**FOREST LAKE ELEMENTARY SCHOOL Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition:
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
* Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community;
* 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 parent and family engagement plan and the joint development of the schoolwide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s parent and family engagement plan;
* If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
* 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;
* 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; 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.

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| **Signature of Principal or Designee** | Date Signed |

# Mission Statement

Parent & Family Engagement 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 parent and family engagement will be used.

**Response: Forest Lake Elementary has added the position of Parent Liaison to support parent engagement with school and involvement in their children’s education. The Parent Liaison will manage the Parent Resource Center and hold regular office hours to be available to assist parents. The School Advisory Council (SAC) is comprised of parent, faculty, and administration, and members of the community. Members are either elected by the school community that includes parents, teachers, and community members or appointed by the School Administration with approval from the SAC. This group meets monthly to help plan, review, and improve the school's programs, create a budget, develop the Parent Involvement Plan, and monitor the implementation of 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 and other convenient times throughout the year with parents being encouraged to provide input. Sign-in sheets and exit surveys are used to document attendance and gather input at school functions.**

# Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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.

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| **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. |
| 7 | Social Emotional Learning Programs | The school offers social emotional learning through the Sanford Harmony program. The program encourages students to communicate, cooperate, connect, embrace diversity, and resolve conflict. The goal of Harmony is to incorporate specialized teaching strategies into classroom activities and lesson plans which will benefit the social and emotional interactions between all students. |
| 8 | Nutrition Programs | Forest Lake Elementary offers a variety of nutrition programs including a Free and Reduced Meal Plan, school-based dinner program, 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.

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| **Count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Open House & Title 1 mtg posted on school marquee | Paul Nehrig, David Sanford | Aug. / Sept. | Sign in sheets |
| 2 | School newsletter posted on website w/ hard copies available in front office for families without access to internet | Vikki Wagenhauser | Aug. / Sept. | Sign in sheets |
| 3 | Connect ed Message sent to all families | Paul Nehrig | September | Sign in sheets |
| 4 | Annual Open House & Title 1 mtg date posted on school website | Vikki Wagenhauser | September | Sign in sheets |
| 5 | Title I brochures distributed during meeting | Paul Nehrig | September | Title I survey results |
| 6 | Prepare and print sign in sheets | Paul Nehrig | Week of meeting | Sign in sheets |
| 7 | Photocopies | Paul Nehrig | Week of meeting | Title I survey results |
| 8 | Setup AV equipment for presentations | Paul Nehrig | Day of meeting | Title I survey results |
| 9 | Send home handouts to families that were unable to attend | Classroom teachers | Week 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 parent and family engagement.

**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 parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child’s academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

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| **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 | Math Night | SLT/PTO | Increase parent and student interest in mathematics | Spring | Parent survey |
| 3 | Science Night | SLT/PTO | Increase parent and student interest in science | Spring | Parent survey |
| 4 | Tutoring | Kathy Anselmo | Increased student achievement | October | Test scores |
| 5 | SAC Membership Training | Nichole Delemeester | 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 | Nichole Delemeester | 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 | August | 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 and family engagement programs, and build ties between parents and schools.

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| **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 | August -May | Title I survey |
| 2 | Depression and Suicide Prevention Training | David Sanford | 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 | Erica Jeria  David Sanford | School staff will learn the warning signs for bullying and child abuse and how to report | September | Sign-in sheets, presentation materials |
| 4 | PST | Kathy Anselmo/  Erica Jeria | 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 presentation | Adrienne Martin | School staff will learn ways of utilizing volunteers and business partners in their classroom | November | Sign-in sheets, presentation materials |
| 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 and families in more fully participating in the education of their children.

