## PINELLAS PARK ELEMENTARY SCHL Title I, Part A Parental Involvement Plan

I, Lisa Freeman , 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)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** All stakeholders will work together in a cooperative partnership, which will enable our students to become contributing citizens and life long learners. Together we will provide a balanced curriculum, which is driven by data and based on individual needs. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Pinellas Park Elementary believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and PIP. More than 50 percent of the members of the SAC are parent representatives. In addition, all parents were given the opportunity to review the plan and offer their input prior to approval. All parents were given surveys at the close of the school year seeking their input on activities, training, and materials they needed to help their child for the upcoming (2016-2017) school year. Results of parent surveys are reviewed by the SAC to determine needed changes in the PIP and SIP. During the SAC meeting when the PIP and/or SIP are developed, the committee will decide, with the input from parents how the parental involvement funds will be used. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Kindergarten Transition | Pre-K students from neighboring schools will come to the school for a visit. Students will participate in a learning activity in a Kindergarten class and take a tour of the school. |
| 2 | Kindergarten Orientation | Incoming Kindergarten parents will meet Kindergarten teachers and other staff memebers to review Kindergarten expectations, school programs, and tour the school. Parents will receive materials to help them prepare their child for the first day of school. |
| 3 | Kindergarten Orientation | Our 13 VPK parents will be invited to Kindergarten orientation to review expectations, school programs, meet the the teachers, etc. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, handouts and presentation materials that address the required components. | Principal | August 2016 | Copies of agendas, PowerPoint presentation and handouts |
| 2 | Develop and disseminate invitations | Principal | August 2016 | Flyer with date of dissemination, script of Connect-Ed call, picture of markee |
| 3 | Advertise/publicize event | Principal | August 2016 | Flyer, Connect-Ed call, picture of markee |
| 4 | Develop sign-in sheets | Principal | August 2016 | Sign-in sheets for meeting |
| 5 | Develop evaluation survey of Annual Meeting | Principal | August 2016 | Survey and tally sheet of results |
| 6 | Review survey of the Annual Meeting with staff and SAC | Principal | September 2016 | Sign in sheets, agenda and minutes of meeting |
| 7 | Maintain documentation | Assistant Principal | September 2016 | Documentation will be uploaded to Title I electronic audit box |
| 8 | Post Powerpoint of Annulal Title I meeting | Media Specialist | August 2016 | Posted on school webpage |

**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)].

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| **Response:** The leadership and staff of Pinellas Park Elementary has a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule.    Our Title I Annual Meeting will be offered in the evening and in the morning on separate day so that parents of multiple school aged children may attend all meetings. In addition, the PowerPoint presentation has been posted on the PPE school webpage and PPE PTA FB page. Feedback from parents indicate that works well for most parents since they work during the day. Parents who can not attend will be accommodated during a time that both the parents and teacher can attend or materials will be sent home for them to review. Parent teacher conferences are held before, during the school day and in the evenings to accommodate our parents' work schedules. We offer opportunities for parental involvement during different times and different days of the week during the school year such as our Reading/Technology and Math Curriculum Night and Student Led Conferences. Childcare may be provided through Title I Parental Involvement funds if the activity doesn't include children.   Our SAC meetings are held following dismissal at school on the second Wednesday of the month.        The Family Involvement Committee which consists of K-5 grade level representatives, Family Liaison, and other support staff will work with Administration to review the sign-in sheets, surveys and other observations of our parental involvement activities to better address the needs of our parents. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Advisory Council (PAC)/leadership sharing information with SAC | PAC rep and Administration | Improve high student achievement | September-May 2017 | SAC minutes/PAC meeting documentation |
| 2 | Assessments discussed during individual conferences | Classroom Teachers | Teachers will have individual conferences to discuss each student's assessment results, expectations and goals for the school year. This will result in students and parents understanding data more thoroughly. This will result in students improving ongoing assessment scores. | September - November | Conference forms |
| 3 | Parent Training regarding Technology and access to the Parent Portal | Medai/Technology Committee | Parent training will take place twice a year. This will result in the increase of parent portal usage, ST math and iStation | November- May | Sign in sheets, handouts, agendas, presentation materials, and survey |
| 4 | Annual Title I Meeting | Principal | Improve high student acheivement with parental involvement | August 2016 | Sign-in sheets |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Communicating and working with parents | Family/Community Liasion | Family/Community Liasion will be provided with training to take back to their schools in an effort to improve the ability of staff to work effectively with parents, which will result in parents attending more school activities with their child. This will positively affect student learning by stregthening the home-school connection. | August - May | Training Assessment |
| 2 | Grade Level Professional Learning Communities: focus on 6 Ms | ELA and Math Coach | Improving high student achievment by purposefully planning & building in strategies taht support the various subgroups, especially the AA population | September-May | Sign in sheets |
| 3 | Growth Mindset | Adminstration/MTSS Coach | Improving high student acheivment | September-April | Sign in sheets, faculty agenda |
| 4 | Culturally Responsive Conversations | Behavior Specialist | Improve high student acheivement with parental involvement | September-April | Sign in sheets, faculty agenda |

