

## LAKE COUNTRY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Erica Ashley , 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)

**Response:** With the cooperation of students, parents, staff, and community the following mission statement will be carried out at Lake Country Elementary.

Lake Country is a place where leader are nurtured,

Excellence is encouraged,

Academic goals are achieved, and

Dreams become realities!

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## 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:** The LEA utilizes the District SAC Committee, comprised of parents from the Title 1 schools representative of the school's demographics, district and Title 1 school administrators, the Coordinator of State and Federal Programs and the Parent Involvement Supervisor to develop, implement, support, and review the Student Success Plans, the District Parent Involvement Plan and schools' Parent Involvement Plans, Focus and Priority School Plans, and funding related to these plans. Parents are encouraged and invited to participate in all levels of district and school planning. The district committee meets three times during the school: Fall- approve plans reviewed and revised in Spring; Winter-review the progress of the plan; Spring- review, revise plan, discuss budget, barriers, professional development for schools, and best parent involvement strategies to increase student achievement.

In early September, Lake Country will organize a School Advisory Council (SAC) consisting of an equal percentage of parents, reflecting the demographics of the school, along with representatives from the faculty, staff and administration. An informational flyer in both English and Spanish is provided during Open House in August soliciting parents to get involved with SAC. They are asked to fill out the bottom half of the flyer if they are interested in serving as a voting member of SAC. Parents shall be elected by parents. A slate of representatives nominated by the officers of the SAC shall be submitted for additional nominations and voting. Advocates for the Hispanic and Black communities shall be solicited and welcomed for the nominations. This committee will serve as the decision-making body of the school. The School Advisory Council and Parent Teacher Organization meets four times a year starting in September, with parent invitations with English and Spanish translation sent and posted in the newsletter, and school website. Parents are encouraged to participate in SAC and PTO meetings. Parental input is sought at each meeting and through school-wide surveys each spring. When comments, concerns or input are given either the principal or assistant principal make notes on a copy of the agenda, and comments are documented in the minutes of the meeting. The Title 1 Annual meeting will be held the same day as the first official SAC meeting (before or after) the meeting.

The Parent Involvement Plan and the Home School Compact will be developed, implemented, and evaluated by the School Advisory Council with the parents' help through discussion and input. The input from the parents will be documented in the SAC minutes of the meeting. The plan will reflect the parents' input. Parents will vote and approve the Parent Involvement Plan as well as the Home School Compact. We will

revisit the Parent Involvement Plan three times a year- Fall, Winter, and Spring to review the activities that are planned for the year and receive input on the effectiveness of the family nights.

## 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	ELL	The ELL Parent Advisory Council is actively involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FCAT/FSA standards, graduation requirements and post secondary career opportunities.
2	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students, and provide health and guidance to them. The Migrant Early Childhood Program serves 4 year old children in a full time preschool program, focusing on readiness activities. Parent involvement and education is an integral part of the Migrant Program.
3	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers and parent involvement activities. This grant is also the funding source for implementing the requirements of NCLB which have not been waived by the FLDOE's waiver.
4	Title II	Provides for teacher professional development and supports all teachers and paraprofessionals to be highly qualified.
5	Title III	Supports activities to assist students become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
6	Supplemental Academic Instruction	SAI funds will be coordinated with Title I funds to provide summer school for Level 1 readers.
7	Nutrition Programs	LEA participates in the federal Free/Reduced lunch program and the free breakfast for all student program. Snack is also provided for afterschool care and afterschool tutoring programs. Summer food programs are provided at various school sites and community locations.
8	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
9	VPK	These programs are provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector.
10	Title X & Title 1 A Homeless	Student Services coordinates with Title 1 Part A and Title X to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title X also funds a homeless advocate for homeless students.
11	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.

12	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
13	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
14	District Parent Advisory for Advance Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.
15	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Involvement Plans, and other items of concern.

## 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	Invite and notify	Kelly Frey	August 2015	Newsletter, Flyers (2 times before meeting), Blackboard Connect
2	Title 1 Annual Parent Meeting	Sarah Brooker	September 2015	Surveys, Parental Feedback, Sign in Sheets
3	Presentation of Title 1 Plan to faculty	Sarah Brooker	September 2015	Agenda and PowerPoint Presentation
4	Planning	Erica Ashley & Sarah Brooker	May 2015-September 2015	Title 1 Budget

## 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:** Parent Involvement Nights will be conducted during evening hours to enable greater attendance. Based on surveys, 80% of parents work between 7:30a.m. and 5:30 p.m. Translators will be provided at meetings as 54% of our parents speak a language other than English.

