

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

I, Shannon Young , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### **Assurances**

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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**Signature of Principal or Designee**

**Date Signed**

### **Mission Statement**

#### **Parental Involvement Mission Statement (Optional)**

**Response:** Spirit Elementary School is committed to ensuring that each student has the opportunity to acquire the skills necessary to become a responsible, productive citizen able to cope with changing social and economic conditions. The staff of Spirit Elementary School strives to meet the individual needs of each student, taking into consideration their unique attributes and capabilities. High academic achievement by students is of the utmost concern to the school's primary stakeholders, which includes parents, teachers, and administrators. Therefore, parental involvement is a key component to the success of our school.

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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 Title I Committee works in conjunction with the School Advisory Council to review, plan, and improve school programs, including the parental involvement plan. The Principal, SAC Chairs and Title I Contact provide agendas of meetings and reminders for meetings to encourage participation. At the beginning of the school year, meetings are designed to educate parents on the purpose and requirements of being a Title I school. The parent involvement budget is explained to parents. Parents, teachers, and staff are asked to offer suggestions for utilizing these funds. The Title I Contact provides suggestion forms for participants to offer suggestions in writing. Parents are encouraged to submit suggestions to the Title I contact via email through the school website or in writing. Title I is also a separate section on the district website. A copy of the Title I Plan, including the Parent Involvement Plan, is available on the website. Feedback will also be provided through the use of the spring Title I parent surveys. Parent volunteers also provide email addresses and consent to use email as a line of communication. Update to school website with timely information (link to Title I school contact).

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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	Parents to Kids	A certified teacher coordinates literacy trainings to help parents with reading and comprehension, childcare is offered.
2	Public Preschool	Our public preschool is run by a certified teacher and 2 paraprofessionals that instruct and care for our preschoolers.
3	Pre-Kindergarten and VPK	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teacher, and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc.
4	Title I, Part C-Migrant	The District Migrant Education Program Coordinator, Migrant Advocates and Migrant Recruiters work together to provide services and support to the migrant students and their parents. The MEP Coordinator works with Title I and other programs to ensure student needs are met.
5	Title II	The district provides ongoing Professional Development in the core subject areas to ensure quality instruction and student success.
6	Title III	The District ESOL Coordinator and staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation.
7	Title X-Homeless	The school works closely with Pam Woods, Title X Coordinator, to ensure that homeless students have the materials and resources they need to be successful.
8	Supplemental Academic	The district provides remedial and supplemental instructional resources to students who fail to meet performance levels. Spirit Elementary utilizes these

	Instruction	resources through After School Tutoring in Math and Reading.
9	Violence Prevention Programs	The school offers non-violence and anti-drug programs such as the Olweus Anti-Bullying program, Peer Conflict/Conflict Resolution program, and monthly Guidance lessons.
10	Nutrition Programs	Spirit Elementary offers a variety of nutrition programs including a Free and Reduced Meal Plan, Wellness Policy School Plan, as well as Health and Personal Fitness Lessons during Special Area.
11	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.
12	Olweus Bully Prevention Information Sessions	A trained Olweus representative from our school will inform parents of bullying prevention methods used at Spirit and also learn that they can implement these methods at home.

## 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	Establish Title 1 annual meeting date and activities.	Principal	August 2015	Date set on school calendar
2	Develop agenda, handouts, and/or presentation materials that address the required components	Assistant Principal and Family Center Paraprofessional	August 2015	Copies of agendas, PowerPoint presentation and handouts
3	Train teachers about plans/goals of Open House and Title 1 Annual Meeting	Principal and Assistant Principal	August 2015	Faculty meeting minutes and comments
4	Prepare information on curriculum and class expectations	Teachers	September 2015	Title 1 Parent Survey
5	Develop & disseminate invitation by advertising on website & Connect Ed phone messaging.	Principal and Family Center Paraprofessional	September 2015	Number of attendees, survey, flyer, marquee, connect-ed message and website showing dissemination
6	Maintain documentation	Principal & Family Center Paraprofessional	September 2015	Title I folder in Assistant Principals office & 5 Star book in Family Center
7	Survey parents during last quarter about parent involvement activities	Principal and Family Center Paraprofessional	Spring 2016	Title I Parent Input surveys sent home to parents and then to district Title I office.
8	Set up projectors and show Title 1 presentation created for meeting before Open House.	Principal and Assistant Principal	September 2015	Comparison of number of participants

## 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:** The leadership and staff of Spirit Elementary School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. To provide flexibility and ensure all parents are accommodated, parent/teacher conferences may be scheduled before or after school or during teacher planning time as needed throughout the year. Telephone/e-mail conferences also provide flexible options. Workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. Title I Parent Involvement Meetings: several meetings will occur throughout the school year to discuss and plan parent involvement activities as related to school events. Meetings will be planned for after school and before evening parent involvement events to allow more parents to attend. A variety of day and evening parent involvement opportunities will be provided throughout the school year: meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as our Title 1 Annual Meeting, Open House, and Meet Your Teacher are held in the evening. Our PTA has evening meetings to accommodate parents. Our Family Center is open school days from 7:30-1:30, Mondays and Wednesdays 7:00-1:00. The principal will work with the parent liaison to create a flexible schedule to ensure that the center is open at times convenient for parents. The parent liaison will maintain records of parent participation. The schedule may be modified as needed based on parents' participation.

