reading Coach, B. Ruehl	Modeling Literacy through male role models, support literacy and student motivation. Fathers will also be participating and will be given information on the importance of read alouds, retelling strategies, and book discussions. Fathers will be asked to read to their	Jan 26, 2017	Parent Survey Responses

			children at home and use the support materials provided.		
4	Literacy Week, promoting literacy at home and in school. Engaging parents in school with literacy activities, modeling book talks, and providing resources for parents to continue the learning process at home. Intensive work on comprehension strategies and doing written responses to literature.	Reading Coach, B. Ruehl; Media Specialist, E. Lange	Parents will be asked to attend a workshop on how to support non-fiction reading at home. Non-fiction reading strategies will be modeled and provided to parents. A suggested non-fiction booklist will be provided. This will also support students reading at home to achieve the Million Word Campaign, Model Fluency, Extend Knowledge of Literary Language	Jan. 23 - 27, 2017	Parent Survey Responses
5	Math Night -- Showing parents how to teach mathematics concepts at home in real-life situations.	Math Coach, K. Couch; Assistant Principal	Math Activities done together and then to take home; Family Financial Literacy Session to support families.	Nov. 17, 2016	Parent Survey Responses
6	Florida Standards Assessment Night Testing Requirements; Common Core Standards Parents will be given sample test items and support materials to help their child at home.	Principal, C. Thomas	Building parental background knowledge and support for student success on FCAT and FSA. Provide information on New Generation Sunshine State Standards and SIP student achievement targets.	Feb. 23, 2017	Parent Feedback Forms
7	Leveled Reading Books through Technology A to Z	Reading Coach, B. Ruehl	Reading Fluency and Comprehension Million Word Campaign. improved comprehension, monthly reading targets, and end of year goals for Superintendent's reading celebration	Sept. - May	Parent Survey Responses
8	Technology; During School Day. How to use How to use site license for A to Z; how to select reading levels; how to print books for home use	CIS Advocate, Tiffany Watson	Million Word Campaign. improved comprehension, monthly reading targets, and end of year goals for Superintendent's reading celebration	Sept. - May	Parent Survey Responses
9	Open House	Principal, C. Thomas; Assistant Principal, L. Bell	Common Core Standards, Curriculum, Sunshine State Standards, Classroom Best Practices	September 8, 2016	Parent Survey Responses
10	Awards Ceremonies	Principal, C. Thomas; Media Specialist, E. Lange	Awards for achievement in academics, conduct, attendance, etc.	Quarterly	Parent and Student Surveys and Responses

11	Family Health and Nutrition Night	4H Club, Coach Coltress; Principal, C. Thomas; Chartwell's Food Service Chef.	Parents will be asked to attend a workshop on how to support their students at home using specific science terms and ways that students can make at home connections with terms that they are learning in school. We will also be providing info. on FCAT and proficiency. Families will also have the chance to pick fresh vegetables from the garden to support nutrition at home.	Sept. - May	Parent Survey Results
12	Annual Stakeholders Meeting	Principal, C. Thomas	SIP and Student Achievement Targets	January 2017	Parent Feedback Forms
13	Spectacular Science Week -- parent workshops on incorporating reading, writing and math with science to do scientific projects and support the Science FAIR	Science PLC	SIP Achievement Targets	December 15, 2016	Parent and Student Feedback Forms
14	Data and Donuts	Assistant Principal, Andrea Willis	Parents will receive data for students and guidance on next steps.	January, 2017	Parent Feedback Forms

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	Cultural Sensitivity	Andrea Willis, Assistant Principal; Eliese Keith, School Counselor	Literacy Instruction, homework expectations; to support student achievement on SSS and bridge cultural barriers	2016-2017	Faculty Feedback Forms
2	How to Use Classroom Volunteers, Face to Face	Valerie Rand, Volunteer Liason	Objectives to support differentiation and student progress in core academic areas. To build ties between home and school. To understand the value of parent involvement for student success.	September 14, 2016	Faculty Feedback Forms
3	Data Analysis	Cassandra Thomas, Principal, Instructional Coaches	To help teachers look at data and to communicate with parents about student achievement levels,	Ongoing	Faculty Feedback Forms

4	Building Relationships with Parents & Community	Cassandra Thomas, Principal and Andrea Willis, Assistant Principal	Family Engagement in Learning	Quarterly Meetings	Implementation of Parent Involvement Activities at the School
5	How to Conduct Effective Parent Conferences for New Teachers	Eliese Keith, School Counselor; Dru Grove, PDF	Effective Parent Communication will lead to more support with the education process and improve student attendance, discipline, and grades.	August - May	Conference Logs and Parent Feedback
6	Title I Parent Meeting and Open House	Cassandra Thomas, Principal	Expectations of the new Curriculum	September 8, 2016	Parent feedback Forms
7	Code of Ethics	Cassandra Thomas, Principal	Making teachers aware of cultural diversity of the student body	August 20, 2016	Faculty Feedback

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: PTA Meetings will be held on the 2nd Tuesday of each month at 5:00 to assist parents in understanding the new expectations and demands of the new curriculum.

