## LAKEWOOD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, \_Stephanie Woodford \_ , 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:** Lakewood Elementary School believes that positive, effective, and informed parent/family involvement is essential to building and sustaining student achievement as well as strong social/emotional development and thus promotes and encourages such involvement in all school activities. |

**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)].

|  |
| --- |
| **Response:** Lakewood Elementary School believes in involving parents in all aspects of its Title One Program. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP), the Parent and Family Engagment Plan (PFEP), and the Parent- Student- Teacher Compact. The members of the committee are given the opportunity to give further input and make changes prior to district approval. Input is reviewed regularly and documented in SAC meeting minutes. Lakewood parents/guardians are given a survey in the spring each year seeking information and suggestions on school climate and academics to assist in the development of school-wide plans and initiatives. Results of the survey are shared with SAC and made available to all parents/guardians and the community via our website and newsletters. All Lakewood parents/guardians are encouraged to be a part of SAC. Sign-up for SAC is provided through our monthly newsletters, the marquee and the school website. Information for joining SAC is also included in school messenger communications. Our leadership team also makes personal contact with families to invite them to be a part of our SAC Committee. Our SAC consists of school staff, parents, and community members. |

**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 | VPK | Lakewood Elementary and the VPK office will work together to coordinate transition programs for students entering the regular public school program. |
| 2 | Transition to Kindergarten Night: Ready Set Kindergarten | In the Spring, the school will provide families with important information to help their child(ren) transition from Pre-K to Kindergarten. Materials will be provided that can be used over the summer at home to advance learning and help students to be Kindergarten Ready.  |
| 3 | Welcome To Kindergarten | In the Fall all new to Kindergarten students will receive a bag from JWB with information about what students need to know for Kindergarten and a few school supplies as well as information on community and Title 1 resources that are available to families to support learning. |
| 4 | Nutrition Program | We provide a no-charge breakfast, and lunch for all students. Also an afternoon snack is provided to all students due to the extended school day. All students who attend the after school extended day program for tutoring also receive an evening meal. |
| 5 | FSA Readiness | In the Spring all 3-5 families will be invited to attend an FSA information event that highlights the types of rigorous questions students will see on the FSA assessment, and provided families with resources for practicing at home as well as how to help students prepare physically and emotionally for the assessment. |

**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 | Develop agenda & PowerPoint that addresses the required schoolwide components | Renee Nellenbach | September 2019 | Copies of agenda and PowerPoint |
| 2 | Develop & disseminate invitations | Title One Family/Community Liaison | August 2019 | copy of flyer/invitation and printout of notice on school website |
| 3 | Advertise event | Title One Family/Community Liaison  | August 2019 | school messenger message, stickers for agenda books, copy of newsletter blurb, advertise on marquee, posters in front of school  |
| 4 | Develop sign-in sheets | Title One Family/Community Liaison | September 2019 | copies of sign-in sheets |
| 5 | Maintain Documentation | Title One Family/Community Liaison and Title One Inbox Coordinator | September 2019 | Documents housed in Compliance Contact's office & shared with PFEL. |
| 6 | Disseminate Annual Meeting information to those that didn't attend | Title One Inbox Coordinator and the Title One Family/Community Liaison | September 2019 | Copy of information in newsletter and on website |

**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:** In order to meet the needs of our families and provide for active parent involvement, Lakewood Elementary offers flexible parental involvement meeting times that encourage our families to attend. Some events will take place in the mornings and others will be offered in the evenings. To accommodate families during open house, we are hosting two consecutive evening sessions with wrap around services provided in the cafeteria. Most of our students arrive by car so we will also promote information for events through signage in the car circle. We will plan several events that occur before school as well as during lunch for parents to participate with their children. We will also celebrate student successes each grading period before school so that parents can engage in celebrating in the growth students are making. Through our scheduled student-led conference nights parents will learn about what our students are accomplishing in school from the students themselves. These nights are planned with working parents in mind to accommodate those with late or early shifts. We also provide child care, student performance, and food for many of the events to increase participation.  |

**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 | PCS Parent Guide distributed to families | Title One Contact | Parents will be provided with pamphlets/handouts outlining the SSS and grade level standards. Including strategies they can use at home to help their child. | Sept. 5th 2019 | documentation of date distributed |
| 2 | Teacher/Parent Meetings  | Classroom teachers | Teachers will hold individual conferences to discuss student's assessment results, expectations, and goals for the school year.  | Ongoing2019-2020 | conference logs/signed PMPs |
| 3 | Student Led Conferences | Classroom Teachers/Content Coaches | Students will maintain documentation of their progress toward learning goals and standards to share with their parents regarding achievement.  | Nov 14th 2019 March 12th 2020 | Parent Sign In Sheets |
| 4 | Parent Portal Information Sheet disseminated and shared with parents | Title 1 Contact | Teachers will show parents how to access and sign-in to Parent Portal during individual conferences and Open House. Portal information & access information will be sent home via newsletter and on school website  | Sept 5th 2019 and ongoing 2019-2020 | Copy of brochure, documentation on conference logs, copy of newsletter with related information |
| 6 | Student Mentor Programs | Parent and Community Liaison | Students will set and share goals in their learning with established Mentors. Students will feel accountable for their progress. | Monthly Ongoing 2019-2020 | Sign in Sheets, Student Data Folders, Artifacts of student work |
| 7 | Pre-School Parent Contacts | Classroom Teachers | Teachers will make a positive contact to parents prior to the start of school to establish strong positive relationships | August 1-13, 2019 | Log of Parent Contacts |
| 10 | Title I Annual Meeting | Assistant Principal /MTSS Coach/SS Team | Providing information and building relationships | Sept 5th 2019 | Sign in sheet/Power Point |
| 11 | Social/Emotional Trauma Informed Care and Parenting Training | Student Services Team | Parents will be provided with information and strategies to support the social/emotional development of their children and the impact trauma has on student achievement | Fall 2019 and Spring 2020 | Agenda, Sign-in Sheet and Power Point |
| 12 | Academic Achievement Recognition Assembly | Admin Team | Students will be recognized for ongoing student achievement and academic growth in a publicized ceremony | Each 9 weeks | Parent Sign-In and student name list of awards |

