

## **FORT WHITE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

I, Mr. Thomas Lashley, 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

### **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 School Advisory Committee of Fort White Elementary is the group responsible for the planning, review, and improvement of the Title I program. At the beginning of each year, parent volunteers are recruited to serve on our School Advisory Council (SAC Committee) through fliers sent home with students, information presented at our Meet the Teacher and Open House, and through our website. Parent volunteer names are then combined with names of staff and community leaders to form our SAC Council, which will meet a minimum of 4 times during the school year. Discussion of the School Improvement Plan, Parent Involvement Plan, and Title I funds, including parent involvement and professional development funds, will take place during these monthly meetings, and will be documented by use of agendas, minutes,



and sign in sheets. In addition to information received from parents during the SAC meetings, parent input is received through surveys sent home to every parent each year.

Fort White Elementary will provide parents with many opportunities to receive information and become an active participant in their child's education. Some of these opportunities include Meet the Teacher Day, Open House night, Title I Annual Meeting, Parent- Teacher Conferences, Parent Workshops, SAC & PTO meetings, and information sent home in fliers, newsletters, and provided on the website. We also conduct multiple Volunteer Orientation opportunities, which encourages parents to be involved in their child's education. At the end of each year, a survey is sent to the parents of each student asking for their input on the school climate and parent involvement activities from the current school year and activities they would like to see the following year.

## 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	Suwannee Valley 4Cs Head Start, Early Learning Coalition & daycares	Kindergarten teacher participates in workshop for VPK and PreK daycare parents on what to expect in kindergarten and how they can assist in preparing the child for school. Community preschool and their children will be invited to kindergarten orientation, school tour, and kindergarten screenings.
2	Voluntary PreK	Parents of students enrolled in the two VPK classrooms are invited to participate in all parent activities on campus.
3	Columbia County Public Library	The public library offers a variety of programs to encourage parents to become more involved in literacy. The Fort White Branch of the library forwards fliers of their programs and activities and these are included in monthly newsletters.
4	Title I	Title I funding provides funds to schools with a high percentage of low income students. Title I funds provide funds to train parents to work with their students, hires tutors to assist students who are functioning below grade level.
5	Title I Parent Resource Room	The Parent Resource Room will provide parents with materials and information to assist parents in helping their children at home.
6	VPK	Fort White Elementary provides free Voluntary Pre-K in two classrooms for up to 40 four-year-olds each year. Each class is staffed with certified teachers will a full-time para to help successfully prepare children for school.
7	TIF	TIF funds are coordinated with Title I funds to provide schools with Teacher Support Colleagues, who are available for instructional support and parent involvement activities.
8	IDEA	IDEA and Title I funds are coordinated to provide ESE students and parents with instructional support through the services of teachers and



		paraprofessionals for grades PKH-Grade 5. Parent involvement activities are discussed during IEP meetings and parents are invited to take advantage of the Parent Resource Room and participate in all parent involvement workshops and activities throughout the school year.
9	Title X	Parents and families of students classified as homeless are invited to participate to all Title I workshops and meetings. Funds are also provided for tutoring and school supplies. This grant seeks to eliminate barriers that would prohibit the child from
10	Title II	Schools are provided with Instructional Coaches who work closely with the Curriculum Resource Teachers to provide staff with professional development in working effectively with parents. Instructional coaches are also available to assist with parent involvement activities as needed.

## 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	Develop agenda, handouts and PowerPoint presentation, develop & deliver flyers.	Curriculum Resource Teacher	September 2015	Maintain copies of sign-in sheets, fliers, and hand-outs
2	Convene Annual Parent Meeting to discuss all requirements of Title I and rights of parents.	Principal, Curriculum Resource Teacher	September 2014	At least 20% of parents returning Title I Survey will acknowledge attendance at Title I Annual Meeting.
3	Maintain documentation of attendance at annual meeting	Curriculum Resource Teacher	September 2014	Copies of flier, agenda, handouts.

## 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:** One of the barriers we must overcome is that of parents working 20-30 miles from our community, rendering them unavailable for daytime conferences and contributing to the difficulty in making evening parent workshops. Evening meetings have a history of poor participation unless a meal or childcare is offered. For example, when meals or childcare is not offered, 10% of our parents attended a nighttime activity. When meals or childcare was offered, more than 30% of our parents attended a nighttime activity.