Quarterly parent conferences are flexible with parent choice of either morning or afternoon times, and include one late evening per quarter. In addition, translators are available upon request.

SAC meetings are held in the afternoon four times a year based on input from parents to determine most convenient time. PTO meetings are held in the afternoon four times a year. The input for the meeting times will be addressed again at the September SAC and PTO meeting.

If transportation is factor in attending these meetings, we will make arrangements with advance notice. We also provide child care during the meetings through our LCE daycare. In addition, we send Social Workers out to visit and deliver school notices and information.

## 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	Orlando Science Center STEM Family Night	Administration and grade level teachers	Increase parent understanding of science vocabulary and the scientific process to improve student FCAT scores in science. This	9-24-15	Increase in Student Achievement on 2015 Science FCAT, Student use of vocabulary and concept understanding based on chapter tests, Parent Survey, Progress Monitoring, and Sign in Sheet
2	LCE Family Reading Night	Reading Coach, Resource Teacher, Administration, and grade level teachers	Increase parent support and understanding of research based reading comprehension strategies.	1-28-15	Increase in Student Achievement on 2015 ELA FSA, FAIR, Basal Assessments, Parent Survey, and Progress Monitoring, and Sign in Sheet
3	LCE Family Leadership Night	Donna Nitz, Administration, Action Team	Increase student behavior and motivation	10-15-15	Decrease in discipline referrals, increase leadership language in the home, and Sign in Sheets
4	LCE Science Day	Classroom Teachers	Increase student and parent knowledge and understanding of the Scientific Method through observation of student projects.	February	Increase application of the scientific method, completed Science Fair projects, grades on Science Fair Projects
5	LCE Vocabulary Parade	All Staff Members	Increase parent awareness and understanding student's need for a rich expressive vocabulary.	10-31-15	Increase student achievement through the use and awareness of a rich vocabulary in reading and writing, and Sign in Sheets
6	Parent Resource Center/ Information Station	Administration. Reading Coach, Office Staff	Increase parent awareness of the resources provided by our school and various agencies.	Ongoing	Increase student participation and achievement in after school activities or programs. Sign-in notebook.

7	SAC/PTO Meetings	Administration, SAC co-chair, PTO President	Provide an opportunity for parents to be informed about school activities as well as an opportunity to provide input.	September, November, February, April	Parent surveys, increase parent participation, Sign in Sheets
8	Report Card Conference Night	Administration, Classroom Teachers	Increase parent awareness and understanding of child's learning and achievement.	October/April	Sign in Sheets
9	Automated Phone Calls	Administration	Increase parents' awareness of school-wide family nights and activities.	Quarterly	Increase in parent participation, sign in sheets
10	Awards Day	Administration, Classroom Teachers	Parents are invited to observe the distribution of awards recognizing students for positive academic achievement at the end of the fourth nine weeks.	May 2016	Parent participation, Sign in Sheets
11	Veteran's Day Program	All Staff	Increase parent and community involvement through the attendance of the program and recognizing family members who have served in the military.	11-11-15	Parent participation, Sign in Sheets
12	5th Grade Banquet	5th Grade Teachers	Motivation for students to achieve at their full potential	May 2015	Parent participation, 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	Leadership Family Training	Administration & Families	Train families on the 7 Habits of Highly Effective Families which will benefit students learning at home and in the classroom.	October 15, 2015	Student achievement and parent involvement, parent surveys
2	Cultural Awareness Training	Administration	Enhance the cultural awareness of teachers and staff to ensure the effectiveness of instruction	Ongoing	Student engagement and achievement

## 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:** Students and parents will continue to learn about Stephen Covey's "Seven

Habits of Highly Effective People" and "Seven Habits of Highly Effective Families". These habits will be embedded in the curriculum and the communication with parents. Families will be enriched and will more fully participate in the education of their children. Parents will also be invited to a series of Family nights to highlight Reading, STEM, and Leadership. There will also be a Leadership day in the spring for parents, community members, and district employees to attend and learn more about leadership in our school. The effectiveness of these activities will be measured by a survey with teachers, parents, and students.

