

SPRING HILL ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Michael Maine, 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

9.2.15
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission of Spring Hill Elementary School's Title I Parent Involvement program is to promote high academic student achievement through school wide activities to support parent involvement.

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: : At the start of the 2015-2016 school year, Title I personnel will facilitate the Title I Annual Meeting. At this meeting, parents are introduced to the Title I Facilitator who discusses parent involvement opportunities, and Educational Resources through the Title I Resource Center (Family Resource Center). The Title I staff and administration provides detailed information regarding the Title I school wide program and parents are invited to become a member of the Title I Committee. Parents are given the opportunity to be a member of the Title I Committee by attending the first meeting or turning in their request to serve on the Title I Annual Meeting survey. Spring Hill Elementary School's Title I Committee meets at least seven times during the school year (September through May) to review and evaluate topics associated with Title I components. The topics for the Title I Committee meetings include, but are not limited to the following areas: Florida School Grading requirements, School Improvement, Ten Elements of a Title I School wide program, Family Engagement Team (FET), Annual Meeting, Highly Qualified Staff, Staff Development, Parent Trainings, Extended Learning Programs, Monitoring, Data Analysis, Evaluations, Surveys: (Parent Involvement and Staff), and Budget. To ensure that all topics are covered the components are separated out per month based on need for review or analysis of programs.

August/September - Florida School Grading requirements, School Improvement Plan (SIP), Highly Qualified Staff, Ten Elements of a Title I Schoolwide Programs, the Family Engagement Team (FET), Title I Annual Meeting, and Parent Workshops planned for the school year.

October - Staff Development, Parental Workshops available, Reading, Writing and Math Initiatives, monitoring, student assessments

November - Title I Extended Learning, Scientifically research-based programs (Pearson SuccessMaker, Performance Matters SAM, etc.)

January - Midyear Report for FL DOE, Data Analysis of 1st semester programs

February - Revision of Title I Parent Involvement Plan, Revision of the Title I Compact, Eligibility Survey

March/April - Parent Involvement Surveys, updates on current schoolwide programs, draft of next school year programs

May - Time on Learning, Budget, and Program Evaluations. At this meeting the school's Title I allocation will be discussed and the formalization of the next school year budget will be drafted, subject to review and revision by the District Title I personnel. Priorities will be established for the use of Title I funds.

The school's Title I personnel will provide documents to measure the success of the school wide Title I program by monitoring attendance data, agendas, and minutes from Title I Committee meetings to ensure compliance with Title I requirements

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	ESE Pre-K	Spring Hill Elementary School has ESE Pre-K classes for children who have been identified through screening from FDLRS and the Childfind Network. At the end of the previous school year, a Kindergarten Round-Up provides information for parents via a School Readiness Inventory. Hernando County provides a free Universal Pre-K program during the summer for all eligible children to help them prepare for Kindergarten.
2	ESOL and Title III	The ESOL teacher and paraprofessionals provide translations for parents of limited English proficient students. The Rosetta Stone Program is available for parents and students to use
3	Exceptional Student Education (ESE)	The district, school-based ESE staff, and assessment staff to provide parent training on Florida's Standards Assessment Test and Florida's Alternative Assessment. This is supplemental to the literature parents would receive in an annual staffing conducted through ESE. The ESE department provides technical assistance and the Title I staff plan, advertise and host the parent workshop.

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	Select a date and format of Title I Annual Meeting for 2015-2016	Title I Staff and Administration	No later than June of the preceding school year	Attendance Records and Event Response Forms
2	Publish notice to parent via backpack, automated telephone call, marquee	Title I Facilitator, Office staff, teachers	Within 10 days of meeting date	Attendance records will be evaluated for participation rates.
3	Prepare print materials for distribution at meeting.	Title I Staff	Prior to training staff for Annual Meeting	Prior to training staff for Annual Meeting
4	Meet with faculty at staff development meetings to discuss format, procedures and expected outcomes	Title I Staff -- Title I Facilitator	Within 10 days of meeting date	Faculty Training evidence will be the sign-in sheets
5	Comprehensive PowerPoint outlining the scope and requirements of the Title I program	Title I Staff -- Title I Facilitator	Annual Meeting Night	Agenda, Sign-in sheets and Event Response Forms
6	Agenda, Sign-in sheets and Event Response Forms	Agenda, Sign-in sheets and Event Response Forms	Distribute within one week of Annual	Teacher verified class roster for "Sorry I missed you letters
7	Distribute "Sorry we missed you" packets to teachers to be sent home in backpacks	Classroom Teachers	Within one week of Annual Meeting	Combined total of sign-in sheets and receipts for packets
8	Collect sign-in sheets after the Annual Meeting	Title I Staff, school staff	Within three working days after the Annual Meeting	Title I Facilitator reviews sign-in sheets to ensure attendance was accurately recorded
9	Follow up on parent requests and comments	Title I Facilitator and school staff	Within two weeks after the Annual Meeting	Records maintained of follow-up correspondence and their results
10	Records maintained of follow-up correspondence and their results	School Staff	Within two weeks after the Annual Meeting	Attendance records will be evaluated for participation rates.

