



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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## **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	Parent Workshop: Technology	1	1	Increase parent knowledge of resources available to follow and increase student achievement
2	Family Academic Night: Reading	10	217	Increase student achievement in reading
3	Family Academic Night: Math	10	177	Increase student achievement in math

### **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	Communicating and working with Parents & Parent Conferences	1	33	Making parents feel more welcome at the school level will increase parent involvement and student achievement
2	Working with ESOL Students & Parents	1	38	Increase communication with ESOL students and parents

### **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	Language	Provide an interpreter
2	younger siblings	Provide childcare
3	Parents are not equipped to help their children at home	Provide workshops so that parents have a better understanding of how to help their children
4	working parents	Offer flexible meeting times

### **Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous school



	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)];	meeting at their convenience			
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### **Upload Evidence of Input from Parents**

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

[Uploaded Document](#)

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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.

[Uploaded Document](#)

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- 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:** Parents will be notified of the Title I Annual meeting through the school newsletter, the marquee, and agenda stickers. The Title I Annual Meeting will be held Thursday, September 24, 2015, at 6:00. During this meeting the Title I Interventionist, Kathy McGahee, will discuss the Title I District/School Plan, and the School Compact. If a parent is unable to attend the meeting they may request a one-on-one meeting to go over the information discussed during the Annual meeting with Kathy McGahee. In addition, pamphlets from Channing Bete are available to parents for easy reading and explanations. Teachers at Philip O'Brien Elementary follow Florida Standards and the Polk County Learning Schedules for grades K-5. Teachers will go over grade specific curriculum during a parent night forum. Our teachers have been trained and use differentiated instruction, cooperative learning, gradual release model and analytical writing to meet the needs of their students. Parent evaluations will be used to monitor the effectiveness of these meetings.

Philip O'Brien Elementary parents will receive information through the school newsletter, the marquee, flyers, agendas, and our website. We welcome feedback from our parents at any time through the agendas, workshop evaluations, by phone, and the annual parent survey.

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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:** Philip O'Brien Elementary will provide a Spanish Interpreter and a Hearing Impaired Interpreter as needed for parents meeting in groups or individual conferences. Written notices and/or documents are available in English, Spanish, and Haitian Creole. The ESOL para works closely with our ESOL parents to make sure they understand and are given information in their native language. Ramps have been installed in the doorways to ensure wheelchair accessibility.

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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	If a parent can't make arrangements to attend any of our meetings they may request a one-on-one	Kathy McGahee, Title I Interventionist	The more parents know the more involved they will be in helping their children.	On-going





			increases student performance	2015	involvement
4	Diversity Strategies	Ernest Joe	Teachers will understand and use strategies in the classroom that will promote learning in a diverse classroom.	Fall 2015	Better Student/teacher communication

## 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:** Identification of the type of activity;

- Parent Resources at Philip O'Brien Elementary are located in the Title I Building.
- Reading Rockets Newsletter
- PLUG, Parent Learning University for Growing
- Parent Centers

Specific steps necessary to implement this activity;

- Parents will be given information about the Parent Resource Center through the Title I Newsletter. They may make an appointment to browse and/or check out materials.
- Parents will be given information about the Parent Learning University for Growing and the Parent Center through the Title I Newsletter and/or our school website. Schedules for PIRC workshops offered at the parent centers will be attached to the school newsletter.
- Parents are introduced to Reading Rockets through the newsletter and encouraged to join in order to receive their own free monthly newsletter.

Person(s) responsible;

- Kathy McGahee, Title I Interventionist

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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)];



## 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	Annual Title I Meeting/Open House	All staff	Increase the level of involvement of parents to become active in helping their children in school	September 2015	Sign-in sheets/Evaluations
2	Title I Literacy Night (Intermediate)	Kathy McGahee, Title I Interventionist and Betty Nichols, Reading Coach	Increase the level of involvement of parents to become active in helping their children in reading	October 2015	Sign-in sheets/Evaluations
3	Family Academic Night: Reading/Book Fair	Kathy McGahee, Title I Interventionist	Increase family reading	November 2015	Sign-in sheets/Evaluations
4	Third Grade Portfolio	Administration/Third Grade Teachers	To inform parents of the benchmarks associated with the FSA/ELA standards that will allow students to perform in the third grade	November 2015	Sign-in sheets/Evaluations
5	Family Academic Night: Math Make and Take	Kathy McGahee, Title I Interventionist and classroom teachers	Increase math practice using house hold items	January 2015	Sign-in sheets/Evaluations
6	Title I Literacy Night (primary)	Kathy McGahee, Title I Interventionist and Betty Nichols, Reading Coach	Increase family reading	March 2015	Sign-in sheets/Evaluations

