Lake Panasoffkee Elementary School

2018 Title I Part A;

Parent and Family Engagement Plan

Contents

[Attestation: 3](#_Toc491786323)

[Assurances 3](#_Toc491786324)

[Mission Statement 4](#_Toc491786325)

[Involvement of Parents 4](#_Toc491786326)

[Coordination and Integration 5](#_Toc491786327)

[Annual Parent Meeting 5](#_Toc491786328)

[Building Capacity 7](#_Toc491786329)

[Staff Training 10](#_Toc491786330)

[Other Activities 11](#_Toc491786331)

[Communication 11](#_Toc491786332)

[Accessibility 13](#_Toc491786333)

[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: 14](#_Toc491786334)

[Evaluation of the previous year's Parental Involvement Plan 15](#_Toc491786335)

[Building Capacity Summary 15](#_Toc491786336)

[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)]. 15](#_Toc491786337)

[Best Practices (Optional) 16](#_Toc491786338)

[Appendix A Evidence of Parents Input in Developing the Plan 16](#_Toc491786339)

[Appendix B Parent/School Compact 16](#_Toc491786340)

[Appendix C Evidence of Parent Input in Developing the Compact 16](#_Toc491786341)

# Attestation:

I, ­­­­­­­­­­­­­Nicole Wade, 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 school wide 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

Lake Panasoffkee Elementary School is committed to ensuring that each student has the opportunity to acquire the skills necessary to become a responsible, productive citizen able to cope with changing social and economic conditions. The staff of Lake Panasoffkee Elementary strives to meet the individual needs of each student, taking into consideration their unique attributes and capabilities. High academic achievement by students is of the utmost concern to the school's primary stakeholders, which includes parents, teachers, and administrators. Therefore, parental involvement is a key component to the success of the school.

# 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)].

The school website will be regularly updated with timely information (link to Title I school contact). In addition, Lake Panasoffkee Elementary will provide updates and information to the monthly school newsletter.

Title I is a regular agenda item on the School Advisory Council and at faculty and grade level meetings. The Title I Committee works in conjunction with the School Advisory Council to review, plan, and improve school programs and to build parental involvement. The principal and 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, teachers, staff, and the LPES Parent Involvement Coordinator are given several opportunities to offer suggestions for utilizing these funds. The proposed budget is then reviewed by the SAC/Title 1 committee and placed on the meeting agenda for approval. The Title I Contact provides an email address and solicits written input from participants. Parents are also notified that LPES is a school-wide Title I program at the first PTO/Title 1 Annual Meeting as well as through the school newsletter. Parents are encouraged to submit suggestions to the Title I Contact via email through the school website or in writing through suggestion dates and times of upcoming meetings. Title I is also a separate section on the school website. A copy of the Title I Plan, including the Parent Involvement Plan, is available on the website. Feedback will also be provided after each Title I meeting through the use of parent feedback forms/email as well as the spring Title I surveys. Parents also provide email addresses and consent to use email as a line of communication. In addition to paper and online communication, Lake Panasoffkee utilizes telephone and texting apps. The "all call" system calls each parent with important events and school information. Parents can also get important texts from administration and teachers using the "Remind" app. As a result, parents are able to utilize whichever form of communications works best for their family.

# 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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| --- | --- |
| Program | Coordination |

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|  | Advertise on Calendar of Events Website | A list of all activities and events will be posted on the LPE School Website and in the monthly school newsletter. |
|  | Pre-Kindergarten (VPK) | Include Pre-K in all communication and Title I events. |
|  | Adult Education Center and Lake-Sumter Community College  | Advertise community college and adult education courses in LPES Nest News  |
|  | Pre-K/ESE Social Workers/Parent Liaisons/Life Stream School/Home Liaison | Use various social workers as a resource to collaborate Title I communication and events with their families and programs. |
|  | District Parent Resource Center  | District Liaison sends monthly calendar of events, which we publish in Nest News to invite our parents to attend – for bilingual and English speakers.  |
|  | PTO meetings | When appropriate, PTO meetings will include a parent education component |
|  | Parenting Classes (United Methodist Church) | When appropriate, refer parents and guardians |
|  | Life Stream CCOS Counseling | When appropriate, refer parents and guardians |
|  | Youth and Family Alternatives | When appropriate, refer parents and guardians |
|  | Parent Conference Nights | LPES will offer conference nights from 3pm -7 pm making it convenient for working parents to attend |
|  | Back to School Orientation | LPES will offer a back to school family day in order to give all parents the opportunity to become familiar with the facility and meet the staff. |
|  | Monthly Newsletter | LPES will send home monthly "Nest News" offering information on how they can help their child at home with academics and how they can be involved with school activities. |
|  | Monthly FAN Nights | LPES will host 8 family activity nights that incorporate AR, STEM, technology resources and other core related activities. |
|  | Grade Level Curriculum Nights | Each grade level with host a family night that provides parents with access to information on state assessments, curriculum requirements, and common core standards. |
|  | Title I/Open House Meeting | Notify parents of the LPES is a Title I school; Allow parents to meet with the teachers in the classroom to introduce the grade level curriculum expectations. |

