

I, Virginia Freeman, Principal of Forest Lake Elementary, 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 to the best of my ability. 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.

- 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 & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- 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 to 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.

Date Signed

****Please use the data from the school's survey(s) (*Advance Ed and 5Essentials*) to complete this Parent & Family Engagement Plan!**

Parent & Family Engagement Mission Statement

2019-2020

Engagement of Parents & Families

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 School Advisory Council (SAC) is comprised of parents, faculty, administration and members of the community. Members are either elected by the school community or appointed by school administration with the approval of SAC. The group meets monthly to help plan, review, and improve the school's programs, create a budget, develop a parent involvement plan and monitor 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.

count	Program	Coordination
1	PK 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	The school offers social emotional learning through Sanford Harmony Meet Up canvas resources. 15 minutes was added to the master schedule to allow teachers time to implement the program. The program encourages students to communicate, cooperate, connect, embrace diversity and resolve conflict.
8	Nutritional Programs	Forest Lake Elementary offers a variety of nutrition programs including a Free/Reduced Meal plan, school-based dinner program, wellness plan and health and fitness lessons during PE special area
9	Individuals with Disabilities Act (IDEA)	Supplemental instructional support provided by Title I is discussed with parents during the development of the student's IEP

Annual Title I 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), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Open House and Title 1 meeting posted on marquee	V. Freeman	Sept 2019	Sign In Sheets
2	Connect Ed Message sent to families	V. Freeman	Sept 2019	Sign In Sheets
3	Annual Title 1 Meeting date/time posted on school website	V. Wagenhauser	Sept 2019	Sign In Sheets
4	Title 1 brochures distributed during meeting	V. Freeman	Sept 2019	Title I Survey results
5	Send home handouts to families unable to attend	Classroom teachers	Week after meeting	Title I Survey results
6	Post PowerPoint presentation on school website for parents unable to attend	V. Wagenhauser	Week after meeting	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 membership committee. Parents are provided childcare during meetings to encourage attendance and involvement. TO provide a flexible and welcoming atmosphere, Forest Lake 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.

Parent & Family Engagement Activities (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.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Math Night	SLT	Increase parent and student interest in mathematics	Nov 2019	Parent Survey
2	Science Nights	SLT/PTO	Increase parent and student interest in science	Winter and Spring	Parent Survey
3	Tutoring	K. Anselmo	Increased student achievement	Oct 2019	Test Scores
4	SAC Membership Training	H. Blum	Increased parent awareness of academic expectations and foster parent/school connection	Sept 2019	Sign In Sheets
5	Title I Program Annual Meeting	V. Freeman	Increase parental awareness of program information (Open House)	Sept 2019	Title I Survey
6	PTO Family Activities	PTO	Increase parent/school connection and parent involvement	Entire Year	Number of Participants
7	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
8	School Advisory Council	H. Blum	Increased parental awareness of specific school issues related to academic achievement	Monthly	Meeting Minutes
9	Meet the Teacher	Classroom Teachers	Increased parental awareness of specific school issues related to academic achievement	August 2019	Sign In Sheets
10	Parent Parties	Classroom Teachers and SLT	Regular meetings to increase parent awareness of specific grade level standards	Entire Year	Sign In Sheets

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Program Staff Training	V. Freeman	Teachers will learn about Title I programs and services	August-May	Title I Survey
2	Depression and Suicide Prevention Training	D. Sanford	School staff will learn about warning signs for depression and suicide and how to report these signs	Sept/Oct	Sign in sheets, presentation materials
3	Bullying and Child Abuse Prevention	E. Jeria D. Sanford	School staff will learn the warning signs for bullying and child abuse and how to report	Sept 2019	Sign in sheets, presentation materials
4	PST	K. Anselmo E. Jeria	School staff will learn about providing interventions for struggling students and engaging parents in the process	Entire Year	Sign in sheets, presentation materials
5	Annual Utilization of Volunteers and Business Partner presentation	A. Martin	School staff will learn ways of utilizing volunteers and business partners in their classroom	Nov 2019	Sign in sheets, presentation materials
6	Safety Training	D. Sanford	School will learn safety tips including active shooter, bloodborne pathogens and security procedures	Sept-April	Sign in sheets, presentation materials

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 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 I budget and goals are discussed at length. As part of the Open House procedures, parents meet with classroom teachers as well as the Forest Lake staff. During classroom visits teachers discuss curriculum, assessments, upcoming events and provide ideas on ways parents can help their students at home. This information is shared several times by way of conferences, parent newsletters and teacher websites. Forest Lake teachers strive to break down the parent involvement barriers by being flexible for conferences and often meet before school, after school hours, planning periods, or a mutually agreed upon time between the 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 in order to provide parents with the best opportunity to participate in school activities. Multiple sources are used for communication including Connect Ed phone calls, flyers, the school newsletter and website. To provide full access and opportunities for all with limited English proficiency, school reports and information letters from the school/district will be provided in the child's home language according to state and federal 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.

Upload Evidence of Input from Parents

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

Please upload into SharePoint and keep copies for our records.

Upload School-Parent Compact

Note: As a component of the school-level PFEP, each school shall jointly develop, with parents for all children served under this part, a School-Parent 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 input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload into SharePoint and keep copies for your records.

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (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.

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 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 expectations and foster parent/school connection
5	Title I Program	2	50	Increase parental awareness of program information
6	PTO Events	12	1,000	Increase parent/school connection and parental involvement
7	Assessments discussed during individual parent 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.

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 I Program Overview	1	59	Teachers learned about the Title I 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Educational Disadvantaged-Transportation	Encourage car pooling among families. Consider times when scheduling events
2	All Subgroups- Work Schedules	Offer programs on varying dates/times to allow more participation
3	Limited English Proficiency- unfamiliar with event offerings	Provide support to ESOL families. Work to ensure translation of materials and of content, when possible to increase participation
4	Economically Disadvantaged	Information disseminated to all parents about free-reduced breakfast and lunch with ongoing follow-up. School counselor and administration team up to target support for disadvantaged families including school supplies, uniforms, pantry items. Every effort is made to include students if free dental and eye care when available
5	Attendance	School wide and classroom incentives are offered for attendance improvement. School communicates the importance of attendance via multiple formats (ConnectEd, marquee, flyers, individual parent communication, etc). Parents are notified daily about student absences via an automated message. At set intervals (5 10 15 days), letters are sent home to notify parents. The school collaborates without Social worker to target intervention 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)

count	Content/Purpose	Description of the Activity
1		
2		
3		
4		

**Please return completed Parent & Family Engagement Plan (PFEP)
to your Parent & Family Engagement (PEF) facilitator by**

***PFEP must be signed by the Principal and approved by PEF
prior to upload to CIMS***
