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 school-wide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

**Assurances**

The Tortuga Preserve Elementary 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 school-wide 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)];

Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];

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)]. 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)].

**Identify your decision-making group: SAC/PTA/PTO/PTSA. How are these members selected?**

During a scheduled SAC meeting, the committee will hold an open discussion and will decide, with input from parents, how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be documented in the SAC Meeting Minutes. SAC meetings will be scheduled with 10 days advance notice. If voting needs to take place, meetings will be scheduled with 3 days advance notice.

Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be maintained in the Title I Toolkit.

Tortuga Preserve Elementary values the parent involvement and feedback that contributes to academic and behavioral success of its students. Tortuga Preserve Elementary will create a SAC group with a variety of representation of our student population including gender, ethnicity, teachers, administration, staff and community/business partners. Our PTA members will be recruited from our parents, teachers and community. PTA positions/office holders will be voted on at a PTA meeting on September 24th.

Parents will be invited to be involved in a quarterly SAC and monthly PTA meetings through School Newsletter, website, flyers, ParentLink messages, marquee postings, parent letters and personal invitations. All parent communication will be provided in a parent friendly format and the language requested of the parent (Spanish, Haitian-Creole, etc.). The meetings will take place on designated days, at times which are convenient to parents. Tortuga Preserve Elementary will jointly develop, with parents and the SAC committee, a plan that describes how the parent involvement funds will be used. An open discussion regarding the use of Title I funds, reserved for parent involvement at the school level, will take place and decisions regarding how the funds will be spent will be recommended. The Plan will be provided to parents in a format and language the parents can easily understand. The Plan will be reviewed and updated as needed, but not less than annually. All documentation of SAC and parent meetings including, agendas, handouts, meeting minutes and sign in sheets 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, 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** |
| Individuals with Disabilities Act (IDEA) | Supplemental instructional support provided by Title I will be discussed with parents during the development of students’ Individual Education Plan (IEP). |
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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), the school’s performance, 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** |
| The Annual Title I Meeting will be held in September. At this time the Title I Program, status on school performance, the student-parent compact, and parent rights will be discussed. After reviewing this information with the parents there will be an opportunity to ask questions/make comments. Any comments will be noted and taken back to the SAC. Any SAC approved revisions will be published in the school newsletter.  A Title I PowerPoint presentation will run in front lobby throughout the school day at various times throughout the first 2 weeks of school. | Administration, School Staff, Classroom Teachers, SAC | August | * Agenda * Sign-in sheets * Flyers * Newsletters * Meeting Minutes * School Calendar * Parent Evaluation Forms |

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)].

Tortuga Preserve Elementary works to maximize parent involvement by offering meetings in a flexible format. We will provide meetings at various times throughout the day. Child care and talk translation system will be available at all meetings. In special circumstances we may conduct in-home conferences, with the assistance of our social worker, to establish an open two-way system of communication between the school and the parents of the students we serve.

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** |
| Open House Meet Your Teacher  Title I Annual Meeting | Administration, teachers | Provide information to parents about the Title I program, about expectations and how they can support their children at home. | August-Open House  Title 1 meeting-September | Agenda, handouts, flyers as appropriate, ParentLink ads,sign-in sheets, parent survey |
| PTA/SAC Meetings | Administration, PTA, SAC | Increase the level of involvement of parents to become better active in the decisions made at the school | PTA-6-8 meetings a year.  SAC-Meet quarterly | Agenda, sign in sheets, evaluation forms |
| Curriculum Meeting Nights (FSA make and take) | Administration, Teachers | Provide information to parents on curriculum expectations and how parents could better help their children. Parents will create games and resources to use at home. | Once a year | Agenda, sign in sheets, evaluation forms |
| STEM Night | Administration, teachers | Provide hands-on experiences to parents and their children | Once a year | Agenda, sign in sheets, evaluation forms |
| Parent Literacy Workshop: Curious Kids – WGCU Partnership | Administration, teachers | Provide information to parents on reading expectations and how they can assist their students | Once a year | Agenda, sign in sheets, evaluation forms |
| Student Led Conferences | Administration, teachers | To provide information to parents on current grades and student goals-student to parent. | Once a year | Agenda, sign in sheets, evaluations |
| Parent Training for resources available to help their child including: ParentLink, Lee County School Website, Tortuga Preserve Elementary Website, and Twitter, provide information to parents about classes and tutoring services available. | Technology specialist, administration, teachers, Parent Involvement Specialist. | To provide information for parents on how to access information daily on their student’s progress and have resources available to help their student’s academic success | Once per year | Agenda, sign in sheets, evaluations |

1. Describe the training the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **Content and Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Technology Training: Parent-Link; Oncourse (report card comments);  Castle; Oncourse, Pinnacle Gradebook; Developing Teacher Websites. Student Planner comments; training to enable teachers to communicate effectively with parents on specific student achievement including FSA, assessments and assessments | Tech Specialist; Administration | Improve the quality of communication to assist in the student academic achievement | Once per year | Agenda, sign in sheets, evaluations |
| Student Planner comments; training to enable teachers to communicate effectively with parents on specific student achievement including FSA, assessments | Parent Liaison, Curriculum Specialist, Administration | Improve the quality of communication to assist in the student academic achievement | Once per year | Agenda, sign in sheets, evaluations |
| Training of staff to effectively use volunteers | Volunteer Coordinator, Parent involvement specialist, administration | Improve the quality of volunteer use in the classroom to assist with student achievement | Once per year | Agenda, sign in sheets and evaluations |
| Parent Involvement newsletter articles | Parent involvement specialist, Volunteer Coordinator, webmaster, newsletter editor, administration | Research – based strategies for parent involvement providing knowledge and resources for staff members to assist parents in knowing how they can help their children | Twice per year | school website, copies of articles provided |
| Staff Workshops:  \*Title I requirements and the Teacher’s Role  \*Student Led Conferences (Leadership Nights)  \*What are barriers for parents? | Parent involvement specialist, Volunteer Coordinator | Research – based strategies for parent involvement providing knowledge and resources for staff members to effectively involve parents | Once per year | Agenda, sign in sheets and evaluations |

