In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement Plan that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA). The Plan establishes the expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

**Assurances**

**Tropic Isles Elementary School** agrees to:

* 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(a)(3)(B)];
* 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 Plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Jointly develop/revise with parents the school parental involvement Plan and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118(b)(1)];
* Use the findings of the parental involvement Plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement Plan [Section 1118(a)(2)(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, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

**Parental Involvement Mission Statement (Optional)**

1. 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)].

A School Advisory Committee (SAC) is held monthly starting in the fall in conjunction with the Parent Teacher Organization (PTO). This committee is comprised of parents, teachers, administrators and community partners. Members are selected by an interest survey distributed to the entire school the spring prior. This committee will continue to monitor, evaluate and adjust goals to align with the Parent Involvement Plan (PIP). During this meeting input from the members on how Title I parental involvement funds will be used including but not limited to materials, training and workshops. These meetings are advertised by school calendar, newsletter, website, and marquee. Documentation of this meeting includes sign in sheets, agenda and meeting minutes and will be maintained in the Title I Toolkit.

1. 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, Reading First, 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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| **Program** | **Coordination** |
| Headstart | Head Start teachers make two home visits and two parent conferences per year. All Head Start families receive all Tropic Isles communications including Parent Link, newsletters and any other school communications. |

1. 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 (school-wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental education 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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| **Activity/Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Advertise Title 1 Annual Meeting/Open House   * Postcard * Parent Link phone call home to all registered families * Posted on school web-site   Agenda, handouts and materials developed and copied  Procure PowerPoint of Annual Title I meeting  School Compact copied    Discussion/Feedback forms developed and copied  Sign in sheets developed and copied  Review 2015-2016 PIP  Presentation and discussion of PowerPoint of Annual Title I meeting points  Presentation and discussion of School Compact  Discussion/Feedback from parents  Minutes taken | Administrator  Administrator / Support Personnel  Administrator  Support Personnel  Administrator / Support Personnel  Administrator  Support Personnel  SAC Chairperson  SAC Chairperson  SAC Chairperson  All members present  SAC Secretary | August/September  August/September  August/September  August/September  August/September  August/September  August/September  August/September  August/September  August/September  August-May | Copy in Title 1 Tool Kit  Completed copy in Title 1 Tool Kit  Completed copy in Title 1 Tool Kit  Completed copy in Title 1 Tool Kit  Completed copy in Title 1 Tool Kit  Completed copy in Title 1 Tool Kit  Minutes placed in Title 1 Tool Kit  Minutes placed in Title 1 Tool Kit  Minutes placed in Title 1 Tool Kit  Minutes placed in Title 1 Tool Kit  Minutes placed in Title 1 Tool Kit |

1. 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)].

Tropic Isles Elementary believes that the success of its students is based on the joint efforts of parents, staff and students. Examples of these efforts are monthly parent involvement workshops held on campus that are sometimes held in the morning and in the evening. For instance, volunteer orientations are offered monthly at 8:00 am and at 5:45 pm, prior to the PTO/SAC meeting. PTO/SAC meetings, which are held monthly, are held in the evening. Parent workshops that are held monthly to meet the needs and respond to the concerns of the parents, provided in a variety of times being morning, afternoon and evening. This need is determined by the use of ongoing parent surveys. Student conferences are held on an ongoing basis in addition to the two set dates per year. These conferences are at various times during the day/evening set for the convenience of the participants. As an option, in reference to these meetings childcare is provided for those parents that need it. In addition, translators are present to provide translation services for any parents that may need it. Transportation is arranged for those families that cannot provide it themselves.