To accommodate working parents, workshops will be offered to



accommodate work schedules with food and childcare provided, when allowable. A plan for offering early morning or evening conference times will be explored. Additional workshops and training opportunities will be offered during the school year during a variety of times and days to help ensure that parents have the opportunity to participate, using the parent survey to help determine the best days of the week. Volunteer Orientation will be conducted twice at the beginning of the year and will be available for parents on an as-needed-basis to accommodate parent's schedules.

## 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	Family Reading Night	Media Specialist	Student achievement due to parent involvement & promotion of involvement in reading	bi-monthly, September 2015- May 2016	Increase parent participation by 10% over 2014-2015 school year.
2	Math Night to provide parents with strategies and activities with their children	Curriculum Resource Teacher, Instructional Staff	Student achievement due to parent involvement	January 2016	Positive response on Parent evaluation conducted at the end of the workshop.
3	Reading Workshop to provide parents with strategies and activities for working with their children	Curriculum Resource Teacher, Reading Coach, Instru	Student achievement due to parent involvement	February 2016	Positive response on Parent evaluation conducted at the end of the workshop.
4	Family Technology Night to expose parents to online technology available	Curriculum Resource Teacher, Technology Teacher	Students utilizing on-line resources at home will display an increase in academic performance.	October 2015	Positive response on Parent evaluation conducted at the end of the workshop.
5	Parent Resource Room	Curriculum Resource Teacher	Provide materials and activities for parents to do with their children to support learning at home.	September 2015-May, 2016	Increase parent use of resource room by 10% over 2013-2014 school year.
6	Science Fair Night	Curriculum Resource	Provide information and materials to parents about county	November 2015	Positive response on Parent evaluation conducted at the end



		Teacher	science fair.		of the workshop.
7	Science Open House	Curriculum Resource Teacher, Classroom Teachers	Student achievement due to parent involvement	January 2016	Positive response on Parent evaluation conducted at the end of the workshop.
8	Parent Conferences	Classroom Teachers	Student achievement due to parent involvement	Minimum of twice per year	Increase in positive parent responses on the Title I end-of-year survey.
9	Kindergarten Orientation	CRT, kindergarten teachers, principal	Provides parents with information about kindergarten registration and expectations.	April or May 2015	Positive response on Parent evaluation conducted at the end of the orientation..
10	SAC Meetings	SAC Chairman, principal	Provide parents and community members with information about school initiatives to improve student achievement.	Throughout 2014-2015 school year	Positive parent responses on end-of-the-year survey developed specifically for SAC members.
11	Title I Annual Meeting	CRT, principal	To provide parents information about the Title I initiative and resources available at Fort White Elementary.	September 2015	Increase in positive parent responses on the Title I end-of-year survey.
12	Volunteer Orientation	CRT, Title I Para	Student success and achievement will increase due to increased volunteers in the school	Throughout year	Volunteer hours donated and student assessment data will increase

## 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	Positive Parent Communication	Curriculum Resource Teacher, Instructional Staff	To provide teachers information on how to build positive communication with parents	November 2015	Increase by 5% the positive parent responses received about parent conferences in the Title I end-of-year survey.
2	Successful Parent ñ Teacher Conferences	Curriculum Resource Teacher	To provide teachers with information on conducting parent ñ teacher	October 2015	Increase by 5% the positive parent responses received about parent

			conferences		conferences in the Title I end-of-year survey.
3	Volunteer Training	Curriculum Resource Teacher	To provide teachers with ways to utilize volunteers in the classroom to improve student academic achievement	August 2015	Increase by 5% the number of volunteer hours donated to Fort White Elementary over the 2013-2014 school year.
4	Title I Information Training for School Staff	Curriculum Resource Teacher	To provide information to staff on Title I programs and Title I information currently occurring on our campus, which can then be shared with parents when needed.	October 2015	Positive responses on teacher survey about Title I information.

## 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:** Fort White Elementary will also offer the following activities to encourage and support parents:

Family Reading Night- the Media Center is open bi-monthly to provide parents the opportunity to read with their child. Students may take AR quizzes.

Parent Resource Room available to provide material such as computer software, reading & math games, science activities, and academic review material for parents to checkout for home use. Parent Resource Room will be open each school day and will be open at least one Family Reading Night per month.