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: In order to meet the needs of all our families and provide opportunities for active parent involvement, we offer flexible parental involvement meeting times that encourage our parent to attend. We survey our parents at the end of each school year to collect data on the most convenient times to hold parent workshops. We have an Open House for parents during preschool to help our parents familiarize themselves with their child's teacher and standard operational procedures at Spring Hill Elementary School.

We have our Title I Annual Meeting within the first 9 weeks of the school year to explain our school wide programs. Our Title I Committee meetings convene a minimum of 7 times throughout the school year and are scheduled to meet the needs of our parents who are committee members. Evidence will be through sign-in sheets, agendas, and minutes from the monthly meetings. Other curriculum related parent trainings and social events are offered in the evening, but various nights are used. We provide food for some of these events to increase participation through donations from our school business partners. The School Advisory Council (SAC) meets in the afternoon once a month on dates voted on by the committee members at the first scheduled meeting. These meetings are coordinated through the School Administration and SAC Chairperson.

Evidence will be through sign-in sheets, agendas, and minutes from the monthly meetings. The school PTSO meets once a month directly after school. The School Administration selects parents to be part of the school's Family Engagement Team (FET). The FET parents attend five meetings a year at the District Office and bring back information to share with other parents. Parents are encouraged to use the materials in the Family Resource Center to help their child with academic needs.

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	Family resource center checkout/Media Checkout	Title I Facilitator/Media Specialist	Provide resources for students and families to build strong family bonds while increase learning	Select dates between September-May	Analysis of checkout
2	Florida Assessment Night	Assessment Teacher	Inform parents about the Florida Standards	January-March	Data Analysis Report
3	Title I Annual Meeting	Title I Facilitator, Title I team, and	Provide information to parents on expectations and how parents can help their children and all the Title I requirements.	October	Data Analysis Report
4	Accelerated Reader Nights	Media Specialist, Teachers and Title I Facilitator	Parents will be given the opportunity to learn how AR is used to evaluate their child's reading level.	Select nights September - May	Sign-in Sheets
5	Reading Night	Title I Facilitator, Teachers, Teachers and Parental Academy	Students and parents will improve comfort levels and relationships with the teacher and school through social events and learn educational strategies to use at home.	Select night September - May	Data Analysis Reports
6	Math Night	Title I Facilitator and Teachers, and Parental Academy	Students and parents will learn fun educational strategies to use at home	Select night September - May	Data Analysis Reports
7	Science Night	Title I Facilitator and Teachers, and Parental Academy	Students and parents will learn fun educational strategies to use at home	Select night September - May	Data Analysis Reports
8	Parent Leadership: District Family Engagement Team (FET): Parent Leadership,	District Title I Staff, Title I Staff	Provide parent leadership training in promoting parent involvement at school level, and provide ways to help their own children at home. Provide information to parents on federal, state, district and school guidelines and programs	meetings throughout the school year	Data Analysis Reports
9	Whole Brain Training	Title I Facilitator and Title I Staff	Students and Parents will learn fun educational strategies to use at home	Select night September- May	Data Analysis Report

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	Title I School-wide Program -- Staff will be trained on Compacts	Title I Facilitator	Increased parent involvement should produce increased student achievement.	August - October	Sign-in Sheet and data analysis reports from Annual Meeting
2	New Teacher Training: Orientation on Title I program and Family Resource materials. Train new teachers in effective parent involvement practices and Title I expectations and requirements for classroom teachers.	Title I Facilitator	Increased and effective parental involvement leads to more student success.	During first nine weeks of school and as new teachers come in throughout the year	Teacher sign in sheets
3	Parent Conferencing- Train teachers how to communicate effectively with parents, so parents feel they are a partner in their child's education.	Title I Facilitator with support from Parental Academy and school staff	Increased and effective parental involvement leads to more student success.	First half of year	Sign-in sheets

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: : Family Resource Center will be open to assist parents working with their children. The Title I Facilitator along with the Parent Academy will facilitate parent workshops and events, and provide Family Resource Center computers for parents to review student reports and progress monitoring and prescriptions for core curriculum materials from teachers grades K-5. Ongoing throughout the school year - the Title I Family Resource Center will be open various days and hours this school year. Late night appointments are available by calling the Title I Facilitator at 797-7030 ext.

256. Effectiveness will be evaluated through the use of sign-in sheets and check out logs documenting family learning materials going home from the Family Resource Center. In addition, family events are tracked through the use of event response forms and data analysis reports of family events.