1. 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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| **Content and**  **Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Annual Title I Meeting/Open House  Curriculum Night  Parent workshops  Gifted Family Spaghetti Dinner  PTO/SAC Meeting  Family Reading Night  Parent Involvement Week  Family STEM Night  Everglades Orientation  Parent Workshop for Volunteerism  ESOL Workshops  Kindergarten Orientation  Odyssey of the Mind Orientation  Fall Festival  Family Math Night | Administrator  Pre-K through 5th grade teachers/Administrator  Customer Service Goal Team  Gifted Teachers  PTO President/SAC Chairperson  Media Specialist / Reading Goal Team  Customer Service Goal Team  Science Goal Team  5th Grade Gifted Teachers  Volunteer Coordinator  ESOL Team  Kindergarten Teachers    OM Coordinator  Customer Service Goal Team/PTO President  Math Goal Team | Increase the level of involvement of parents to become active in the decisions made at the school.  Provide information to parents on expectations and how parents can help their children.  Provide information to parents on how parents can help their children.  Showcase student achievement and provide information on how parents can help their child.  Increase the level of involvement of parents to become active in the decisions made at the school.  Provide information to parents on expectations and how parents can help their children.  Provide information to parents on how parents can help their children.  Provide information to parents on the content of science standards.  Provide information to parents on the content of science standards  Provide information to parents on how they can support students in academic achievement.  Provide information on how parents can help their children.  Provide information on expectations and how parents can help their children.  Provide information on how parents can support their children with academic achievement.  Provide information to parents on the content of science standards  Provide information to parents on the content of science standards | August/September  August/September  September – May  September  September – May  February  November  May  January  August – May  August – May  May  August  October  November | Flier, Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  ,  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts  Sign in sheet, Parent link, sign in sheet, agenda, handouts |

1. Describe the training the school will provide to educate its 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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| **Content and Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Staff meetings  Customer Service Goal Team  District Parent Involvement Meetings  Principal meetings  Assistant Principal meetings  Sharepoint internal media bulletin board  Parent Workshop for Volunteerism  School Newsletter  School Website | Administration  Chairperson  Parent Involvement Specialist  Principal  Assistant Principal  Staff  Volunteer Coordinator  Clerk/typist  Website Administrator | Improve the ability of staff to work effectively with parents  Improve the ability of staff to work effectively with parents  Improve the ability of staff to work effectively with parents  Improve the ability of staff to work effectively with parents  Improve the ability of staff to work effectively with parents  Improve the ability of staff to work effectively with parents  Improve the ability of volunteers to work effectively with parents, students and staff.  Improve the ability of staff to work effectively with parents  Provide information on their child’s current levels and develop a plan to reach their goals. | Monthly August – May  Monthly August – May  Every 6 weeks August – May  Monthly August – May  August – May  August-May  Monthly  Monthly  Ongoing | Sign in sheets, agendas  Sign in sheet, agenda, minutes  Sign in sheet, agenda, minutes  Sign in sheet, agenda, minutes  Sign in sheet, agenda, minutes  As documented  on the web-site  Sign in sheet, agenda, minutes  Expectation of newsletter read by teacher  Counter of hits |

1. 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 child [Section 1118 (e)(4)].

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Enhance Parent Resource Center (PIP)  Build positive relationships between the school and parents. | Customer Service Goal Team  All staff | Ongoing from August – May  Ongoing from August – May | Increased interest in education and increased academic achievement  Increase level of involvement and positive rapport of parents |

1. 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 also submit the parents’ comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

Tropic Isles Elementary will provide information about Title 1 programming to its families by school newsletter, marquee, Parent Link, school website, and flyers.

In the fall a curriculum night is held for all parents to explain the curriculum that is used in the classroom and what material their child is expected to master in the coming school year. This workshop is presented in the evening on various days based on the grade level. Documentation is recorded by agendas, sign in sheets and minutes.

During the monthly PTO/SAC meetings parents are able to express their concerns and offer suggestions on the education of their children. These are offered on the third Tuesday of the month and documented by agendas, sign in sheets and minutes.

The school PIP is presented to the SAC in the spring for feedback and suggestions. These suggestions are taken into consideration and the PIP is amended as prescribed. The amended PIP is then presented at the annual Title 1 meeting in the fall where it is discussed. If there are issues presented at this meeting the PIP is then taken back to the SAC for further revisions and then returned to the parents with those revisions for final vote. If the parents concerns about the PIP are still not addressed then these will be forwarded to the district parent involvement office.

1. 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)].

