

SAWGRASS BAY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Andrea Steenken , 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: *Sawgrass Bay Elementary School believes that positive parent/family engagement is essential for student achievement. As a result, all SBE Administrators,

Teachers, and Staff encourage parent/family engagement in all aspects of SBE school activities.

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: *Via our SAC committee, holding family meetings, holding family workshops, continually sending out correspondence in both English and Spanish in order to reach all parents and guardians, announcements on the school website and the marquee. Flyers will also be taken to community business partners, and to local apartment complexes to be distributed, and we will also send out the information through school messenger, Peachjar and electronic communication systems.

*Sawgrass Bay Elementary School believes in engaging parents/families in all aspects of its Title I programs. At the end of the 17-18 school year, families were invited to attend a brainstorming session for the 18-19 Title I plan. We had a number of parents and business partners attend this brainstorming session. We also utilize our SAC committee to assist in planning and making decisions on Title I programs. More than 50 percent of the members of the SAC are parent (non-employee) representatives. These participants become members based on a series of steps taken by the school including, invitations regarding meeting dates and times, posted information regarding membership opportunities. This is done through the school newsletter, and website. Clear statements are made during the SAC meeting regarding how one becomes a member and the voting process. The school and SAC identifies the balance requirements with respect to employees and non-employees. In addition, participants were given the opportunity to review the plan and offer their input prior to approval. For the PIP, participants were given surveys at the end of the school year seeking their input for additional activities, training, and materials they may need to help their child continue to learn and grow academically.

The Title 1 Family Engagement budget amount is shared with these participants and opportunities are given for input on how to utilize the funds.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement/family engagement 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	Family Resource Center Title 1	The Family Resource Center/ Title 1 room is available 8:30 a.m.-3:00 p.m. Monday through Friday. Evening's hours will be scheduled during school events.
2	VPK	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers and kindergarten teachers discuss specific learning needs of students and joint parent meetings. Summer VPK is also provided to help students have a smoother transition into kindergarten. We host Title I Summer VPK and Aquarelle Kids Academy also hosts VPK over the summer (business partners).
3	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.

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	SBE offers an Annual Title I Parent night. Information is published on the website and newsletter.	Judy Alviola For Family Resource Room brochures	9/04/2018	Parent Involvement/Family Engagement Survey
2	Development of sign in sheets	Judy Alviola -FSL	Ongoing	Sign in sheets for Meeting and individual classrooms
3	Develop agenda, handouts, and/or presentation materials that address the required components	Michelle Work- AP, Judy Alviola -FSL; Kara Stratton-CRT	Ongoing	Copies of agendas, power point presentations and handouts
4	Maintenance of Documentation	Michelle Work AP, Kara Stratton CRT, Judy Alviola FSL	Ongoing	Title I documentation

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 leadership team and staff of Sawgrass Bay Elementary have a strong belief in the importance of parental and family engagement and therefore have put measures in place to offer family meetings on a flexible schedule. Our parent orientation meeting is during evening hours to accommodate families. All Family Conferences are held before, after or during school hours for the convenience of the parents. Families are also able to sign up for a time to attend parent meetings that will help improve student academic achievement. This includes all meetings with guidance, administration, all

teachers ELL/ ESE and MTSS committee meetings. Our annual parent conference nights will take place in October. Students, parents and teachers will monitor student progress and goals for the second nine weeks. The goal is to help improve student academic achievement. These are student-led conferences using data notebooks. Children are welcome to attend our evening events, and those families that are unable to attend may receive home visits from our FSL as needed.