# 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 (school wide 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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| Activity/Task | Person Responsible | Timeline | Evidence of Effectiveness |

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| Open House/Classroom Visitation - PowerPoint presentation of school-wide Title 1/SIP goals | Principal, Assistant Principal, Title 1 Contact | Aug/Sept | Parent Sign-In Sheets, School Climate Surveys, Copy of parent invitation |
| Notification in School Newsletter - synopsis of meeting published in Nest News | Newsletter Coordinator | On-going | Newsletter - parent queries |
| Notification on School Website - Newsletters are available throughout year on website | Website Coordinator | On-going | Website - parent queries |
| Title 1 Annual Meeting - PTO | Principal, Title 1 Contact | September | Parent Sign-in Rosters, Copy of Agenda, Copy of Parent Invitation, School Climate Surveys |
| District PAC Meeting  | Principal, Assistant Principal, Title 1 Contact | Fall/Spring | Parent Input, Parent sign in rosters, copy of agenda, Copy of parent invitation |

**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)].

Immediately following the first midterm, evening parent conferences will be scheduled to discuss student progress. Teachers reserve two evenings from 3:15-7:00 for conferences. All parents are encouraged to participate.

To provide flexibility and ensure all parents are accommodated, conferences may also be scheduled before or after school or during teacher planning time as needed throughout the year. Telephone conferences and email also provide flexible options. If needed, Mrs. Uribe is available to provide translations for Spanish speaking parents.

Title I funds will be used to provide educational incentives to families who participate in activities throughout the year. For example, providing books and educational prizes for those attending AR Nights.

Several Title I Parent Involvement Meetings will occur throughout the school year in conjunction with the School Advisory Council meetings or separately to discuss and plan parent involvement activities as related to school events. Meetings will be planned for after school and before evening parent involvement events to allow more parents to attend. At times, information may be sent for review and suggestions via email to interested parents and community members. In addition, parents will be invited to attend the District PAC meetings, held twice a year.

