## PALMETTO ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Gladys Harris , 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)

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| **Response:**  |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Parents will be invited to numerous meetings throughout the year, including the School Advisory Council (SAC) meetings, to be involved in the planning and decision making for the school. During the School Advisory meetings parents and other stakeholders such as teachers, business partners, and the principal will have the opportunity to be involved in the decision making of how Title I dollars are spent. Monies will be spent on different programs and supplies for the different programs as determined by the School Advisory Council. Palmetto will also invite all parents to Title I Night where information about the Title I program will be shared as well as eliciting input and suggestions from parents.  |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | 21st Century Aftercare Program | This program will work alongside parents to teach them how to help their children to do homework and in the academic areas. |
| 2 | Various Parent Trainings | Parents will be invited to several trainings that will target effective strategies for parents to use at home with their children in order to improve academic performance in various subjects. |
| 3 | Title I Parent Night | Parents will attend a meeting that thouroughly explains the Title I program and the Title I Compact that will be used to outline all the resposnsibilities of stakeholders to include parental strategies to improve student achievement. |
| 4 | Kindergarten Round Up | Parents of incoming Kindergarten students will be given key information, strategies and suggestions as to how to best prepare their children for the academic rigors of school.  |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | ParentLink call inviting all parents to our Annual Title I Parent Meeting  | Principal, head secretary | September 1, 2015 | Parent Attendance, Sign in sheets, minutes, parent surveys |
| 2 | Marquee | Custodian, head secretary | September 1, 2015 | Parent Attendance, Sign in sheets, minutes, parent surveys |
| 3 | Conduct Annual Meeting  | Administration | September 22, 2015 | Parent Attendance, Sign in sheets, minutes, parent surveys |
| 4 | Discuss Title I Program, funding, right to know, overview of policy plan, HQ, SINI status, etc. | Administration | September 22, 2015 | Parent Attendance, Sign in sheets, minutes, parent surveys |
| 5 | Parent Invitations on fliers  | Administration | September 1, 2015 | Parent Attendance, Sign in sheets, minutes, parent surveys |

**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)].

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| **Response:** Palmetto will hold parent conferences that are scheduled before, during and after school. This flexibility is provided in order to meet the needs of the parents and their work schedules. For larger parent events, we provide multiple sessions so that most parents are able to attend. We also provide child care for most parent events. Palmetto will hold family events on the weekends as well. Some home visits are made in the morning as well as the afternoon to help accommodate the schedules of parents.  |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | K-5 Curriculum Night | Administration, K-5 teachers | The teachers will share the basics of the curriculum with the parents so that they are aware of what the students will learn throughout the year. Having parent support will positively impact student achievement. | September 22, 2015 | Parent Sign in sheets, Agendas |
| 2 | School Advisory Council Meetings | Administration, SAC Chair | Parents will receive important information that will encourage parental involvement and share pertinent information that will be beneficial to their children.  | Ongoing | Parent Sign In Sheets, Agendas, Minutes |
| 3 | Parent Trainings | Administration | Parents will participate in trainings offered for different academic subjects. These training will increase the ability of parents to work effectively with their children in order to increase academic achievement. | Ongoing  | Parent Sign in Sheets, Agendas, Parent Surveys |
| 4 | Kindergarten Round Up | Administration | Parents will learn the academic expectations of incoming Kindergarten students and strategies to use with their children to best meet these expectations. | May 2015 | Parent Sign in Sheets, Agenda |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Monthly Title I Chats | Administration, Book keeper | Strategies learned and shared will lead to increased parental involvement which will lead to higher student academic achievement. | Ongoing Monthly | Monthly agendas, School grades |
| 2 | Volunteer Coordinator Training | Volunteer Coordinator | Increased volunteer participation at the school will directly affect student achievement. | August 11, 2015 | Volunteer Hours Report |
| 3 | Title I Annual Meeting | Administration | Faculty and parents will have an understanding of how increased parental involvement will lead to increased student achievement. | September 22, 2015 | Sign in Sheets, agenda, minutes |