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## 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 Literacy, Parents-to-Kids	Guidance Counselor	Provide parents with strategies to increase family literacy (child care offered)	Winter 2015-16	Parent program evaluations
2	Parenting Training, SAC Membership Training	PTA/School Staff	Increase parent knowledge of academic expectations, school improvement plans and foster parent/school	Spring 2016	Participation of parents will prove the effectiveness of this program.
3	Parent Involvement Family FACT Fair	School Staff/District Staff	Increase parents awareness of resources in area..	throughout 2015 16 school year	Participation of parents will prove the effectiveness of this program.
4	Student Academic Achievement Standards and Title 1 Program Information, Open House	Family Center Paraprofessional	Provide information to parents on expectations and how parents can help their children.	August through June	Website and presentation materials
5	Pinnacle, Parenting Class	Family Center Paraprofessional	Parent Llason will provide individual help to parents in how to log-in and access the Pinnacle program.	August through June	Sign in sheets.
6	PTA Movie Nights	PTA/School Staff	Increase parent's	Throughout	Participation of

			willingness to come to school and feel comfortable.	the school year	parents will prove the effectiveness of this program.
7	Assessments discussed during individual conferences	School Staff	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year upon teacher or parent request	Fall 2015	Sign-in sheets, Title 1 survey
8	Individual conferences regarding Technology and access to the Pinnacle program	School Staff	Provide information to parents on expectations and how parents can help their children	Fall 2015	Sign-in sheets, Title 1 survey
9	Olweus Bullying Prevention Program/Omega Man Assemblies	LEA Title 1 and selected school staff	Provide parents with strategies to increase student achievement, safety and parent involvement	Fall 2015	Conference evaluations
10	Health and Safety Fair and 5K	School Staff	Provide parents with health and child safety information and give them a healthy fun activity to do together with their children and Spirit staff.	August 2015 - May 2016	Post test, Sign-in sheets
11	Heritage Day	Assistant Principal	Provide parents an opportunity to build relationships with other parents and staff while sharing their culture.	Oct/Nov 2015	Participation of parents will prove the effectiveness of this program.

## 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	Title 1 Program Overview	Volunteer Coordinator	Teachers will learn about Title 1 programs and services.	September 2015	Sign-in sheets, agenda, presentation materials
2	Depression and Suicide prevention training.	Guidance	School staff will learn warning signs for depression and suicide and how to report those signs.	Fall 2015	Sign-in sheets, presentation materials.
3	'Parent Points' newsletter: A newsletter will be distributed to teachers that includes information on the value of parental involvement; Distribution of Materials.	Parent Liaison and Principal.	Improve the ability of staff to work effectively with parents by providing examples of best practices for parental involvement	Twice throughout the school year.	Copy of newsletters

4	Bullying and child abuse signs and prevention	Guidance	School staff will learn warning signs for bullying and child abuse and how to report those signs.	Fall 2015	Sign-in sheets, presentation materials.
5	Annual Utilization of Volunteers and Business Partners presentation	Volunteer Coordinator	School staff will learn ways of utilizing volunteers and business partners in their classroom.	September 2015	Sign-in sheets, agenda, presentation materials.
6	Safety Trainings	Principal/Assistant Principal	School will learn safety tips including Active Shooter, Bloodborne Pathogens and Safety Tips	Fall 2015	Sign-in sheets, copy of safety letter
7	Olweus Bully Prevention Training	Guidance	Staff is trained on how to avoid and handle bullying incidents	All throughout the school year	Bullying referral comparison

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## 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:** Spirit Elementary has a Parent Resource Center that is open to families school days from 7:30am to 1:30pm, Mondays & Wednesdays 7:00am-1:00pm. The center provides a computer with internet access that families may use. Parents can check out books and educational materials to be used at home. Spirit Elementary holds numerous family activities throughout the year to encourage families to take an active interest in their child's education. "Meet the Teacher" and "Open House" are held early in the school year. At these events, parents meet teachers and learn about curriculum and expectations for the year. Parents are encouraged to volunteer in a classroom and to join PTA. Information on Title 1 programs are shared before Open House, at the Annual Title 1 meeting using brochures and an informational video. We also host "Parents to Kids" literacy program for families. We will also host a Parent workshop to help parents learn to use an internet program allowing them to view attendance, grades, behavior and various test scores. Parent Conferences - teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home. Every parent is sent a form to sign up for a date and time to meet with their child's teacher. When parents arrive, they sign-in at the front office.

