

Lafourche Parish School Board
MEDIA CENTER

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TO: PreK-12 Principals

FROM: Jimi Encalade, Supervisor of Federal Programs, Titles I, II, III, IV, VI, IX, Migrant & Preschool

DATE: July 13, 2020

RE: **Use of Federal Funds** in Pre-K-12 Public Schools & Parental Involvement Plans

To insure compliance with ESSA/ESEA guidelines, all school principals, Title I and Non-Title I are required to annually inform teachers and parents of the services provided by federal programs and the use of federal funds (Titles I, II, III, IV, VI, IX and Migrant) at the school. This can be accomplished at an Open House, Parent Night, Get Acquainted Night, etc. (Refer to page 2) Sign-in sheets of teachers and parents participating in meetings are to be kept on file at each school site. If this information is provided in the form of a school newsletter, a copy of the newsletter must be maintained on file at the school site.

All schools, Title I and Non-Title I, are required to annually develop/revise a Parent and Family Engagement Plan and include activities related to the plan in the school's School Improvement Plan. In addition, Title I schools are required to develop a Home/School Compact. The Parent and Family Engagement Plan and the Home/School Compact must be done with input from parents. **Agendas** and **sign-in sheets** from meetings must be kept on file at the school. A copy must be uploaded to Title I Crate.

TITLE I SCHOOLS:

Title I funds are used to provide services and/or materials for all children in a school wide school. **It is the goal of school wide schools to address the academic needs of their most at-risk students.**

Schools are to inform parents, in writing, if their child is eligible to receive additional services (i.e. tutoring during school hours, reach-in services, after school tutoring, etc.). Parental consent, in the form of a parent signature, must be obtained before a child begins to receive additional services. These parental consents are to be filed and maintained at each school site. Parent permission slips for children receiving services in before/after school tutoring are to be maintained.

TITLE I & NON-TITLE I SCHOOLS:

By September 25, 2020, the Principal is to send a Letter of Assurance, indicating that teachers and parents have been informed of how federal funds are utilized to support their school. This Letter of Assurance is to be uploaded to Title I Crate (Title I schools) or emailed to A. Bourgeois (Non-Title I schools). (See page 4 for a sample letter.)

In preparing your presentation, the following information is being provided to indicate LPSD services and programs provided at your school through federal programs. **ONLY** share with your parents the information that applies to your school.

- **Title I (Elementary Schools Only):**

- ✓ Academic Interventions
- ✓ TAP Master Teacher
- ✓ TAP Mentor Teachers
- ✓ Staff Development activities for teachers and paraprofessionals
- ✓ Before/After school tutoring program
- ✓ Parental Involvement activities conducted by a Title I Coordinator in collaboration with the school
- ✓ Reach-In or Pull-out services for students in need provided by Title I personnel
- ✓ Family Centers to provide support and assistance to children and their families
- ✓ Services and educational materials to students identified as homeless
- ✓ Materials of instruction and educational equipment
- ✓ _____
- ✓ _____

- **Pre-K – Title I – Part A (Elementary Schools Only):**

- ✓ Pre-kindergarten classes for 4 year olds (in conjunction with other funding sources)
- ✓ Teachers, paraprofessionals, classroom equipment, materials, supplies, before/after care, daily snacks, professional development for teachers and paraprofessionals, etc....)

- **McKinney-Vento (Homeless) – Title I, Part A & Title IX (All Schools):**

- ✓ Resources to support children and families meeting Homeless Criteria (school supplies, fees, school uniforms, academic assistance and other family support services)
- ✓ Referral services to community agencies for assistance with housing, clothing, utilities, food, health care, etc.....
- ✓ Tutoring and Summer Programs

- **Migrant Education Program – Title I, Part C (All Schools):**
 - ✓ Recruitment Services
 - ✓ Tutoring services for eligible migrant students
 - ✓ Supplemental instructional materials
 - ✓ Resources to support migrant families regarding family needs
 - ✓ School supplies

- **Neglected and Delinquent Program – Title I, Part D (All Schools):**
 - ✓ Instructional support services to students at the Juvenile Justice Facility who have been identified through the court system (tutoring, school supplies, professional development)
 - ✓ Transition Activities for students returning to public schools
 - ✓ Summer Enrichment

- **Title II (All Schools):**
 - ✓ Curriculum Specialists to provide support and assistance to teachers
 - ✓ Staff Development activities
 - ✓ Funding for Teacher Certification/Highly Qualified (reimbursements for college courses and stipends for professional development)
 - ✓ Materials needed for successful completion of staff development activities
 - ✓ Principal/Assistant Principal Leadership Trainings

- **Title III (All Schools):**
 - ✓ Language Arts materials of instruction for students identified as English Language Learners
 - ✓ PD activities to assist regular classroom teachers with servicing ELL students
 - ✓ Online support for learning the English Language

- **Title VI, Indian Education Program (All Schools):**
 - ✓ Tutoring and educational materials to eligible Native American Students and their families
 - ✓ Summer camps for eligible Native American Students that provide cultural enhancement and academic enrichment
 - ✓ Cultural activities such as drumming and regalia classes

Date: _____

TO: Jimi Encalade, Supervisor of Federal Programs
Lafourche Parish Media Center

RE: Assurance of Information Provided to Teachers & Parents Regarding the Use of Federal Funds
& Parent and Family Engagement Plans

Dear Ms. Encalade,

As principal of _____ School, I assure that the following procedures have been implemented at this school for the 2020-2021 school year.

_____ Parents have been informed of services provided by federal programs and the use of Federal Funds at this school by means of:

<u>Activity</u>	<u>Date of Activity</u>
_____ Open House	_____
_____ Parent Night	_____
_____ School Newsletter	_____
_____ Other: _____	_____

Agenda and Sign-in Sheets of parents participating and/or a copy of the Newsletter are on file at the school.

Title I Schools (Elementary & Certain Middle Schools):

_____ With the input of teachers and parents, a Home/School Compact and a Parent and Family Engagement Plan has been developed for this school. Copies of both have been uploaded to Title I Crate. Agendas & Sign-in sheets for meetings held are on file at this school for documentation.

_____ Parents have been informed and will be informed, in writing, if their child is eligible to receive additional services, (i.e. tutoring, reach-in or pull-out services, etc.) Parental consent, in the form of a parent signature, has been or will be obtained before a child begins receiving additional services. Parental consents are on file at this school.

Non-Title I Schools (Certain Middle and High Schools):

_____ With the input of teachers and parents, a Parent and Family Engagement Plan has been developed for this school. This Parent and Family Engagement Plan has been shared with faculty and parents. A copy has been forwarded to ESSA Executive Coordinator, Amanda Bourgeois, at the Lafourche Parish Media Center. An Agenda(s) and Sign-In Sheet(s) for meetings held are on file at this school for documentation.

Yours truly,

Form due to Media Center by September 25, 2020