**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)].

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| **Response:** Each month Palmetto will send out a newsletter in three languages that the parents receive that let them know what is going on in the school. The newsletter contains articles about what is happening in the different departments in the school, important time sensitive issues, and a calendar of events. Parents can also access our Parent Resource Center, located on our East campus. This is a room where parents can go to check out materials that will help them to assist their children with areas in which they struggle. Teachers can recommend items for them to check out. The volunteer coordinator can meet with them or the teacher can set up a conference with them to assist them in finding what they need in the Resource Center. We also put out brochures in each of our offices so that parents have free resources available to them. We invite parents to the Honor Roll Breakfast to honor student success. This is held after the first and second semester. There is also a volunteer breakfast that is held to recognize the parents and other community members that have given their assistance throughout the year.  |

**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)].

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| **Response:** Palmetto Elementary will provide parents information about the opportunities that exist by a variety of different means. The marquees in front of the east and west campuses will be utilized to promote meetings and events that parents should know about. In addition, the Parent Link system will be used to send out recorded telephone messages directly to parents' phones in their home language in order to promote events as well as sending out flyers in all three languages. Events will be advertised in the newsletter which will be distributed in three languages. Students will be asked to write the events in their agenda as another way of communicating with their parents some of the things that are going on at school. Some teachers may elect to email parents as well. Announcements via the public address system will be made in advance of the events to remind the students that these events are coming up. Palmetto also holds yearly Title I and Curriculum Nights in order to describe and explain the programs and curriculum run in the school. Parent meeting are also implemented to describe the Florida State Standards and their effect on the standard based report cards used in Kindergarten through Fifth Grade. Parents are also encouraged to request parent/teacher conferences to receive updates on their child's academic progress, receive suggestions on how to assist in their child's education and to make important decision about their child's education. Palmetto will also make use of social media in the form of Twitter accounts to notify our community of events and to stay informed of new information.  |

**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)].

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| **Response:** Palmetto will make every effort possible to give parents of all students the opportunity to participate in parental involvement activities. We will hold parent meetings and programs at flexible times so all parents can be involved. For our parents that do not speak English, which include our migratory parents, we have headsets available for meetings and trainings that our community language facilitators use with our parents. This allows them to feel more comfortable at the meetings because there is not the additional noise of the translation going on side by side. The Parent Link, newsletters, and flyers all go out in the three languages of our parents. This makes information available to all parents. Community Language Facilitators will be available at all parent events to assist in parents' home languages. Information will be shared in English, Spanish and Creole. Ramp is available for those in need of access for the wheelchair. We also work with district personnel to identify migratory families at our school and invite them to all school functions as well as district functions specifically designed for migrant families. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C%3A%5CUsers%5Cmoya%5CDownloads%5CfileUploads%5C500561_2015-2016_uploadEvidenceParentInput.docx) |

**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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| [Uploaded Document](file:///C%3A%5CUsers%5Cmoya%5CDownloads%5CfileUploads%5C500561_2015-2016_uploadCompact.docx) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cmoya%5CDownloads%5CfileUploads%5C500561_2015-2016_uploadCompactEvidence.docx) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Annual Title I Parent Meeting | 2 | 167 | Parents receive information on the importance of parental involvement, the use of the Title I Compact and the PIP which will have a positive impact on student achievement.  |
| 2 | Parent Training on Science Vocabulary | 1 | 31 | Parents receive training and resources on how to use the Frayer model to improve vocabulary in the area of science and will positively impact student academics. |
| 3 | Parent training on different aspects of literacy and how to support students. | 1 | 41 | Parents learn how to support their children's vocabulary, spelling and fluency and will positively impact student academics. |
| 4 | Parent training on Balanced Literacy and Reading Strategies | 1 | 40 | Parents learn the importance of working with the students on daily independent reading and strategies to use reading logs, as well as using writing journals at home to respond to that will positively impact student academics. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title I Faculty Presentation | 1 | 42 | As the importance of parental involvement is stressed and strategies on how to involve parents are shared , student achievement will be positively impacted.  |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Child Care | Palmetto will provide free child care to all parents who participate in school functions. |
| 2 | Language | Palmetto will employ Community Language Facilitators and other personnel to help translate for all parents functions in Spanish and Hatian Creole. All written communication will also be translated into home languages. |
| 3 | Time Availability | Palmetto will conduct meetings with parents before and after school hours as well as make home visits for parents who are unable to participate at the designated times. |
| 4 | Not Knowing About Functions | Palmetto will promote parent functions via Parent Link call out system, written notices, marquee in home languages and implore parental word of mouth to help promote functions. |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool 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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| **count** | **Content/Purpose** | **Description of the Activity** |