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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| We will enhance our family friendly school by welcoming parents and providing caring and efficient service to their needs in person and on the phone. In all areas of our school we will answer questions in a courteous manner that demonstrates our concern for them to be a partner in their child’s education. We will conduct a survey in order to evaluate our success and make changes as indicated.  Parent Volunteer/Resource Center (led by PTA) in which parents volunteer time to listen to children read and read to children from 7:30-8:00 in the morning. |

In all areas of our school we will answer questions in a courteous manner that demonstrates our concern for them to be a partner in their child’s education. We will conduct a midyear survey in order to evaluate our success and make changes during the year.

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 school-wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents’ comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

One of Tortuga Preserve Elementary staff’s main focus is to engage parents in becoming partners with the school to support student academic growth. Our Title I/SAC meeting will embody this process with a cohesive action plan for communicating, training and reflecting about our Title I programs as well as our professional development opportunities. Throughout the year there will be numerous activities and opportunities for parents to participate in the school community and be educated on the academic progress of their student and how they can better assist their child’s academic progress. For parents that are unable to attend these activities information will be posted on the website, in the school newsletter, information sent home, emails and phone calls. Attendance sign in sheets, surveys, and meeting minutes will monitor the parental involvement participation and additional input.

Some methods that will be used to disseminate information will be:

* 1. Title I/SAC Monthly Meetings
  2. Curriculum Nights
  3. STEM Night
  4. Student Led Conferences
  5. Title I PowerPoint
  6. On-going communication through newsletters, website, progress reports, phone calls and emails
  7. Meetings designed to specifically discuss school academic progress plan (SIP)
  8. Annual IEP meetings

In the event that Tortuga Preserve Elementary Parent Involvement Plan is not satisfactory to a parent of participating children, the school will submit the parent’s comments on the plan to the Lee County School District Title I 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)].

Tortuga Preserve Elementary strives to ensure that every opportunity is provided for parent participation. Parent participation is crucial for developing awareness and knowledge of expectations for student academic progress. To satisfy this goal effective parent communication is needed. The language the parent is most comfortable with will be used either through a school or district staff member as well as any accommodation needed for parents with special needs. Some of the options our school will provide to increase parental involvement for parents that have limited English proficiency, disability, or migratory children include: translation services, ParentLink, newsletters, report cards, progress reports, emails, website, and school reports, all in language of choice. As new students enroll throughout the school year, they will receive a welcome packet that includes school information, as well as, Title I information and the Right to Know letter. Simultaneous translations of meetings are available with the talk system. In the event a parent with special needs requests an accommodation a timely request to the district office will assist in providing that accommodation. Sign in sheets, surveys, agendas and meeting minutes are used to monitor parental involvement and request additional parental input.

Discretionary School Level Parental Involvement Plan Components

Check here if the school does not plan to implement the discretionary 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 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)]; 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 presented, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC Meeting Agenda 05/21/15.

This plan was adopted by the schoolon 05/21/2015 and will be in effect for the period through 06/09/2016. The school will distribute this plan to all parents of participating Title I, Part A children on or before 05/21/2015.

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(Signature of Authorized Representative) (Date)

Provide evidence that this plan has been developed with the input from parents and based on the review of the 2014-2015 PIP.

1. Provide a summary of activities provided during the 2014-2015 school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Correlation to Student Achievement** |
| Open House  Title 1 Annual Meeting  WGCU Curious Kids Workshops  State and local assessments and reports; provide “ParentLink” portal so parents can access information on their child’s progress, grades, etc.  Provide research-based articles on parent involvement to schools for schools newsletters.  Student Led Conferences  SAC Meetings  STEM Night  Transitioning to Middle School Presentation |  |  | Provide information to parents on expectations and how parents can help their children be successful.  Families will be given opportunities to learn and improve reading skills.  Provide information to parents on the progress of their child.  Provide parents with information to work more effectively with their children at home  .Provide current grades and goals to parents.  Parents are provided with information about curriculum, assessments, AYP, and Parent Involvement.  Provide enrichments to families in the area of STEM.  Informational presentation to help parents to become familiar with middle school environment, academic expectations, and understand importance of parent involvement. |

1. Provide a summary of the professional development activities provided by the school during the 2014-2015 school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Correlation to Student Achievement** |
| Professional Development on ParentLink | Ongoing |  | \*On a consistent basis parents are aware of academic progress of their students |
| Professional Development on creating Teacher websites | 2 |  | Teachers were trained to share with parents through websites and provide parent resources. |
| Professional Development on communication via student planners, report card comments and newsletter. | Ongoing |  | On a consistent basis parents are informed of pertinent information eg. Grades, homework, behavior and school events. |

1. Describe the barriers that hindered participation by parents during the 2014-2015 school year in parental involvement activities. Include the steps the school will take to during the 2014-2015 school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

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| **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| Lack of time/Scheduling (all subgroups)  Non-English Speaking(LEP)  Child Care | Provide flexible dates and times for all parent activities/events.  Provide translation at parent activities/events using the electronic Talk System. Provide translations and easy to understand handouts.  Every effort is made to provide child care during meetings and events. |

1. Describe the parental involvement activity/strategy implemented during the 2015-2016 school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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