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## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].



**Response:** Information about Title 1 programs will be provided through our website, booklets/brochures, and an informational Video shown before Open House during the Title 1 Annual Meeting. The Title 1 Parent Handbook is sent home with each student. PIRC information is on our website. Curriculum and assessment information is shared by teachers at Open House, during parent teacher conferences, and through their classroom newsletters. FSA assessment information is sent home to parents via backpack and is also available on our website. Parents may provide input to the school via parent input forms, attending SAC meetings, school website, Pinnacle, Interim Reports, student planners and student report cards. All documents will be translated when needed.

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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:** A variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents. To provide full access and opportunities for all English limited proficiency, school reports, and informational letters from the school and or district will be provided (District ESOL department, etc.) in the child's home language according to federal/state guidelines. In addition, steps will be taken to ensure disabled parents have access to school events and or information. Staff members and or district support personnel will be available to assist parents who have disabilities (visual, physical, deaf).

Information regarding parent participation is provided to parents via school website; Connect-Ed phone messages, student planner, marquee, parent/teacher conferences, student backpacks, workshops, and meetings. When requested, the district will provide a translator if school staff are not able to assist. Books and videos in Spanish are available in Media and the Family Resource Center. ESOL Paraprofessionals translate information for parents over the phone and at conferences. There is a Parent Leadership Committee meeting for ELL students. The Parents to Kids program is offered in Spanish. Parents with special needs are accommodated. All areas of Spirit Elementary are handicapped accessible.

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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	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	'Parent to Kids' program provides literacy training to parents to help their children learn to read.	School Staff	Provide information on how parents can help their children with reading.	Fall/Winter 2015

2	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)];	Meetings and workshops are held at various hours to accommodate parents schedules	School Staff	Parents involvement help improve students test scores	Throughout the school year
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Fall Festival	School Staff/PTA/Business Partners	Provide a fun, educational alternative to trick or treating for parents and students together	October 2015

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### Upload Evidence of Input from Parents

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

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### Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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### Upload Evidence of Parent Involvement in Development of Parent-School Compact

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

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

[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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Family Literacy, Parent to Kids	5	10	Provide parents with strategies to increase family literacy (child care offered)
2	Parenting Training, SAC Membership Trainings	8	9	Increase Parent Knowledge of academic expectations, school improvements and foster parent/school.
3	Parent Involvement Family FACT Fair	4	11	Provide parents with strategies to increase student achievement and parent involvement.
4	Student Academic Achievement Standards and Title 1 Program Information Open House	1	387	Provide information to parents on expectations and how parents can help their children.
5	PTA Movie Nights	1	50	Increase parent's willingness to come to school and feel comfortable
6	Assessments discussed during individual conferences	700	700	Teacher conducted individual conferences to discuss each child's assessment results, expectations, and goals for the school year.
7	PTA Anti-bullying/Internet Safety Night	1	65	Increase parents awareness on bullying and internet safety.
8	Health and Safety Fair and 5K	1	250	Provide parents with health and child safety information and gave them a healthy fun activity to do together with their children and Spirit staff.
9	Stop the Brain Mush Summer Resource Expo	1	54	Provide parents and students with resources to combat the summer learning loss.

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Title 1 Program Overview	1	57	Teachers learned about Title 1 programs and services.
2	Depression and Suicide Prevention Training	1	104	classroomSchool staff will learn warning signs for depression and suicide and how to report those signs
3	Parent Points	1	104	Improve the ability of teachers to work effectively with parents by providing

				examples and best practices for parental involvement.
4	Bullying and child abuse signs and prevention	1	104	School staff will learn warning signs for bullying and child abuse and how to report those signs.
5	Annual Utilization of volunteers and business partners presentation	1	57	School staff will learn ways of utilizing volunteers and business partners in their
6	Olweus Bully Prevention Program	1	104	Learning Olweus bully prevention strategies

## 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	Limited English Proficiency	Information can be translated into Spanish at our school and into other language through our district office.
2	Low Socio Economics	Provide assistance through guidance
3	Attendance	Letters are sent home identifying absenteeism.
4	Economically Disadvantaged	Information is disseminated to all parents about Free-reduced breakfast and lunches. Every effort is made to include these students in free dental and eye care when available through our school.

## Best Practices (Optional)

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

count	Content/Purpose	Description of the Activity
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