**Response: To encourage and assist parents and guardians so that they may become more involved in the education of their students, Forest Lake Elementary hosts several book fairs annually that coincide with school/PTO family events. Forest Lake’s Faculty will sponsor morning/afternoon curriculum meetings called ‘Parent Parties’ per grade level where families can see what their students are learning in class, participate in demonstration lessons, and learn how to support their students at home. 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, ConnectEd, school marquee, monthly newsletter, Remind 101 and school website. Forest Lake will provide the Parent to Kid program.**

**Communication**

Describe how the school will provide parents and families of participating children the following:

* Timely information about the Title I programs;
* 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;
* 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; and
* If the schoolwide program plan 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.

**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 (including but not limited to) 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 parent and family engagement 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.

**Response: A variety of parent involvement activities are planned on various days and times throughout the year to provide parents with the best opportunity to participate in school activities. A Parent Liaison has been added to the school staff to provide parents support in accessing school programs and becoming involved in their children’s education. Multiple sources are used for communication including ConnectEd phone calls, flyers, the school newsletter, and website. Forest Lake has also initiated a Remind 101 system for parents to receive direct text messaging regarding school-wide information. 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 parent and family engagement plan Components Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

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| --- | --- | --- | --- | --- | --- | --- |
| **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 | Ongoing |  |
| 4 |  |  |  |  |  |  |

# Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan.

Please upload into SharePoint and keep copies for our records.

# Upload Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

# Upload Evidence of Parent and family engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

## Evaluation of the previous year's Parental & Family Engagement 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. Include participation data on the Title I Annual Meeting.

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| --- | --- | --- | --- | --- |
| **Count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Math Night | 1 | 35 | Increase parent and student interest in mathematics |
| 2 | PTO Family Science Night | 1 | 150 | Increase parent and student interest in science |
| 3 | STAR Tutoring | 32 | 36 | Increase student achievement |
| 4 | SAC Membership Training | 2 | 20 | Increase parent awareness of academic expectations and foster parent/school connection |
| 5 | Title 1 Program | 2 | 50 | Increase parental awareness of program information (Open House) |
| 6 | PTO Events | 12 | 1,500 | Increase parent/school connection and parental involvement |
| 7 | Assessments discussed during individual Conferences | 650 | 650 | Teachers conduct individual conferences and discuss assessments and other academic achievement measures with parents as needed |
| 8 | Meet the teacher | 1 | 500 | Increase parental awareness of classroom and academic expectations |
| 9 | SAC Advisory Council | 8 | 20 | Increase parental awareness of specific school issues related to academic achievement |
| 10 | Parent/Family Curriculum Night | 1 | 200 | Increase parental involvement in supporting student academic achievement; provide parents with specific strategies for use at home with their students. |

# 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.

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | PST Training | 2 | 59 | Increased achievement |
| 2 | Title 1 Program Overview | 1 | 59 | Teachers learned about the Title 1 programs and services |
| 3 | Depression and Suicide Prevention Training | 1 | 59 | School staff learned about warning signs for depression and suicide and how to report those signs |
| 4 | Bullying and Child Abuse Prevention | 1 | 92 | 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 parent and family engagement 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).

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| **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 | Add Parent Liaison to school staff for supporting parent/family involvement in school activities, especially underserved populations and those with limited English proficiency. Parent Liaison will engage in outreach efforts, assist with planning and organizing parent events, and 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, with ongoing follow-up. School Counselor and Parent Liaison team up to target support for disadvantaged families, including school supplies, uniforms, and food pantry items. Every effort is made to include these students in free dental and eye care when available. |
| 5 | Attendance | Forest Lake participates in the district’s ‘Everybody, Every Day’ attendance initiative. School-wide and classroom incentives are offered for attendance improvement. School communicates the importance of attendance via multiple formats (ConnectEd, marquee, flyers, individual parent communications, etc.). Parents are notified daily about student absences via an automated ConnectEd message. At set intervals (5, 10, 15 days absent), letters are sent home to notify parents. The school collaborates with our Social Worker to target interventions to families with chronic absenteeism, through the PST process. Individual home visits are planned for families with persistent chronic absenteeism who do not improve through other interventions. |

# Best Practices (Optional)

Describe the parent and family engagement 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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| --- | --- | --- |
| count | Content/Purpose | Description of the Activity |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.