

**Lake Forest Elementary  
School-Level Parent and Family Engagement Plan (PFEP)  
2021-2022**

**Mission Statement**

Our mission is to provide a stimulating and challenging learning environment that meets the needs of all students and enables them to meet their maximum potential.

**Engagement of Parents and Families**

*Lake Forest Elementary will engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school’s program is exempt from statutory or regulatory provisions, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].*

Parents will be invited to become members of the School Advisory Council (SAC). At the SAC meetings, parents will be provided information regarding the school’s Title I allocation (inclusive of professional development and parent involvement allotments). Parents will be allowed to provide input into the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school’s parent involvement plan.

**Coordination and Integration**

*Lake Forest Elementary 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 (HIPPPY); the Parents as Teachers Program; Voluntary Pre-Kindergarten; public preschool; Title I, Part C; Title I, Part D; Title III; Title IV; and Title VI [Section 1116(e)(4)].*

| Count | Program    | Coordination   |
|-------|------------|--|
| 1     | Head Start | Head Start Pre-Kindergarten teacher will conduct at least two home visits; hold joint meetings to discuss specific learning needs of |

|  |                                 |
|--|---------------------------------|
|  | students and academic progress. |
|--|---------------------------------|

### **Annual Parent Meeting**

*Lake Forest Elementary will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents engaged. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].*

| <b>Specific Activity</b>               | <b>Frequency and Duration</b>                          | <b>Evidence-Based Research</b>  | <b>Evaluation of Implementation and Effectiveness</b> |
|--|--|---|---|
| Public Meeting Flyer                   | By the Third Week of August                            | While establishing open lines of communication and building capacity with parents, research shows the students' academic skills increase. | Flyer, website notice                                 |
| Announcement (Marquee and Parent Link) | By the Second Week of September                        |   | Script of Parent Link, info on marquee                |
| Develop an Agenda and Sign-in Sheet    | By the Second Week of September                        |   | Agenda, attendance roster from meetings               |
| Annual Public Title I Meeting          | Beginning of the School Year (by the end of September) |   | Powerpoint, agenda                                    |

### **Flexible Parent Meetings**

*Lake Forest Elementary will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].*

Based on input from parents, Lake Forest Elementary will schedule meetings to be held at various times during the day or evening to accommodate parents. Our school will hold an orientation for parents at each grade level to inform them about the school’s participation in the Title I Program and to encourage parents to be involved with the reviewing and revising of the School’s Title I Plan. Teachers will be given a summary of the students’ test scores and an explanation of statewide assessment systems, standards, and other accountability measures. Also, the school will host parent trainings targeting academics where childcare will be provided.

***Building Capacity***

*Lake Forest Elementary will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child’s academic achievement, such as literacy training and using technology [Section 1116(e)(2)].*

| <b>Specific Activity</b>  | <b>Frequency and Duration</b> | <b>Evidence-Based Research</b>  | <b>Evaluation of Implementation and Effectiveness</b> |
|---|-------------------------------|---|---|
| Curriculum and Instruction, Parent Meeting Standards and Assessment | Quarterly                     | Aram, D., & Besser-Biron, S. (2016). Parents’ support during different writing tasks: A comparison between parents of precocious readers, preschoolers, and school-age children. <i>Reading and Writing</i> , 30(2), 363-386. doi:10.1007/s11145-016-9680-6 | SAC agendas, minutes                                  |
| Florida Standards   | Bi - Weekly                   | Hutchins. (2014). Family Reading Night. doi:10.4324/9781315777719   | Conference forms, Progress reports                    |
| Parent Trainings (ELA, Math, Science, and/or Technology)            | Quarterly                     | Mathematics at Home and Beyond   Tools to Help Your ... (n.d.). Retrieved from <a href="https://www.worldscientific.com/doi/10.1142/9789813271432_0004">https://www.worldscientific.com/doi/10.1142/9789813271432_0004</a>                                  | Sign in sheets, Agendas                               |

**Staff Training**

*Lake Forest Elementary will offer the following training to educate teachers, specialized*

*instructional support personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].*

| <b>Specific Activity</b>       | <b>Frequency and Duration</b> | <b>Evidence-Based Research</b>  | <b>Evaluation of Implementation and Effectiveness</b> |
|--------------------------------|-------------------------------|---|---|
| Communication and Conferencing | First Week of August          | While establishing open lines of communication and building capacity with parents, research shows the students' Reading and Math skills increase. | Meet & greet agendas, Open House agendas              |

### **Other Activities**

*Lake Forest Elementary will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].*

Lake Forest Elementary will offer a Title I Resource Center. The Center will be available to parents that have limited access to computers at home. Lake Forest Elementary will also have books available for check out in the resource room for parents. Additionally, Lake Forest Elementary will utilize social media to disperse relevant school updates and increase family engagement with a live monthly read aloud.

### **Communication**

*Lake Forest Elementary will provide parents of participating children the following [Section 1116(c)(4)]:*

- *Timely information about programs under this part [Section 1116(c)(4)(A)];*
- *A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(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, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)];*

*and*

- *If the school-wide program plan under Section 1114 (b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

Lake Forest Elementary will provide information about the Title I Programs in a timely manner, using various methods of communication, including, but not limited to emails, social media, parent links and school website, newsletters and flyers.

### **Accessibility**

*Lake Forest Elementary will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].*

Parents will be sent notification of the plan in the school's newsletter and made available in the front lobby of the school. All correspondence regarding the parent meetings will be available on the school's website.

### **School-Parent Compact**

As a component of the school-level parent involvement plan, 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 [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

**Adoption**

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council’s meeting minutes.

This plan was adopted by the school on \_\_\_\_\_ and will be in effect during the 2021-2022 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2021.

\_\_\_\_\_  
*Signature of Principal*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*SAC Chairperson*

\_\_\_\_\_  
*Date*