**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)].

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| **Response:** The Family and Community Liaison will support families personally and academically to create a stable and educational home environment The Family Community Liaison, Guidance Counselor and Social Worker will assist with providing food and clothing. The School Advisory Committee will have input in any necessary changes. The principal and the City Manager have teamed to involve more of the community in continuing the upward learning trend at Pinellas Park Elementary. We have received a significant amount of school supplies and hope to see an increase in our volunteer hours.  The school's monthly newsletter will include Family Engagement fliers/advertisements. |

**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)].

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| **Response:** At the Title I Annual Meeting for parents, Pinellas Park Elementary will hold a general meeting where information will be presented about the school-wide Title I Program and its events, how to schedule parent-teacher conferences, opportunities for participation in decisions related to the education of their child, and curriculum and academic assessments. Parents will be given a copy of the Parent's Right to Know and information of when the Parent Guide will be disseminated.    Upon conclusion of the general meeting, parents will be invited to visit their child's classroom. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home.     The same information will be provided in a packet distributed the following day for all parents unable to attend. For parents who register their child after the Annual Meeting, we will give them the same informational packet at registration. This information along with the Annual Title I PowerPoint presentation will also be posted on our school's website.     Teachers will maintain sign in sheets and provide a copy to the Assistant Principal who will also maintain documentation on the dissemination of information, distribution methods, and time lines.    If the school-wide program plan under Section 1114(b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments of the plan to the local education agency [Section 1118 (c)(5)]. |

**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)].

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| **Response:** The PIP will be summarized into a brochure that will be printed in English. The brochure will outline the major components of the policy and will offer to provide a hard copy upon request. In addition, hard copies will be available in the front office. The complete PIP along with the materials given throughout the year will also be posted on the school's website so that parents and students entering the school after the Annual Meeting date will have access to the same information.     Written communication will be provided for parents in English, Spanish and Vietnamese. Translators will be available at all parent meetings, events, and in the office to ensure that parents are able to fully participate. If other languages are needed, our school will send the material to the ESOL department to provide the necessary translations. The English Language Survey results will be used to determine the number and specific needs for translation into a language other than English. Our ESOL department will monitor and update the list as needed.     For physically handicapped parents, our school is fully handicapped accessible. Parents with hearing and vision disabilities will be accommodated through translators. Our guidance counselor and social worker will monitor and support teachers and parents so that parents and teachers can fully communicate. |

**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:

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| **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)]; | Hold evening meetings due to parent feedback. We will create trainings and events that include the whole family and provide food and other resources so that parents can participate. | Principal | Provide information to parents so that they can support their child at home, which will increase completion of homework which is a reinforcement of skills/concepts taught in class. | Monthly: September-May |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\wolcottme\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\JX7471QY\fileUploads\523391_2016-2017_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\wolcottme\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\JX7471QY\fileUploads\523391_2016-2017_uploadCompact.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\wolcottme\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\JX7471QY\fileUploads\523391_2016-2017_uploadCompactEvidence.pdf) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Assessment discussed at parent/teacher conferences | 30 | 320 | Increase in mastery of grade level standards all academic subjects |
| 2 | Parent training for Connect to Success Initative (lap tops) | 4 | 82 | Increase in mastery of grade level reading and math standards |
| 3 | Annual Title I meeting | 1 | 48 | Improve parent particpation and increase student achievment |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Communicating & Working with Parents | 1 | 48 | Improve the ability of staff to work effectively with paretnts. Provide awareness of various cultures, have translators available for meetings and documents. |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Hispanic Subgroup do not attend events because they do not understand English. | We will provide a translator at Family events. |
| 2 | ESOL families aren't always aware of events. | Besides Newsletters, for those who cannot read, we will provide more Connect-Ed messages. |
| 3 | Vietnamese parents attended events but struggled with translation | Hired 2 Vietnamese speakers who will attend school events & parent/teacher conferences |
| 4 | Events were held during the school day such as Mother's Day Tea, Green Eggs & Ham breakfast | Balance the number of evening events with day time events |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |