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FLORIDA DEPARTMENT OF
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Pam Stewart
Commissioner of Education

October 28, 2016

Ms. Suzanne Wilkinson
FSU Lab School
3000 School House Road
Tallahassee, FL 32311


Dear Ms. Wilkinson:

We are pleased to inform you that the Bureau of Federal Educational Programs has received FSU Lab School's 2016-17 LEA Parental Involvement Policy.

Please be reminded that the LEA Parent Involvement Policy/Plan must meet all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act. The LEA is also required to share the contents of the parental involvement policy with parents of children participating in the Title I program. The information must be provided in an understandable and uniform format, including alternative formats upon request.

If you have questions or need additional information, please contact Tony Graham via email at Tony.Graham@fldoe.org, or by telephone at 850-245-9893.

Sincerely,


Sonya G. Morris

SGM/tog

FSU LAB SCHOOL Title I, Part A Parental Involvement Plan

I, Stacy Chambers, 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 LEA will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Section 1118 of the ESEA. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;
- 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 and each includes, as a component, a school-parent compact consistent with Section 1118 of the ESEA [Sections 1118(a)(2) and 1118(d)];
- The LEA will incorporate this LEA-wide parental involvement policy into its LEA Plan developed under Section 1112 of the ESEA; 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)];
- In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the LEA and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand [Section 1118(f)];
- The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school, after equitable provisions have been provided to participating private schools;
- The LEA will be governed by the statutory definition of "parental involvement" defined in Section 9101 (32), and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition;
- Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy [Section 1118(a)(E)]; Use the findings of the parental involvement policy evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(2)(E)];
- 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 1111(h)(6)(A)].





Date Signed

Mission Statement



2016-2017 LEA Parental Involvement Adoption Page

LEA or District Name: FSU Lab School

This policy was adopted by the LEA on 10/25/2016 and will be in effect for the period of one year through 10/25/2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 11/14/2016.

SPR Wilkinson 10/25/16
(Signature of Title I Authorized Representative) (Date)

Provide evidence that the LEA PIP was developed with the input of parents and based on the evaluation of the previous year PIP.

Parental Involvement Mission Statement(Optional)

Response: Our objective to include our parents in helping our students close the achievement gap.

Involvement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans:

- Parental involvement policy(PIP) [Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)]; -and
- How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

Response: The Florida State University Developmental Research School formed a Parent Feedback Committee composed mainly of parents of Title 1 students, Title I teachers, and administrators. The Parent Feedback Committee meets the same requirements as other schools' Advisory Councils in Florida regarding composition and responsibilities. The committee provides input into the development, implementation and evaluation of all school related plans, including but not limited to District Improvement Plan, Parent Involvement Policy, Local Education Agency Plan, Strategic Plan, Parental Involvement Plan, and the Title 1, Part A application. Decisions involving the allocation of Title 1 funds reserved for parental involvement at the school level are made during the April Parent Feedback Committee meetings. During the April Parent Feedback Committee meetings, parents are given the opportunity to provide input and feedback into the development of the Parent Involvement policy, Parent Involvement Plan and the LEA plan. After a draft of each plan has been written, the committee is given the opportunity to provide input for revisions. After revisions are made to the plans, a final copy is reviewed and discussed. During the April Strategic Plan Committee and School Improvement Committee meetings, parents are given an opportunity to provide input and feedback into the development of the plans. The committees are also given an opportunity to provide feedback for revisions of each plan. Parents are notified of opportunities to participate as well as on other planning committees through school newsletters, school website, through PTSA membership, and invitations sent home from administrators.

Parental input regarding plans is documented through the annual Title I Parent Survey Report and the District Parent Focus Group PIP evaluation process.

Schools' planning committees include parents, administrators, staff, and Title I Resource staff. Committee members review the school's Needs Assessment Survey, the annual Title I Parent Survey Report, and other data on student achievement.

Schools provide training throughout the year to parents regarding their important role as their child's first and most important teacher, their partnership with the school, and the school plans and understanding the use of data in plan development.

Coordination and Integration

Describe how the single school LEA will coordinate and integrate parental involvement strategies from Part A of Title I with other federal programs (including but not limited to Head Start, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), Voluntary Pre-Kindergarten, Title I, Parts C, Title I, Part D of Title I, Title III, and Title IV, Part A) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

count	Program	Coordination
1	Title 1, Part C	The parents of our migrant students will be informed of parent involvement activities through our partners at the Quincy, Florida PAEC Migrant Education Program. All materials are provided to parents in their native language. A resource center is located at 315 North Key Street in Quincy, Florida. Twice per week this facility is open in the evenings to promote parents involvement.
2	Preschool	FSUS does not provide preschool services; however we do have students from Head Start and other preschool program. Our administration and teachers reach out to these new parents to create a smooth transition to kindergarten.

Annual Evaluation

Describe the actions the single school LEA will take to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the academic quality of its Title I, Part A schools [Section 1118(a)(2)(E)].

Response: FSUS will provide parents with evaluation/survey at the end of the school year at the parent workshop to evaluate parent expectations and their perceptions of the effectiveness of the parental involvement policy, plan and its results. Parents will also have the opportunity to provide recommendations for areas of improvement.

Parent Meetings - Annual

Annual Parent Meeting

Describe the specific steps the single school LEA will take to conduct an annual meeting designed to inform parents of participating children about the Title I program, the nature of the Title I program (schoolwide or targeted assistance), the school's performance, and the rights of parents. Include timeline, persons responsible, and evidence the single school LEA will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)] .

