

Lake Forest Elementary School Title I, Part A Parent & Family Engagement Plan

I, Elizabeth LeClear, 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 conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Students Succeeds Act (ESSA). Such programs, activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
- The school will be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101, and is expected to carry out programs, activities, and procedures in accordance with this definition.
- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).

Signature of Principal or Designee

Date Signed

Parent & Family Engagement Mission Statement

At Lake Forest Elementary, we see education as a cooperative enterprise of the school, home, and community.

We strive to educate the whole child through academic, social, and emotional experiences that will change the intellectual abilities of the child in order for them to become prosperous and successful citizens of society.

Our mission is to ensure that all students at Lake Forest Elementary have the opportunity to be academically, socially, and emotionally successful, in order for them to become productive citizens.

Involvement of Parents

The school will involve parents in the planning, review, and improvement of Title I programs including parental involvement and in the decisions regarding how funds for parental involvement will be used by:

- Parents will be given the opportunity to provide input at the Title I Annual meeting.
- Parents will be invited to participate in the planning and organizing of all Title I programs.
- Surveys, parent meetings, school correspondence, and other activities will be used to solicit input from parents regarding the implementation of the Title I program.

Coordination and Integration

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parents how to help their children at home.

Count	Program	Coordination
1	Early Childhood Education	The school and district will advertise online registration for Pre-Kindergarten students and Kindergarten Round-Up. District sponsored activities through various methods will be presented.

Annual Parent Meeting

The school will 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), and the rights of parents through the following activities.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold the Annual Parent Meeting in September	Principal, Title I Lead Teacher Title 1 Team	September	Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Principal, Title I Lead Teacher	Aug.-Sept.	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	Aug.-Sept.	Copies of presentation and all handouts
4	Send notices in school letters mailed to parents, send invitations via students, alert parents of meetings.	Principal, Title I Lead Teacher	Aug.-Sept.	Copy of letters and invitations

Flexible Parent Meetings

The school will offer flexible opportunities for parents and families to participate in organized and ongoing workshops and meetings by:

- Parent meetings will be offered at flexible times throughout the school year such as before and after school, planning days, evenings after the parent work day and by appointments.
- All meetings will provide parent strategies and activities for home.
- As applicable, books and resources for parents and students to utilize at home will be provided.
- During most parent events in the evenings, meals will be provided for families.
- Home visits will be conducted on an as needed basis.

Building Capacity – Parent/Family Workshops

The school will implement the following activities as a means to build the capacity for strong parental and family engagement and to support a partnership among the school, families, and the community to improve student academic achievement.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Building Communities- Meet the Teacher	Teachers & Administrators	Building a bridge between home and school	August 2023	Agenda, Sign-in sheet
2	Title I Annual Meeting	Teachers & Administrators	Improve the ability of parents to work effectively with their child to increase achievement.	September 2023	PowerPoint handout, Parent Survey Evaluation, Sign-in sheet, and Agenda
3	Share student progress with parents- Parent Conference Nights	Title 1 Staff, Teachers & Administrators	Increase student proficiency on STAR and FAST: Progress Monitoring	Oct. 2023 Jan. 2024 April 2024	Agenda, Sign-in sheet, Evaluations
4	Family Literacy Night	Title 1 Staff, Teachers & Administrators	Encourage students reading interest thus increase student reading achievement	Oct. 2023	Agenda, Sign-in sheet, Evaluations
5	Family STEAM Night	Teachers & Administrators	STEAM activities that can be implemented at home to reinforce math concepts thus increasing related achievement	Feb. 2024	Agenda, Sign-in sheet, Evaluations
6	Family Science Night	Teachers & Administrators	Science activities for home to reinforce concepts taught at school thus increasing student science achievement	April 2024	Agenda, Sign-in sheet, Evaluations

Staff Training

The school will provide the following professional development activities to educate the teachers and school staff in how to reach out to, communicate with, and work with parents and families as equal partners and in how to implement and coordinate family programs, and build relationships between families and the school.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
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1	Review and Discuss Parent and Family Engagement Plan	Administration and Title I Lead Teacher	Improve the ability of staff to work effectively with parents by increasing parent involvement and student achievement.	Sept. 2023	Agenda, sign-in sheet, evaluations and minutes
2	Review and Discuss Home-School Compact	Administration and Title I Lead Teacher	Improve the ability of staff to work effectively with parents by increasing parent involvement and student achievement.	Sept. 2023	Agenda, sign-in sheet, evaluations and minutes

Other Activities

The school will conduct activities, make resources available to parents and families and provide encouragement and support to families so that they can more fully participate in the education of their children by:

- Maintaining a Parent & Family Resource Area consisting of information related to the school and Title I Program as well as academic resources available for home use.
- Making the Parents Make a Difference newsletter available through the school website, The Parent & Family Resource Notebook, and is hard copy upon request.

Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by;

- Conducting the Annual Meeting
- Conducting Open House
- Conducting regular Parent-teacher conferences
- Announcements of additional parent meeting opportunities on the school website.
- Messages sent through Skyward and Phone Home

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through;

- Information shared at the Annual Meeting.
- Information shared at Open House
- Information shared at Parent-Teacher Conferences

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

- Information shared at Parent-Teacher Conferences
- Information shared at Family Literacy Night
- Information shared at Family STEAM Night
- Information shared at Family Science Night

A means to document parent comments/concerns regarding the school wide program plan when it is not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns with the plan that will be made available to the local education agency by;

- Collect all written comments on the Parent Survey Evaluation sheets and submit them to the LEA.
- Evidence of parental input, including evidence of dissatisfaction, will be submitted to the Title 1 office as part of the regular Parent and Family Engagement review process.

Accessibility

The school will provide full opportunities for participation in parent & family engagement activities for all participants (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

- Utilizing quarterly Skyward reports as a means to identify families who may need accommodations in order to actively participate in school activities.
- Parents are notified through email, phone, and text-message correspondence, notifications sent home with students, and postings on the school website.
- ELL enrollments are checked monthly to ensure that information is provided in a language parents can understand.