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	Parent/Teacher Organization (PTO) Meeting	PTO President	Families will be provided with informational brochures outlining and identifying grade level benchmarks and strategies they can use to help their child at home.	First Tuesday of every month	Family Engagement survey, School Climate Survey and FSA results, Sign in Sheets
2	English Language Learners (ELL) night	Rose Velez ELL Specialist; Kara Stratton Potential Specialist	Families will be provided with specific strategies they can use to help their child at home.	08/28/2018 & 08/30/2018	Family Engagement survey, School Climate Survey and FSA results specific to subgroups Flyer Sign in Sheets
3	Title 1 Parent/Family night, Family Resource Center	Andrea Steenken Principal; Judy Alviola FSL; Kara Stratton Potential Specialist	Families will be provided with a Title I brochure outlining the goals of Title I in regards to student achievement as well as strategies that can be used at home.	9/04/2018	Family Engagement survey, School Climate Survey and FSA results specific to subgroups Flyer Sign in Sheets
4	Assessments discussed during individual conferences	Classroom Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year	August 2018 -May 2019	Conference logs; completed parent conference form; FSA Results
5	Science Night (STEM)	Christina Lees, math coach	Content specific information will be provided to the	12/11/2018	Science Benchmark Assessments; Science FSA Results; Classroom

			parents. Information will include grade level proficiency, strategies parents can use at home, assessment methods and the scientific process.		Assessments Flyer Sign in Sheets
6	Meet the Teacher	Andrea Steenken Principal, Kara Stratton, Judy Alviola	Families will be more informed on how they can help their children at home academically in order for them to be successful at school.	8/09/18	Sign-In Sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes), School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger.
7	Family Orientation Meeting	Andrea Steenken Principal, Kara Stratton, Judy Alviola	Families will be more informed on how they can help their children at home academically in order for them to be successful at school.	08/28/18 & 08/30/18	Sign-In sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes), School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger.
8	Florida Standard Assessment Night Meeting	Andrea Steenken Principal, Kara Stratton Judy Alviola	Families will be more informed on how they can help their children at home academically in order for them to be successful at school.	02/05/2019	Family Engagement Survey, School Climate Survey, FSA Results, Sign in Sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes) School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger
9	Math Nights	Andrea Steenken Principal, Christina Lees Math Coach	Families will be shown different activities and strategies that they can use at home to help their children improve their math skills.	10/9/2018 & 3/12/2019	iReady Assessment results, Flyer sign-in sheets
10	7 Habits	Michelle Work, AP	Families will be introduced to Covey's Seven Habits which	10/2018	Sign-In Sheets, Family Engagement Surveys, Climate Surveys

			focuses on developing leadership skills in our students.		
11	Media Nights	Lisa Stanley, Judy Alviola	Families will be provided with use of the media center and given opportunities to read with their child(ren) as well as receive homework help.	Second Tuesday of the month	Climate Surveys, Sign-In sheets, Family Engagement Surveys
12	Literacy Night	Catherine Ferrell, Literacy Coach	This literacy-centered night provides opportunity for parents to read with their children at the school while underscoring the importance of reading.	1/2019	FSA Results, Sign-In Sheets, Climate Surveys, Family Engagement Surveys
13	Parent Academy Sed de Saber	Michelle Work AP, Judy Alviola FSL	Families will be provided with Language and Literacy programs to remove the barrier between parents and school. Rosetta Stone and Sed de Saber will be used.	2018-2019 school year	Climate Surveys, Family Engagement Surveys, sign-in sheets
14	STEM Nights in the Community	Andrea Steenken, Principal; Judy Alviola, FSL	School personnel will go out into the housing communities zoned for our school to provide enrichment activities in the area of STEM.	2018-2019 school year	Climate Surveys, Family Engagement Surveys, 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	ELL learners and ESE students	Rose Velez, Kara Stratton, Cheri Block (ESE Specialist)	Professional development activities are provided to educate all staff how to reach out to, communicate with, and work with families as equal partners. It addresses the value and contributions of parents/families and how to	10/24/2018	Parent and Teacher Surveys, Sign in Sheets

			implement parent/families programs and build ties between families and schools.		
2	Volunteer Training	Kara Stratton	Teachers will be exposed to a training in regards to incorporating parent volunteers in the classroom.	Ongoing	Family Surveys, Volunteers Hours

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- open Monday through Friday 8:30 a.m.-3:00 p.m. (Hours are flexed for evening school events.

Andrea Steenken, Judy Alviola

Family Engagement Survey, School Climate Survey, Sign-In Sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes), School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger, FSA Results.