# 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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| **Content/Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Folders and Planners | Title I Contact, Parent Involvement School Coordinator | Parent Involvement increases student achievement | August | Parent Feedback, Title I Survey |
| Accelerated Reader Incentives | Media Center Specialist | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Volunteer Reception | Assistant Principal | Parent Involvement increases student achievement | Spring | Attendance, parent feedback, Title I Survey |
| Musical Performances | Music Teacher, Teachers | Parent Involvement increases student achievement | Winter, Spring | Attendance, parent feedback, Title I Survey |
| Young Authors – students share original compositions with peers and parents | Designated Teacher, Teachers | Parent Involvement increases student achievement | Spring | Attendance, parent feedback, Title I Survey |
| Field Day K-5 | PE Teacher | Parent Involvement increases student achievement | December | Attendance, parent feedback, Title I Survey |
| Student of the Month | Assistant Principal, Teachers | Parent Involvement increases student achievement | Monthly | Attendance, parent feedback, Title I Survey |
| Parent- Teacher Orientation | Teachers | Parent Involvement increases student achievement | August | Attendance, parent feedback, Title I Survey |
| Student Achievement Awards: Assemblies, Newsletter | Administration, staff | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Title I Advisory Committee: discussion and revision of plan | Title I Contact, Principal | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Family Game Night (Chili BINGO) | PTO, Parent Involvement School Coordinator | Parent Involvement increases student achievement | Winter | Attendance, parent feedback, Title I Survey |
| County-Wide Parent Advisory Council (PAC) | Title I Contact | Parent Involvement increases student achievement | Fall, Spring | Attendance, parent feedback, Title I Survey |
| Parent/Teacher Conferences (Two evenings as scheduled) | Teachers | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Incentives for Parental Involvement | Principal, Assistant Principal, Title I Contact, Parent Involvement Coordinator | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Volunteers | Principal, Assistant Principal | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Open Door Policy | All school personnel | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Title I Parent Involvement Committee | Principal, Title I Contact, Parent Involvement Coordinator | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Open House and Title I Annual Meeting: School/ Classroom rules, Title I Info, grade level expectations, and academic requirements | Entire School | Parent Involvement increases student achievement | Beginning of School Year | Attendance, parent feedback, Title I Survey |
| Parent Teacher Organization (PTO) | Entire School | Parent Involvement increases student achievement | Quarterly | Attendance, parent feedback, Title I Survey |
| Family AR Night | Parent Involvement Coordinator, Title I Contact, Teachers | Parent Involvement increases student achievement | Quarterly | Attendance, parent feedback, Title I Survey |
| District PAC | District Office | Parent Involvement increases student achievement | November, March | Attendance, parent feedback, Title I Survey |
| Mass Email/ Call Out System | As assigned by Principal | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Science (STEM) Night | Grades K-5 | Parent Involvement increases student achievement | November | Attendance, parent feedback, Title I Survey |
| PTO Dance | PTO, Assistant Principal, Principal | Parent Involvement increases student achievement | October | Attendance, parent feedback, Title I Survey |
| Maker Space | Grades K-5 | Parent Involvement increases student achievement | Ongoing | Attendance, parent feedback, Title I Survey |
| Donuts for Dads | Principal, Assistant Principal, Parent Involvement Coordinator | Parent Involvement increases student achievement | September | Attendance, parent feedback, Title I Survey |
| Muffins for Moms | Principal, Assistant Principal, Parent Involvement Coordinator | Parent Involvement increases student achievement | April | Attendance, parent feedback, Title I Survey |
| Veterans Day Activity | Principal, Assistant Principal, Teachers | Parent Involvement increases student achievement | November | Attendance, parent feedback, Title I Survey |
|  |  |  |  |  |

# 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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| Content/Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline | Evidence of Effectiveness |
| Positive Parent Communication During a ConferenceStaff/Faculty meetings  | Principal, Title I Contact | Increase parent involvement with student, and increase positive interactions with staff. | On-going | Teacher Feedback |
| Presentation of 2017-2018 Parent and Family Engagement Plan (Used to be called PIP) at faculty meeting | Title 1 Contact | Set clear goals of parental involvement with the faculty | Fall | Parent/Teacher 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)].

Parent Conferences - teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home. Every parent is sent a letter with evening conference dates and times to schedule a meeting with their child's teacher. When parents arrive, they sign-in at the front office. In addition, teachers are available for phone, email, and conferences scheduled during planning times.

Have lunch/read with your child - Incentives, such as educational games that can be played as a family or books to read together, will be given after parents take an AR test. Every parent will be sent an invitation and students will take home books for parents to read.

When attending the Family AR Nights, students will receive free books. Families will have the opportunity to read together and test on their books. A variety of additional activities will take place on those nights.

District Parent Resource Center at Webster and Wildwood.

Ask District Liaison to visit LPE and share a slide show of the District Parent Resource Center. We could also visit the center during an event and take pictures of parents participating. Return to school and do a slide show sharing what is available there. Ask if the center can have materials sent through the courier for parent check out. Each of the District Title 1 Parent Involvement meetings will be held at the two centers so teachers and parents can become familiar with the available resources.

LPES will also host a family technology night in order to show parents websites they can access at home. These websites include gradebook, AR, curriculum information websites, online library, district website, school based website, parent resources, and educational game websites.

For the 2018-19 school year, LPES will continue to implement the "Remind" app/program that allows parents to receive emails and texts pertaining to school information and events.

# 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)].

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 first month of school. The monthly school newsletter will inform parents of any new information and remind them of information that has already been sent home. These documents will be translated when needed. Copies of all 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.

A link to the school website will be added to all outgoing communication to families.