**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 | Trauma Informed Care Training | Rebecca Presley | Teachers will gain knowledge about the impact that trauma has on student academic and emotional development. Building awareness and strategy knowledge will support teachers with interacting positively with students as well as parents and encourage partnerships leading to higher student achievement. | Pre-School 2019 and Ongoing | Sign- in sheets, agenda, copies of handouts/materials |
| 3 | Restorative Practices | Ashley Richardson | Better understanding of Tier 1 classroom supports and community building relating to promoting a positive culture when working with diverse families and students | August 2019 and Ongoing | Sign in Sheets, PD Surveys; end of year parent survey |

**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:** Lakewood Elementary has a Parent/Family Resource Information Center available at the school. The center provides the following:* internet and computer access for parents
* parent/family resource books and materials
* access to requests for the ride-share program for school visits and conference
* flyers and brochures that provide community wrap around services for families in need
* connect for success applications for parents who would like to participate in the take home laptop program

Flyers are sent home monthly and the school website/newsletter contain information to support the Family Resource Center at the Title One Center. Parents are encouraged to attend and check out the resources available for home use. Many teachers send home monthly newsletters or use Class Dojo to inform parents of the FRC. Take Home/Homework folders and the Class Dojo system are used to promote ongoing communication between students’ homes and the school. |

**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:** At the Title One Annual Meeting in September, parents will be presented with information related to the Title One program, the curriculum, and academic assessments. Parents will learn about the school-wide program, and opportunities for participation in decisions related to the education of the child and the school. Parents will also be encouraged to attend our bi-annual Student-Led Conference Nights to learn about student successes from their child(ren). Parents will also be encouraged to attend quarterly family nights to see what their child(ren) are learning through the standards-based curriculum as well as how they can support their child(ren) at home. The same information will be provided to parents unable to attend via our school newsletter. The Family & Community Liaison will maintain documentation of the information shared, and the sign-in sheets for the meetings. The school website will be used to communicate comprehensive school information.  |

**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:** Lakewood Elementary will have a bilingual assistance available from the district to translate school information and assist parents of English Language Learners both in person and via phone conferences. District and school forms and policies can be requested to be translated as needed in other languages. Important school related information that goes home to parents of ELL children will have a special attachment in their native language to have the information translated. Lakewood is handicap accessible including ramps for easy access to the portables. In addition to our newly developed ride-share program that allows parents to utilize private transportation services, our teachers and School Students Services Team are able to conduct home visits as needed to accommodate those parents that are not able to make conferences.  |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

**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)].

Appendix A

**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.

|  |
| --- |
|  |

## Evaluation of the 2019-2020 Parental Involvement Plan

**Building Capacity Summary**

Provide a summary of activities provided during the 2018-2019 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 | PCS Parent Guide distributed to families | 1 |  | Parents will be provided with pamphlet outlining the SSS and grade level standards. Including strategies, they can use at home to help their child. |
| 2 | Conference Nights | 2 |  | Students will share information with their parents to discuss accomplishments, assessment results, expectations, and goals for the school year.  |
| 3 | Parent Portal Brochure disseminated and shared with parents | 1 |  | Teachers will show parents how to access and sign-in to Parent Portal during individual conferences. Portal information & access information will be sent home via newsletter and on school website  |
| 4 | Curriculum Nights | 4 |  | Will increase parent awareness on reading, science, math, and FSA initiatives |
| 5 | Ready Set KG Night | 1 |  | Parents will learn how to prepare students for KG and learn about the LES KG Program |
| 6 | Title I Annual Meeting | 1 |  | Information shared included goals of Title I, Florida State Standards and testing, Parents Right to Know and Parent Involvement information. |
| 7 | Social Emotional Parent Trauma Training | 2 |  | Parents will receive information and resources to support student social/emotional needs impacted by trauma and strategies to support academic achievement in such circumstances. |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the 2018-2018 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 | Training in culturally-responsive strategies, Community Prior Knowledge, Restorative Practices, Trauma Informed Care | 5 |  | Better understanding of staff in working with parents and students |
| 2 | Staff Training on Components of Title 1 Program | 1 |  | Better understanding of staff on allocation of resources and goals of program |

**Barriers**

Describe the barriers that hindered participation by parents during the 2018-2019 school year in parental involvement activities. Include the steps the school will take during the 2018-2019 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 | Timing | Strategically combine events for parent convenience and showcasing student performances in concurrence with academic information nights. Offering variations in times to accommodate schedules |
| 2 | Communication | Provide a more consistent process for communication over grade level advancement, school events, and student progress. |
| 3 | Participation | Strengthen SAC and PTA information, outreach, and involvement |