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: Spring Hill Elementary School Title I Annual Meeting is convened the first nine weeks of the school year. All parents are invited to attend the meeting via written notice sent home with students and automatic phone call to the student's home.

Additionally this meeting notice is also placed on the school website and marquee prior to the actual meeting date. Evidence of this meeting is through parent sign-in sheets and signed receipt of data packets, as well as, signed receipt of "Sorry We Missed You" packet, event response forms and data analysis reports. The dates, days and times are voted on at the initial committee meeting to accommodate all parents to meet at convenient times for all stakeholders. There are seven meetings throughout the school year with specific Title I components that are covered to ensure that all parents understand and contribute to the Title I program. The Spring Hill Elementary School Title I Parent Involvement Plan is

developed jointly with parents through the Title I Committee each April and May and after review by all parties (LEA, SHES Title I Committee and SHES Administration) it is sent to the District Title I Supervisor of Title I for approval. Parent/School Compacts are used to explain to the parents what the requirements are for their child at Spring Hill Elementary School.

Parent/Teacher conferences are used to allow the parents to ask specific questions of their child's teacher about Title I programs, curriculum specifications for the grade level and standardized assessment tests. The Title I Facilitator works closely with the classroom teachers to assure that parents have the necessary resource materials to help them with their child. Throughout the school year, teachers meet with parents to discuss their child's progress and strategies to improve their child's achievement. Information is shared on curriculum and the different academic assessments: FAIR (reading 3-5, I Ready (K-2), Performance Matters SAM (Math 1-5 and Science (5)), District Writing (K-5) during grade level meetings with parents. The Assessment Teacher is available for parents to provide detailed explanations of student assessments. All parents are given the opportunity to have meetings via Title I Committee, SAC or PTSO. During MTSS meetings, parents are reminded that they have the option to contact the LEA about their concerns regarding the Title I schoolwide program.

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: Translators are available for general meetings, if requested, and standardized documents such as the District Parent Involvement Plan, the School Parent Involvement Plan, and Compact are made available in English and Spanish. Parents will be informed of meetings and opportunities for involvement in a timely manner. Meetings will be publicized through the media, school parent groups, on the district's website, on school bulletin boards, through school-wide automated telephone messages, backpack notices, Edline Parent Portal and student agendas. SHES is an accessible campus for persons with disabilities and is fully compliant with provisions of the American with Disabilities Act in terms of physical accessibility to all areas of the campus. Parents requiring additional assistance may call the school at 797-7030 to make arrangements for individual tours or to work with school staff when additional assistance is needed.

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	Person	Anticipated Impact on Student	Timeline
		Strategy	Responsible	Achievement	
1		Family Engagement Team (FET) – meeting of parents from Title I schools.		Parents will increase understanding about the availability	

	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	These trainings include information on topics including, but not limited to, School-wide Title I Programs, Highly Qualified Staff, Student Achievement for schools and District.	District and School Title I Staff	of such Title I services such as Extended Learning programs available to improve student	October, January, April
2	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)];	Offer flexible meeting days and time to parents when events/meeting take place	School Title I staff, SAC, PTSO, and	Increase student achievement through parental involvement input from the Title I Annual Meeting Parent Surveys to establish appropriate parent workshops for the school year. Topics may include academic, and behavioral concerns	Ongoing throughout year

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	Navigation of School and Community Resources Open House	1	952	Increase overall student achievement
2	Title I Information Title I Annual Meeting	1	176	Informed parents of school performance, Title I services, including extended day to support student learning
3	Transition/ Title I and School Resources Kindergarten Boo Hoo Breakfast	1	13	Inform parents of programs and curriculum at SHES and ways they can support their child's education and therefore increasing overall achievement levels.
4	Science 5th Grade spooky Science Night	1	35	Improve student's science skills
5	Math Winn Dixie Math Night	1	48	Improve student's math skills
6	Math Edible Math Night	1	65	Improve student's math skills
7	Reading Wild About Reading (primary grades)	1	21	Improve student's reading skills
8	Student Achievement FSA Parent Information (grades 3-5)	1	34	Inform parents of the new Florida Standards and ways they can support the standards at home therefore increasing student overall achievement.
9	Student Achievement FSA Parent Information (grades 3-5)	3	46	Improve student's reading skills

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	Title I Compact and parent conference	1	45	Increase student achievement by having the teachers and parents work together.
2	New Teacher Trainings- Title I Involvement, MTSS, PBS, Edline, Danielson, ETC	6	10	Increase student achievement by helping teachers understand the importance of Title I programs, MTSS, PBS, etc.

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	The type of workshops and how we are delivering the information to parents is not entertaining enough for the parents.	Make the workshops more "fun" for parents and students. Offer more hands on workshops.

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