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: On 8/28/2018 and 8/30/2018 Sawgrass Bay Elementary will offer two Family Orientation nights. During the orientation, parents will learn about school wide initiatives and programs available to their child(ren), how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. The parent/student handbook will be available to parents through the student agenda;

families will visit their child's classrooms and meet with the teachers. 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 an informational packet distributed the following day for all families unable to attend. 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 timelines.

Accessibility

Describe how the school will provide full opportunities for participation in family engagement activities for all family members (including members 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: The completed PIP will be posted on the school's website.

* Written communication will be provided for parents in English and Spanish. Translators will be available at all family meetings and in school offices to provide translation services and to ensure that families are able to fully participate in family meetings. Parents/Family members with disabilities will be provided accommodations as needed to allow for full participation.

Parents/Family Members of migrant students will be offered resources from our Family Engagement Center as well as translation services. FSL will make home visits if needed to the homes of migrant students to offer additional support. Translators will be available at school to help facilitate communication with parents/families of migrant children.

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 family engagement 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	Parent conferences will be set up throughout the year to involve parents in their child's education. We also provide an annual report card conference during evening hours so those parents that work may attend. Families are	Teachers; Kara Stratton-Potential Specialist; Michelle Weeks, Rose Velez-ELL Specialist	When families are actively involved/engaged in their children's education, student achievement increases.	On-going throughout the 18-19 school year

	work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	invited to attend all MTSS and ELL meetings that take place during the school year.			
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Partnerships	Linda McCoy, Michelle Weeks, Judy Alviola	Greater community involvement, providing additional human and material resources for students.	On-going throughout the 18-19 school 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	Science Night (STEM)	1	741	Content specific information will be provided to the families. Information will include grade level proficiency, strategies parents can use at home, assessment methods and the scientific process.
2	Title 1 Family night, Family Resource Center	1	145	Families will be provided with a Title I brochure outlining the goals of Title I in regards to student achievement as well as strategies that can be used at home.
3	English Language Learners Night	1	64	Families will be provided with specific strategies they can use to help their child at home.
4	Parent Teacher Organization (PTO)	11	16	Families will be provided with informational brochures outlining and identifying grade level benchmarks and strategies they can use to help their child at home.
5	School Advisory Council Meeting (SAC)	11	10	The SAC will be provided monthly updates on the progress of the School Improvement Plan which is directly tied to student achievement goals.
6	Attendance Block Party	1	963	Event hosted by Pastor Jose for the community to promote attendance at school (We're here all year!).
7	7 Habits Parent Night	1	34	This training equipped parents/families with an overview of the 7 Habits that can be taught at home as well as building a family mission statement.
8	Disability Awareness (Light it up Blue)	1	149	This event focused on equipping families with tools to assist with disability awareness.
9	Student Led Conferences	2	633	Conferences focused on a student-led approach, where students were able to share their data binders with their families and their personal and academic goals.
10	FSA Night	1	119	This session focused on the FSA Portal and parent resources to support their child at home in preparation for the FSA assessment.
11	Meet The Teacher	2	1012	This is a 2 day event that allows parents/families to meet their child(ren) new assigned teacher, allowing the opportunity to exchange contact and other information that may be essential for the new academic year.
12	BYOD	2	64	This session provides families of students in third, fourth and fifth grade information regarding the usage of personal electronic devices on campus. Restrictions, consents and liabilities are discussed.

13	Literacy Night	1	660	This is a literacy event that allows all students and their families to participate in fun activities that involve reading.
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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 to Staff	1	100	When families are involved in the education process student achievement is positively impacted.

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	High mobility rate	Offer flexible meeting times.
2	Access to transportation	Establish partnerships with church and community members to facilitate transportation; Visit apartment complexes to meet with parents
3	Parent work hours	Offer flexible meeting times or phone conferences.
4	Parents are uninformed or informed too late about pending events	Publish communication on website; Utilize call out system.
5	Language Barrier	Offer English classes to families. Translate documents in multiple languages. Do all call outs in English and Spanish.
6	Disadvantaged Families	Offer local community information of different supports available to families in our area.

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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