Tropic Isles Elementary will provide full opportunities for participation in parental involvement activities for all parents by providing transportation, translators including the Talk System, childcare, and any other services at the schools disposal to assist. These include assistance with homework help, dictionaries for the home use, liaison to outside agencies, internet use and all flyers are in parent friendly language in Spanish as well as English and any other languages necessary. To the extent possible, we will assist parents with disabilities have access to parental involvement activities and/or services. All reports, including report cards, are sent home in Spanish and any other language as needed. Parent Link phone calls are made in English as well as Spanish to those Spanish speaking homes. All school newsletters and school websites are written to be parent friendly and easy to understand, included in these will be helpful tips and resources for parents to help their children. These documents will be housed in the school’s Title 1 tool kit. Tropic Isles Elementary has bi-lingual front office staff available for parents. Workshops are held especially geared toward ESOL families to assist in deciphering the educational jargon so that parents are better able to assist their child. These are documented by agendas, meeting sign in sheets and minutes all housed in the Title 1 Tool Kit. Every child who enters, on their first day, receives a Tropic Isles packet which includes a “Right to Know” letter identifying Tropic Isles as a Title I school.

Discretionary School Level Parental Involvement Plan Components

* Check if the school does not plan to implement any discretionary parental involvement activities.

Check all activities the school plans to implement:

* Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];
* Providing necessary literacy training for parents from Title I, Part A funds, if the school LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
* Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];
* Training parents to enhance the involvement of other parents [Section 1118(e)(9)] ;
* 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)];
* Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];
* Establishing an LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and
* Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

1. Describe how each discretionary activity checked above will be implemented.

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** |
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**School-Parent Compact:**

As a component of the school-­level parental involvement Plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Provide a copy of the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

The parental involvement plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Sac Minutes.

This plan was adopted by the schoolat the first SAC meeting of the school year and will be in effect for the period of one academic year.  The school will distribute this plan to all parents of participating Title I, Part A children during the first month of school.

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(Signature of  Authorized Representative) (Date)

Provide evidence that the Plan has been developed with the input from parents.

1. Provide a summary of activities provided during FY15 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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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Correlation to Student Achievement** |
| Annual Title 1 Meeting / Open House  PTO Meetings  SAC meetings  Parent Workshop for Volunteerism  Curriculum Night  Kindergarten Orientation  Odyssey of the Mind Orientation  Student Led Conferences  Parent Workshops (Donuts with Dad/Muffins with Mom and activity)  Family STEM Night  Family Math Night  Invention Fair  Family Fall Festival  Literacy Fair | 1  10  10  10  1  1  1  2  2  1  1  1  1  1 | 480  15 (average)  15 (average)  105  108  100  17  720  360  125  61  148  500  190 | Increase the level of involvement of parents to become active in the decisions made at the school.  Increase the level of involvement of parents to become active in the decisions made at the school.  Increase the level of involvement of parents to become active in the decisions made at the school.  Improve the ability of volunteers to work with parents, students and staff.  Provide information to parents on expectations and how parents can help their children.  Provide information to parents on expectations and how parents can help their children.  Provide information to parents on how parents can help their children.  Provide information to parents on how parents can help their children.  Provide information to parents on how parents can help their children.  Provide information to parents on how parents can help their children.  Provide information to parents on how parents can help their children.  Provide information to parents on how parents can help their children.  Provide information to parents on how parents can help their children.  Provide information to parents on how parents can help their children.  Provide information to parents on how parents can help their children. |

1. Provide a summary of the professional development activities provided by the school 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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| --- | --- | --- | --- |
| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Correlation to Student Achievement** |
| Monthly Staff Meetings  Customer Service Goal Team  Staff development trainings | 10  10  On-going | All Staff  All goal team members  Interested staff members | Provide training that will allow teachers to increase parent involvement in their classrooms.  Increase parent involvement activities to help educate parents to educate their children.  Opportunities for staff to further develop their skills to assist their parents to help educate their children. |

1. Describe the barriers identified that hindered participation by parents in parental involvement activities and the steps the school will take to overcome the identified 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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| --- | --- |
| **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| Transportation  Communication  Language | Provide transportation more readily, and make teachers more aware of the Title I van that is available for conferences and workshops.  Increase communication opportunities.  Ensure that translators are available. |

1. Describe the parental involvement activity/strategy 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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| --- | --- |
| **Content/Purpose** | **Description of the Activity** |
|  |  |