Response: In November, the Title 1 Coordinator, the Title 1 Teachers and the Parent Night Coordinator will conduct a Parent Night in August. The Parent Night Coordinator will develop the agenda, handouts, and presentation materials that address the Title 1 program, the nature of the Title 1 program, the school's performance. Evidence of the Effectiveness will be documented with copies of agenda, powerpoint presentation and handouts.

Parent Meetings - Flexible

Flexible Meetings

Describe how the single school LEA 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 leadership and staff of FSUS have 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 annual meeting for parents of participating children will be offered twice in November during the school day and once in the evening. The 1:30 and 6:00 meetings will offer food as well as childcare. There is also another parent information meeting scheduled for January. These meetings provide parents with timely information about programs, a description of curriculum, forms of the academic assessment used to measure student progress, the proficiency students are expected to meet, and if requested by parents, opportunities to provide input on their child's education.

Building Capacity

Describe the actions the single school LEA will take to build the schools' and parents' 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 [Sections 1118(a)(2)(C), 1118(e)(1-14)]. Include information on how the LEA 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	Analyzing Test Scores-Parent Data Night	1	100	February	Parent Surveys and student data
2	College Entrance Information-College Night	1	60	January	Parent and Student Surveys
3	Provide Reading Resources-Reading Night	2	30	October and February	Parent Surveys and Student Data
4	Involvement of male Stakeholders-Donuts for Dads and Take your Dad to school day	2	30	September and March	Participation
5	Involvement of female stakeholders- Muffins for Moms	1	25	May	Participation

Staff Training

Describe the professional development activities the single school LEA will provide, with the assistance of the parents, 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	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Creating Family Friendly Schools	Principals	A more welcoming school atmosphere	August-June	Stakeholder Surveys
2	Test taking tips	Professional Development Coordinator	Understanding of grade level and graduation requirements	August-June	Student Data Outcomes and FSA results
3	Parent Involvement in Your Title 1 school	Title 1 Coordinator	Understanding of the requirements of Section 1118 and the benefits	August-June	Stakeholder survey results

4	Teacher Induction Program	Principal	Understanding best practices in parent conferences	August - June	Stakeholder Surveys
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Other Activities

Describe the other activities, such as parent resource centers, the single school LEA will conduct to encourage and support parents in more fully participating in the education of their child [Section 1118 (e)(4)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Helping My Child Become a Better Reader	Reading Specialist	August-June	Parent Surveys and Test Data

Communication

Describe how the single school LEA 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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

Response: At the annual meeting of parents in November, Florida State University Schools will hold a general meeting where information will be presented about the Title 1 programs, the curriculum, and academic assessments. Parents will learn about the targeted assistance program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents will be given a copy of the PIP. An informational packet will be provided by classroom teachers detailing subject area, assessment plans and how parents can help at home. Sign-in sheets will be maintained and given to the Title 1 coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. If a parent is unsatisfied with the targeted assistance program under Section 1114 (b) (2) they will be asked to provide their comments to the Title 1 coordinator.

Accessibility

Describe how the single school LEA 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 single school LEA 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: The PIP will be summarized into a brochure that will be printed in student's home language and will be provided to all parents in the Back to School Packet. 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 office. The complete PIP will be posted on the Florida State University Schools' website.

·Written communication will be provided for parents in their home language. The English Language Survey results will be used to determine the number of specific needs for other languages. School personnel will run the Language survey report at least bi-annually to determine any changes based on fluctuations in student populations and to address any communication barrier needs.

·The Child Study Team along with the guidance and speech and language department reviews the parent needs assessment and provides information to parents on all programs at the school.

Discretionary Activities

The single school LEA parental involvement policy may include other discretionary activities that the single school LEA, in consultation with its parents, chooses to undertake to build parents' capacity for involvement to support their child's academic achievement [Section 1118(e)]. Check here if the single school LEA does not plan to implement the discretionary parental involvement activities listed below. Check all activities the single school LEA plans to implement:

☒ Not Applicable

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

Upload Evidence of Input from Parents

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

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	Analyzing Test Scores-Parent Data Night	2	50	Provides information about student and school performance on standardized tests.
2	College Entrance Information-College Night	2	100	This activity will provide information needed to make the transition to college
3	Provide Reading Resources-Reading Night	2	100	Foster collaboration with community stakeholder to promote student learning
4	Communication of school events and tips for parents-Listserv	36	1700	Provides formal channels to listen to and communicate with parents/stakeholders
5	Involvement of male stakeholders-Donuts for Dads and Take your Dad to School	2	40	Increase volunteer involvement in school/classroom activities
6	Student created science experiments-Family Science Night	1	75	Provides information about student performance and school effectiveness that is meaningful for all students
7	Involvement of female stakeholders-Muffins for Moms	1	100	Motivate students as fathers and female stakeholder engage in their learning

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	Creating Family Friendly Schools	4	120	A more welcoming school atmosphere
2	Opening Doors to Family Friendly Schools	4	120	Enhanced service with a welcome and helpful manner
3	Test Taking Tips	8	120	Understanding of grade level and graduation requirements
4	Parent Involvement in Your Title I School	3	120	Understanding of the requirements of Section 1118 and the benefits
5	Communicating with Parents	36	120	Increased communication skills
6	Helping My Child Become a Better Reader (PIRC	2	120	Hands-on experience on the computer and Internet to use with the child for building reading skills.

7	Helping My Child with Homework (PIRC)	2	120	Websites that assist child and parent with homework tips and school projects by subject and grade leve
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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	Work schedules/not enough time	Hired a literacy coach the school year
2	Lack of communication/not informed	More meetings, trainings, conferences, and child study meetings
3	Meeting times	Provided meetings at flexible times during the day and evening
4	Transportation	Offer additional suggestions for city bus; carpooling list for each county

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)

count	Content/Purpose	Description of the Activity
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