Parents will be notified and encouraged to visit our Parent Resource room located in the Mrs. Culverhouse's (Reading Coach) room to receive materials that they may need help with their child's education. Mrs. Culverhouse will oversee the materials, resources, and sign in book.

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## 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:** Lake Country Elementary is committed to providing full opportunities for all parents to participate in parental involvement activities.

Parent information is delivered in a timely manner in both Spanish and English through the School Webpage, Social Media, Monthly Newsletters, Parent Online Resources, Parent Meetings, Quarterly Parent Conferences at school, (Additional if desired), Quarterly Progress Reports, and through PMPs. Parent Nights, SAC, and PTO meeting invitations are sent home two times. The week before and the day before the meeting/event.

SAC and PTO meetings are conducted four times per year and all parents are invited to attend through flyers we send home with every student. We also utilize the Blackboard Connect calling system to relay important school events as well. The messages are delivered in both English and Spanish. During each meeting, flyers and handouts are collected and filed in appropriate labeled binders which are accessible to office personnel and teachers if needed. Parents can receive access to these as well upon request to our Office Staff.

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## 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:** Parent translators will be provided along with program materials and communication in both English and Spanish. Translators are noted when parents indicate this on the Report Card Conference schedule form. The school automated phone message system will be used to communicate important information in a language parents can understand. Instructional activities will be demonstrated and then sent home with parents in an understandable and uniform format to the extent that is practical. If needed, deaf parents will have sign language interpreters during meetings or school activities. In addition, the school has ADA approved facilities accommodating to parents with disabilities.

The administration will work with the ELL para to monitor the numbers of various languages needed for communication. If percentages change significantly, another language will be added to communications.

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## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Parent conference meetings and home visits using flexible times	Teachers and school social worker	Increased student achievement through parent involvement	Ongoing

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## Upload Evidence of Input from Parents

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

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## 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](#)

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## **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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## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Orlando Science Center STEM Family Night	1	96	Increase parent understanding of science vocabulary and the scientific process to improve student FCAT scores in science.
2	LCE Family Reading Night	1	146	Increase parent support and understanding of research based reading comprehension strategies.
3	LCE Family Leadership Night	1	152	Increase student behavior and motivation
4	LCE Science Day	1	23	Increase student and parent knowledge and understanding of the Scientific Method through observation of student projects.
5	LCE Vocabulary Parade	1	600	Increase parent awareness and understanding student's need for a rich expressive vocabulary.
6	Parent Resource/Information Center	1	50	Increase parent awareness of the resources provided by our school and various agencies
7	SAC/PTO Meetings	7	56	Provide an opportunity for parents to be informed about school activities as well as an opportunity to provide input.
8	Report Card Conference Night	2	600	Increase parent awareness and understanding of child's learning and achievement.
9	Automated Phone Calls	10	600	Increase parents' awareness of school-wide family nights and activities.
10	Awards Day	6	280	Parents are invited to observe the distribution of awards recognizing students for positive academic achievement at the end of the fourth nine weeks.
11	Veteran's Day Program	1	100	Increase parent and community involvement through the attendance of the program and recognizing family members who have served in the military.
12	Boo Hoo Breakfast	1	10	Smooth transition for parents will help students feel more comfortable at school. Building ties between home and school.
13	5th Grade Banquet	1	180	Motivation for students to achieve at their full potential

### **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	Leadership Training for New Staff	1	5	Instruct teachers to help student and parents increase student motivation, confidence and self - esteem
2	Parent Involvement in your Title 1 School	1	1	A partnership school increases opportunities for parent involvement to increase student achievement.
3	iReady Training	1	43	Instruct teachers on the new iReady software for reading and math
4	Write Bright Training	1	34	Instruct teacher on how to effectively use the new writing curriculum
5	Leadership Family Training	1	4	Train families on the 7 Habits of Highly Effective Families which will benefit students learning at home and in the classroom
6	Cultural Awareness Training	1	43	Enhance the cultural awareness of teachers and staff to ensure the effectiveness of instruction

## 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 percentage of ESOL parents.	Provide translated copies of materials and documents sent home. We also provide a bilingual person to translate during conferences. Bilingual front desk clerk.

## 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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