## 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	Communicating and working with Parents/Parent Conferences	Kathy McGahee, Title I Interventionist	Making parents feel more welcome at the school will increase parent involvement and student performance.	Fall 2015	Increase in parents volunteering at the school
2	Parent Conferencing	District personnel	Increase teacher/parent communication	Fall 2015	ore effective communication with parents
3	Volunteers	Jane Stauffer	Increase parent involvement	Fall	more parent



		support the Classroom Size Amendment. Parent workshops will be available through the Title I Parent Involvement program. During these workshops parents will receive information about standards, testing, student progress, School Improvement Plan, the compact, and the district & school Plan. In addition, we will provide parents with tools, strategies, and resources to work with their children at home in the academic areas of reading, writing, math, and science.
4	Parent Portal	The parent portal will put student information such as grades, absences, lunch status, etc. in the hands of parents at the click of the computer.
5	School Website	The school website will provide information and resources for parents to reinforce student learning at home.
6	VPK	POE has a district funded VPK program that will provide the skills necessary for bridging the gap into kindergarten.
7	Kindergarten Round-Up	A parent workshop is held in the spring to help parents understand school procedures and the expectations of kindergarten readiness skills.

## 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	Parent Notice of Annual Meeting: Newsletter	Kathy McGahee, Title I Interventionist	Fall 2015 one month prior to Annual Meeting	Sign-in sheet
2	Parent Notice of Annual Meeting: Stickers in agenda	Kathy McGahee, Title I Interventionist	Fall 2015 one week prior to Annual Meeting	Sign-in sheet
3	Parent Notice of Annual Meeting: Flyer	Kathy McGahee, Title I Interventionist	Fall 2015 one week prior to Annual Meeting	Sign-in sheet
4	Inform Parents of Title I, District Plan/School Plan	Kathy McGahee, Title I Interventionist	Fall 2015 Annual Meeting	Minutes of the Meeting
5	Inform Parents of Title I, School Compact	Kathy McGahee, Title I Interventionist and the classroom teacher	Fall 2015 Annual Meeting and conferences	Minutes of the Meeting
6	Inform Parents of Staff/School Grade	Merri Crawford, Principal	Fall 2015 Annual Meeting	Minutes of the Meeting
7	What is Title I PowerPoint	Kathy McGahee, Title I Interventionist	Fall 2015 Annual Meeting	Evaluations

## 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:** Philip O'Brien Elementary will offer a flexible number of meetings and provide needed services such as childcare and a translator, upon request. In addition to the Annual Meeting, we offer Family Academic Nights, Parent Workshops, and Grade Level Information Nights. Although the evening meetings are the most popular by working parents, day meetings are offered as well at the request of the parent.



and monthly newsletters. Conference meetings are held at flexible dates and times in order to accommodate parents' work schedules. The Annual Title I meeting, workshops, and Family Academic nights provide information, resources, and activities to assist parents in the education process involving their children.

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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 Principal, Assistant Principal, Title I Interventionist, School Advisory Council, and selected parents will be responsible for the development, implementation, and evaluation of the Parent Involvement Plan.

- The Title I Interventionist will invite all parents to participate on the Parent Involvement Committee through an open invitation in the Title I Newsletter. Parents who respond to the invitation will be asked to be a part of the committee.
- A secretary will be appointed to take notes and document the changes the parents would like to see for the next year.
- At the first meeting, a copy of the previous PIP, Parent Involvement Plan, will be given to members of the committee to use as a reference during an open discussion time. The Title I Interventionist will use guided questions to lead and prompt parents and members of the committee into an open discussion that will help plan, review, and improve the Title I program including involvement in the decisions regarding how funds for parental involvement will be used. Suggestions made by the parents and/or committee will be documented in the minutes. Evaluations and/or papers collected will be used to revise the plan for the next year. Parents/committee will meet again to review the final copy and add to or change any new ideas.
- Title I will use 1% of the Title I budget to provide workshops for parents in order to give them the support needed to help their child/children in daily academic needs.

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## 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	ESOL	The ESOL program is provided for K-5 students who need to develop English language proficiency in the areas of listening, speaking, reading, and writing. During the development of English language proficiency, students progress through the beginning, intermediate and advanced levels. The ESOL para will provide translation services for parents as needed.
2	ESE	Exceptional Student Education supports our school by providing exceptional student education programs for students ages Kindergarten-5th grade who have a wide range of disabilities, as well as, students who are gifted. Teachers will conference with parents throughout the year to provide them with strategies that will help their children at home.
3	Title I	Title I provides supplemental resources and services such as added personnel to





## PHILIP OBRIEN ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Merri Crawford, 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:** District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

The staff at Philip O'Brien Elementary understands the importance of forming positive relationships with our parents so that students are successful. We engage families in regular, two-way, and meaningful communication through agendas, phone messages,