SAC Meetings also be held on the 2nd Tuesday of each month at 5:30 to share information with parents regarding the students' performance on the district and state assessments. We will also help parents understand the Student Progression Plan and what it means for the students.

PAC Meetings will be scheduled through the district. We will also support the regional parent meetings ensuring that our parents are aware of the resources available to them.

Award ceremonies will be held quarterly to celebrate our students' achievement.

New Florida Standards and Assessments Parents Nights: February 23, 2017.

Parents are informed of these activities through the monthly marquee updates, monthly newsletter, parent Link phone calls 2-3 days prior to meetings and activities, student invitations the day before the events, and flyers that go home with students.

The school has dedicated area for disseminating information about curriculum and providing materials and/or additional supports. Teachers will make packets available for Winter Holidays and send home with students and/or have parents pick up during Holiday activities.

In addition, funds will be used to set up a parent resource area in the media center with books for read alouds and comprehension support activities.

The Principal, Assistant Principal, SAC Chairperson and PTA President are responsible

for coordination of notices and agendas.

Parent survey and workshop/evaluation forms will be used to get feedback from 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)].

Response: The PIP will be made available to all parents and parent groups upon request. A copy will be available in the front office for review. A summary of the PIP will be provided during Stakeholder meetings. We will also provide a link on the school's website for parents to review. In addition, all forms of communication are sent in a timely manner informing parents of academic priorities, upcoming events, school activities and volunteering opportunities, to connect with parents and to encourage participation.

·A monthly newsletter, flyers, and invitations via student

report cards and student backpacks

·Personal phone calls for parent volunteers

·The school's website is updated monthly

·The electronic marquee is updated every two weeks (back of school)

·School marquee is updated every two weeks (front of school)

·The school's SAC and PTA meetings have regular agenda items

of Title I activities, curriculum and instruction, and

assessment results,etc. SAC and PTA meet monthly

·Grade levels send home weekly and/or monthly progress reports for students. Parents are encouraged and invited to come in for conferences on a regular basis

·Parents have access to FOCUS/ Oneview

·Many teachers send home weekly newsletters with homework packets informing parents of the vocabulary words, major topics and strategies taught in the classroom for the week

· At the beginning of the year, during orientation and Open House, parents are informed

about assessments given during the year, curriculum, and grade level expectations

- During conferences, the parent-School compact is reviewed, teachers share data, test results, baseline and mid-year comparatives, student progress, etc.
- Parent Link Phone messages will be used to remind parents of workshops, events and classroom activities.

Parent feedback forms on communication process will be reviewed by administration and officers of parent groups.

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: Historically, Lake Forest Elementary does not have a large ESOL population. In 2016-2017 school year, we have two ESOL student and will use translators when needed. We will utilize the district provided translation program to access and create flyers and other communications in the home language. The information will be provided during orientation, Open House, parent conferences, and monthly PTA and SAC meetings.

Parents with disabilities will get support from staff. We will make accommodations available to them -- materials in Braille, etc. The building is fully accessible and we will provide accommodations as needed.

The school will translate any frequently used special education forms and other information and school documents for parents as needed.

The school will also use telephone conference calls when necessary to involve interpreters in meetings.

The school will let parents know that we will provide translators via phone conferences.

ESE teachers, the guidance counselor, and the speech teacher will serve as mediators providing information to administrators on the language needs of students and their families.

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	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)];	Offering a variety of meetings, workshops, parent involvement activities provided at diverse times of the day.	Cassandra Thomas, Principal	Reading, Math and Science Gains	Ongoing

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	Title One Annual Meeting	1	21	Parent Involvement is key to improving and student learning in core academics.
2	Annual Stakeholders Meeting	1	18	This meeting is an opportunity to inform the stakeholders of the state of the school. This is a great event to promote partnerships with the community to help in all areas of learning.
3	Open House	1	158	Contributes greatly to Student Achievement
4	FCAT Parent Night	1	16	Contributes greatly to Student Achievement
5	Ladies and Literacy	1	48	Models fluency and reading comprehension strategies to assist parents with their student's learning at home
6	Dad's and Donuts	1	48	Models fluency and promotes reading comprehension strategies for parents to use with their students.
7	Real Men Read	1	11	This event is a great opportunity for male role models to make a positive impact on student literacy and support motivating students to be active readers and love reading. Support materials are given to men to use to work with their students at home and in the community.
8	Literacy Night	1	67	This parent involvement activity and family workshop is offered to engage parents with their children in meaningful literacy activities to help support their home learning.

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	Pre-planning session on expectations of teachers including conferencing	1	19	It will contribute to student achievement
2	School-Wide Discipline Plan with positive behavior supports with parent communication	1	19	It will contribute to student achievement
3	Common Planning for grade levels	17	23	It will contribute to student achievement
4	Volunteer Training	1	10	Increased skill level of parents to assist in classrooms

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	The primary barrier at Lake Forest is not motivate people to get involved in PIP development, SIP Development, SAC in the business of the school.	Combine performances and business.Do more student activities to get parents to attend. Provide meals.
2	Motivating parents to come to parent coferenees. The parents who need to come don't despite multiple attempts.	Personal phone calls, post cards, student letters inviting the parent.

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)

count	Content/Purpose	Description of the Activity
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