Provide parents with a monthly newsletter highlighting activities occurring on campus and highlights opportunities to assist their child with academic activities at home.

Kindergarten Orientation- To inform parents of upcoming kindergarten students what to expect as their children enter kindergarten

## 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:** At the beginning of the year, parents are invited to an Open House. During this meeting, parents are provided information about Fort White Elementary, how to schedule parent-teacher conferences, and invited to participate in the School Advisory Council in order to be involved in decisions related to the education of their child. Teachers also provide information about the Florida State Standards, the subjects taught, assessments, student proficiency levels, and how parents can help at home.

At the Annual Title I Parent Meeting, information will be provided to the parents about the Title I programs, the curriculum, and academic assessments. Sign-in sheets for the meetings will be maintained in the Curriculum Resource Teacher's office. Information about the Title I programs are distributed through a Title I Summary and a Title I brochure, both sent home with students at the beginning of the year and with every new student throughout the year, and this information is also available on the school website and in the front office.

A Child-Teacher-Parent Compact is discussed and signed during a parent teacher conference held during the end of the first nine weeks. The Parent Compact is reviewed and modified on a yearly basis by our District Parent Involvement committee. The compact is used during the course of the year at parent conferences, documenting student progress in math and reading, student goals, conferences and any other meaningful information.

Student progress is monitored through progress reports, which are sent home every 4.5 weeks, at a minimum. Various information provided in school newsletters, teacher notes, district curriculum grade level expectations, parent flyers, and student data reports are sent home quarterly to inform parents of student progress. Student progress is also monitored through district-wide progress monitoring tools, such as STAR, with progress monitoring reports sent home three times per year. School and district websites offer information to parents concerning state assessments, parent trainings, in addition to providing resources for parents wanting to assist their children at home.

The Curriculum Resource Teacher maintains an activity log documenting activities which includes dates, times, day of week, number in attendance, who organized event, and what was used as an evaluation.

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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:** All mailings, Title I information, and school documents will be made available to parents in English and in Spanish for our ELL students. Other languages are available upon request. Recorded phone calls made to student homes using the School Messenger website utilizes primary language information provided by the parents to provide families with information about upcoming events in either English or Spanish. Parent conferences and meetings will be translated as needed. The Parent Involvement Plan will be posted on Fort White Elementary's website. If needed, American Sign Language and Braille translations can be provided for those families who would benefit from the services.

Parent involvement opportunities will take place both during and after school to encourage participation by as many families as possible. Activities will be advertised on the school marquee, in the local newspaper, posted in local businesses, through flyers sent home with students and through the School Messenger phone system. A monthly newsletter will go home with all students, listing opportunities for parent involvement, as well as activities occurring on campus. Parents are also encouraged to utilize the school website where activities and parent resources are available. School planners or agendas will also be used to keep parents informed of activities and promote home - school communication.

Parents are also provided regular reports of academic progress through report cards, progress reports, and completed assignments. Invitations to school meetings and conferences go home by backpacks. If an interpreter is required, several bi-lingual staff members are available to assist.

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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:  
☒ Not Applicable

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count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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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.

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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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## **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	Family Reading Night	16	832	Increase in students' reading/ELA grades due to increased reading practice.
2	Family Math Night	8	116	Increase in students' math grades due to increased tutoring in problem math areas.
3	Science Fair Night	1	43	Increase in students' science grades/ scores due to increased knowledge of the scientific process.
4	Volunteer Orientations	33	250	Increase student grades/ scores due to an increase in tutoring through utilization of volunteers.
5	Sharing Title I Compact	2	343	Increase in students' reading/ELA and math grades do to parent involvement.

### **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	Inservice for Teachers (promoting parent involvement)	1	44	Increase in student achievement in all subjects due to positive interactions between teachers and parents concerning student progress.

### **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	Parents have a variety of work schedules, and often work 30 or more miles away	Offer parent involvement opportunities during a variety



	from home.	of times to accommodate work schedules of parents.
2	Young children at home.	Provide child care during 1 parent involvement activity per semester.
3	Parents may be uncomfortable coming to school for parent involvement activities.	Provide parent involvement opportunities in area church(es) that are more comfortable for parents.
4	Parents are unaware of parent involvement activities.	Parent Involvement activities will be communicated to parents by way of newsletters, event fliers, the website, and School Messenger.