

RUTH N. UPSON ELEMENTARY SCHL Title I, Part A Parental Involvement Plan

I, Dr. Theresa Stahlman , 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:

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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Information is conveyed to parents via: newsletters, phone dialers, teacher and school websites, and parent workshops. Parent volunteers were recruited to give input for the Parent Involvement Plan (PIP) and to help formulate the budget. Minutes and sign in sheets are located in the Title I Parental Involvement Audit Box. In addition, the School Advisory Council reviews the PIP and the school budget twice yearly which provides them an opportunity for involvement in planning, review and improvement of the school's Title I program. The district's climate survey, which is reviewed by SAC is another vehicle for parent input.

Parents who are members of the School Advisory Council are chosen by their peers each year according to SAC's bylaws. Documentation is located in the Title I Parental Involvement Audit Box.

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	Title I Pre Kindergarten through Second Grade	Title I prekindergarten teacher will coordinate with the school professional development coordinator, volunteer coordinator, and district resource staff. Workshops will be offered to parents during the school day on campus. Students receive books that they take home. This provides the opportunity for parents to read to their children. The books are changed regularly so that students and their parents are exposed to a variety of reading genres.
2	IDEA Parent Night	ESE teachers, counselor and inclusion core teachers will host a parent education night for parents of ESE students to give them strategies to help their children improve their reading skills. No IDEA funds will be used nor are they available.
3	Title 1 Pre-Kindergarten through Fifth Grade	guidance counselors will host a parent education night focusing on strategies for discipline and balance.

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	Annual Meeting	T. Stahlman	August 31	Attendance logs
2	Advertise/publicize event	T. Stahlman, C. Levine	August 17, 19, 31	Sign in sheet of attendance
3	Develop agenda and handouts	T. Stahlman	August 28	Feedback from parents

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: The School Leadership Team, PTA Board and SAC will provide input for the dates, times and activities for parent meetings. Activities will be planned for mornings at 9:00am, afternoons at 2:00pm and evenings at 6:00pm so that parents have opportunities to participate at times better suited to their home and work responsibilities. The LiFE team will conduct their parent training sessions once a month on early release days at 9:00 and 1:30.

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	Student Orientation	T. Stahlman	Explain academic expectations to help parents monitor student achievement	August 21, 2015	Attendance/sign in sheets
2	PTA Meetings	T. Stahlman	Increase parent knowledge of Sunshine State/Common Core Standards and Curriculum	August to June	Attendance/sign in sheets
3	Open House	T. Stahlman	Explain academic expectations to help parents monitor student achievement	September 17, 2015	Attendance logs
4	SAC Meetings	N. Levine	Inform parents and community of literacy tools and resources	Monthly meetings	Minutes, Survey
5	Art Extravaganza	K. Hamby & M. Curry	Increase parent involvement and knowledge of student accomplishments in the arts	February 19, 2016	Invitation Responses
6	Parent/Teacher Conferences/ Compact Meetings	Teachers	Improve student performance by providing parents with information on their child's performance on district and state assessments	August to June	Conference Logs
7	Character Reading (Parents as Guest Readers in Costumes)	K. McLarty	Parent readers dress in character to support literacy	October 29, 2015	Sign in sheet
8	Annual Title I Involvement	T. Stahlman	Explain Title I purpose and expectations	August 31, 2015	Attendance Log
9	Standard Snapshots of Student Work	K. McLarty, R. Dixon	Parents will receive a quarterly snapshot of student work meeting standard to help them support their child	November 2015 - May 2016	Parent Conferences

			at home		
10	Weekend Backpacks	A. Johnson	Families in need will be provided with food for the weekend in order to ensure academic performance	September 2015-June 2016	Parent Feedback
11	Information session on Magnet schools for 5th graders	A. Smith, A. Johnson	Provide families with knowledge regarding Magnet schools	December 2015	Sign in sheet, Workshop evaluations
12	5 Love Languages of Children	T. Stahlman, A. Johnson, A. Smith	Provide parents with effective and appropriate discipline strategies for their children	October 2015	Sign in sheet, Workshop evaluations
13	Parenting an discipline and Work/Life Balance	T. Stahlman, A. Johnson, A. Smith	Provide parents with strategies to strengthen their relationship with their child	November 2015	Sign in sheet, Workshop evaluations
14	SAC/PTA End of Year Meeting	T. Stahlman	Encourage parent involvement on school committees	May 2016	Sign In Sheet
15	Transition to Middle School	A. Johnson, A. Smith	Provide parents with knowledge for transition	May 2016	Sign in sheet
16	Grandparent Day Lunch	Y. Spinner	Invite Grandparent to eat with their student	September 14, 2015	Pictures
17	National Male Role Model Breakfast	A. Johnson	Invite male role models to breakfast with Principal and counselor	September 30, 2015	Sign in sheet
18	Parent Resource center	A. Johnson	A place for parents to feel welcome and get information	August - June 2016	Check out sheets
19	Family Reading Night	T. Bettles	Literacy engagement with bingo and books	October 29, 2015	Sign in sheet