The following is a list of different ways we will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs:

* Student Planners (grades 3-5) and Take-Home Folders (Prek-2) daily basis
* Use of School and District Website
* Parent Gradebook Viewer- a link to the online Parent Gradebook Viewer is available on the school website. One teacher is designated as the Gradebook Contact to provide support to parents and teachers in accessing student grades. Grades can be emailed regularly to parents through this program.
* Require parental signatures on forms that go home
* Copies of important notes that are sent home with students are also posted on the school website under the backpack icon
* Accelerated Reader Parent Viewer- similar to Gradebook Viewer. Parents can check progress of student’s reading comprehension practice.
* Parent email addresses given to teacher to continue the line of communication, set up a mass email contact list (with parent consent on file) which will be used to send home copies of all communications going home in backpacks.
* Student expectation brochures are provided by the district.
* Curriculum letters with grade level expectations and grading policies are provided by teachers.
* MTSS/ IEP Data is discussed with parents to evaluate student progress towards goals and interventions/ accommodations that are in place.
* Invaluable resources are provided to parents under the Parents tab on the district website such as Connect Ed, Think Central, Gradebook, Accelerated Reader, and Title I Information.
* During the Back to School Luau, parents are encouraged to complete a survey on how the school can communicate better.

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# 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)].

Invite ESOL aide to meetings and events to assist with Spanish translation.

·All communication is available for translation into Spanish via the District Title I Parent Resource Center or District Liaison

·Title I Compact will be available for review upon request, and will also be posted on the school website

·School website

Principal, Assistant Principal, and Title I Contact will be responsible. Proof of this effort will be done through documentation of forms, invitations, events, etc. These events will happen throughout the school year.

# Discretionary ActivitiesDiscretionary 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:

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| --- | --- | --- | --- | --- |
| Content/Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline | Evidence of Effectiveness |

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| --- | --- | --- | --- | --- |
| Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and | Principal, Assistant Principal | Student achievement is increased with more parental involvement. | 3 times per year | Attendance, parent feedback, Title I Survey |
| Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | Title 1 Contact, Principal, Assistant Principal | Student achievement is increased with more parental involvement. | Throughout year | Attendance, parent feedback, Title I Survey |
| 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)]; | Title 1 Contact, Principal, Assistant Principal | Student achievement is increased with more parental involvement. | 2 times per year | Attendance, parent feedback, Title I Survey |
| Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Title 1 Contact, Principal, Assistant Principal | Student achievement is increased with more parental involvement. | Ongoing | Attendance, parent feedback, Title I Survey |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Title 1 Contact, Principal, Assistant Principal | Student achievement is increased with more parental involvement. | Ongoing | Attendance, parent feedback, Title I Survey |

# Evaluation of the previous year's Parental Involvement Plan

## Building Capacity Summary

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| --- | --- | --- | --- |
| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Back to School Luau/Meet the Teacher | 1 | 520 | Parent Participation increases student achievement and participation in school events; provide parent resources to increase student achievement |
| Open House/ Title I Meeting/Book Fair | 1 | 220 | Parent participation increases student achievement/ Promote student reading skills |
| Student of the Month | 9 | 344 | Parent participation increases student achievement |
| Donuts for Dads | 1 | 467 | Parent participation increases student achievement and participation in school events |
|  |  |  |  |
| Evening Conferences | 5 | 195 | Information provided on student progress/academic expectations/ strategies |
| AR Nights | 4 | 526 | Promote student reading skills |
| Veterans Day | 1 | 184 | Parent participation increases student achievement and participation in school events |
| Holiday Luncheon | 1 | 522 | Parent participation increase student achievement |
|  |  |  |  |
| Mother’s Day/ Muffins with Mom | 1 | 545 | Parent participation increase student achievement |
| Honors Breakfast | 1 | 60 | Parent participation increases student achievement and participation in school events |
| FAN Science Night | 1 | 216 | Parent participation increases student achievement and participation in school events |
| FAN Chili BINGO | 1 | 262 | Parent participation increases student achievement and participation in school events |
| Grade Level Promotions (PK-5) | 1 | 857 | Parent participation increases student achievement and participation in school events |
| FAN Young Authors/AR/Music | 1 | 600 | Parent participation increases student achievement and participation in school events; promote student reading skills |
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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.

## Staff Training SummaryProvide 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)].

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Faculty Meeting | 20 | 40 | Provide staff with resources to assist parents with curriculum demands |
| Professional Learning Communities | 20 | 40 | Promote student reading skills |
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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)

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| --- | --- | --- | --- |
| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Back to School Luau/ Meet the teacher | 1 | 520 | Parent Participation increases student achievement and participation in school events; provide parent resources to increase student achievement |
| Holiday Musical | 1 | 600 | Parent Participation increases student achievement and participation in school events; provide parent resources to increase student reading and writing skills |
|  |  |  |  |
|  |  |  |  |

# Appendix A Evidence of Parents Input in Developing the Plan

# Appendix B Parent/School Compact

# Appendix C Evidence of Parent Input in Developing the Compact