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	Public Relations	T. Stahlman	Increase Communication with parents	August 2015-September 2015	Open House Checklist and Orientation Checklist
2	Volunteer Training	A. Johnson	Increase volunteer participation by hosting training for teachers and sharing volunteer opportunities.	September 2015-June 2016	Teacher feedback, sign in
3	Parent Involvement PLC	K. McLarty, R. Dixon	Teachers will be trained to conduct Parent Conference Nights in grades K-5 to review student data, student work, academic expectations, progress monitoring plans and tutoring options to help increase student achievement	October 2015 to February 2016	Teacher feedback, sign in

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: The following activities provide parents with information and activities on how to help their children at home: weekly parent newsletter, promotion of the district's Title I Parent Resource Center, frequent parent/teacher conferences, Open House, quarterly awards assemblies, SAC meetings. The school has a Parent Resource area maintained by the front office that provides computer access and materials on a variety of topics. A comfortable seating area and digital devices will be provided for parent use and checkout. It is open to parents during the school day from 8:00 AM to 3:00 PM. Parents are reminded of the Parent Resource Center through the weekly Connection. The results of the school climate survey provide feedback from parents. A. Johnson will be the lead person in the Parent Resource Center.

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: Curriculum, assessment and proficiency levels will be shared at Open House, through the weekly newsletter to parents and School Advisory Council. The school and PTA maintain websites with parental involvement information including numerous links to information about curriculum, standards and ideas for home academic support. Progress reports are sent home at mid-point of each quarter to keep parents informed of students; academic progress with the option for parents to request a parent-teacher conference. We also continue to expand a parent involvement area near the front office where parents can obtain additional information about curriculum, standards, and assessment. The PIP is made available to parents upon request at the front desk. A copy is also available in the parent resource area. They are advertised in the Connection. All copies of parental communication are located in the Title I Parent Involvement Audit Box.

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: A weekly newsletter highlighting curriculum information, family events and other parental involvement activities is sent home weekly in the "Tuesday Folder." We also maintain a school website with our school calendar, PTA/SAC information and numerous links to resources for academic support. Information for parents/families of limited English proficiency is provided upon request and with communication transcribed in their native language. Currently all our families speak English as the primary language. If a parent has limited language needs, the information may be via a district ESOL

translator. Accommodations will be made for parents with disabilities.

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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	New student orientation, Open House, Conferences, SAC meetings, Copies of minutes and/or agendas	T. Stahlman, Y. Spinner	Improved student performance	August 2015 to June 2016
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Direct contact; community outreach	T. Stahlman, Y. Spinner	Improved student performance	August 2015 to June 2016

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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.

[Uploaded Document](#)

Evaluation of the previous year's Parental Involvement Plan

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 [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	Student Orientation	1	200	Explain academic expectations to help parents monitor student achievement
2	PTA Meetings	9	63	Increase parents knowledge of Sunshine State/Common Core Standards and Curriculum
3	Open House/Title one presentation 9/19	1	66	Explain academic expectations to help parents monitor student achievement
4	SAC Meetings	9	27	Inform parents/community of literacy tools and resources
5	Couponing 9/11	1	3	Teach low income parents strategies to save money.
6	Parent Workshop: Math Standards 12/8	1	2	Improve student performance by teaching parents about new math standards
7	Parent Workshop: Common Behavior concerns	1	11	Train parents to various strategies to improve discipline
8	Parent Workshop: Positive Parenting	1	3	Teach parents positive intervention strategies to improve student achievement
9	Annual Title One Involvement	1	3	Explain Title I purpose and expectations

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 [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Volunteer Training	1	37	Increase volunteer participation by hosting training for teachers and sharing volunteer opportunities
2	Reading Mastery	1	4	Provide training for Kindergarten teachers and paraprofessionals to work with small groups of Kindergarten students to develop letter sound recognition
3	Parent Involvement PLC	1	37	Teachers will be trained to conduct Parent Conference Nights in grades k-5 to review student data, student work, academic expectations, progress monitoring plans and tutoring options to help increase student achievement

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents have difficulty balancing home, jobs and school with school functions (applies to all subgroups)	The school is offering a more flexible schedule of family and parent events. Some are offered early in the day, some during the school day and some in the evening. Some are even offered multiple times to provide more opportunities for parent involvement.

Best Practices (Optional)

Describe the parental involvement 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
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