

LAKE ALFRED ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Matt Burkett, 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)].

X 

Signature of Principal or Designee

9/29/18

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.

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: Parents/Guardians were surveyed for their interest in serving as members of SAC committee and Parent Advisory Team. Parents/Guardians attended the D-PAT Meeting Spring 2015 to discuss Title 1 programs and how LAE can improve parent involvement. The SAC members are elected in September 2014. Each member is elected by the stake-holder group he/she represents. We encourage as many parents, guardians and community members as possible to join. During a thorough review of the SIP draft, the SAC team made activity recommendations that were added for final approval. Parent suggestions were documented in the SAC minutes and additional recommendations will be obtained through discussions with parents on campus. The school committees and Title I resource teachers will develop parent workshops to assist parents with Language Arts, writing, math and science. The SAC team will make suggestions to aim PI funds toward providing support materials for parent workshops and communication. During upcoming meetings, the SAC team will specifically examine the results of the School Climate Perception Survey for Parents. Documentation will be stored in the TASK box and published in the minutes.

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	Voluntary Pre-Kindergarten (VPK)	Under the guidance of the district VPK program, parents/guardians are provided assistance on how to help their children prepare for Kindergarten.
2	ESOL	Assist parents with limited English proficiency with translation in Spanish/Haitian-Creole
3	Title I, Part A	Provide resources that provide additional teachers, professional development, extra time for teaching, and parent involvement activities.
4	Homeless/Hearth/Migrant	Provide services for students and parents including tutoring, literacy, English classes, advocacy, and mentoring.

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	Annual Parent Meeting--Title One Power Point, Florida Standards, Grade Level Expectations	Administration, Teachers, Title I Para	September 24, 2015 & September 25, 2015	Copies of agenda, handouts, parent evaluation of event, parent survey
2	Create and Distribute Flyers, Invitations, Agendas, Sign-In	Administration, Title I Para	September 11, 2015	Copies of flyers, sign-in sheets, Survey/Feedback

	Sheets, Survey/Feedback Forms			Forms, SchoolMessenger, Marquee
3	Distribute Title I Summary Brochure and District Parent Involvement Policy	Title I Para, Administration, Teachers	October 2015	Title I Parent Survey/Feedback
4	Maintain Documentation	Title I Para	Ongoing	eTask and Physical Task Box

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: Lake Alfred Elementary will provide opportunities for the parents/guardians of all children to participate by providing a flexible number dates and times for the Parent Meeting (September 24 from 4-6 p.m. and October 9, 2015), child care and translators. Parent Involvement Nights are held in the evenings to accommodate working parents/guardians. Parents/Guardians who are unable to attend may request the materials and handouts that were presented at the meetings. Parents/Guardians have the availability to sign up for flexible teacher meetings that can be held before or after school. Spanish and Haitian Creole translators are made available for parents/guardians who need translation.

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 Parent Meeting	Administration, Teachers, Title I Para	Parents will be given information about Title 1 programs, Florida standards, curriculum, progress monitoring, grade level expectations, etc.	September 2015	Parent evaluations, number in attendance
2	Language Arts Night	Title I Para, Administration, Teachers	Provide parents with information on the Florida Standards and activities to work with in the area of Language Arts/Reading; teacher expectations; and parent support.	January 2016	Parent evaluations, number in attendance
3	LAE Family Week	Title I Para, Administration, Teachers	A weeklong event that includes Family luncheon, My Family Essay Contest, and My Family Art Contest	November 2015	Parent evaluations, number in attendance
4	Science Night	Title I Para, Administration, Teachers	Provide parents with information/activities to work with child in the area of science. Hands-on science demonstrations from science teachers.	February 2016	Parent evaluations, number in attendance

5	Math Night	Administration, Teachers, Title I Para	Provide parents with math resources and activities related to Florida Standards.	October 2015	Parent evaluations, number in attendance
6	Kindergarten Roundup	Administration, Teachers, Title I Para	Preschool students and their parents/guardians will get a glimpse of what to expect in kindergarten.	March 2016	Parent evaluations, number in attendance
7	Parent Informational Resource Centers	District, Administration, Teachers, Title I Para	Offer a wide variety of relevant and effective programs and resources to parents and students that will make a positive impact on student achievement.	Ongoing	Parent evaluations, number of participants

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	How to Conduct a Parent Conference	Leadership Team	Increase the level of communication between parents and teachers	Fall 2015	Teacher/Parent response, Number of parent conferences
2	Agendas for Parent Conferences	Leadership Team	Increase the level of communication about student progress to parents	Fall 2015	Teacher/Parent response, Number of parent conferences

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: Parent Institute Web Content: <http://schools.polk-fl.net/LAE> (click the link under Title One Parent Involvement).

Parent Resource Centers Web Content:

www.polk-fl.net/parents/involvement/pirc.htm

www.polk-fl.net/parents/involvement/plugin.htm

Book Fair: During Open House students and parents can visit the Book Fair to browse, review and purchase books and literary related materials.

Winter Concert - Parents are encouraged to attend this event and show their support to their child(ren) as they perform and demonstrate what they have learned in music.

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: Parents/Guardians will receive information about the School Parent Compact and School Parent Involvement Plan. The Compact, PIP, and Title 1 programs will be explained at the Annual Meeting in September 2015 and during parent conferences. Newsletters are used to inform parents of all school activities and events. Parents/Guardians can also obtain information via the school website, by email, during SAC and PTO meetings and can make suggestions or recommendations by placing suggestions in the suggestion box or during parent meetings.

Assessments:

-Progress monitoring assessments are used to monitor students' growth throughout the year in the areas of Language Arts, math, writing, and science. These "ongoing assessments" help teachers and school personnel meet the needs of the students and monitor their progress toward meeting grade level expectations.

-Students in grades 3-5 are assessed in the spring using the FSA assessments for Language Arts, math, and science.

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: Parent Involvement Leadership Team: Parents are invited to participate in making decisions about parent involvement activities and ways to increase student achievement through parental involvement. The team meets to discuss and develop the Parent Involvement Plan and the School Parent Compact.

Parent Teacher Organization: Parents and Staff meet monthly to discuss ongoing activities at the school.

School Advisory Council: Parents, Staff members, and Community members meet regularly during the school year to discuss the implementation of the School

Improvement Plan, how certain monies are allocated, and to vote on various matters related to the school.

All parents are welcome and encouraged to participate in their child's education and ongoing activities at the school site. If accommodations are needed, please notify the school office at (863) 295-5985.

Translators will be available on campus throughout the school day and during parent meetings when requested.

Newsletters, student agendas, SchoolMessenger phone messages, the school website, the school marquee, flyers, and reminder labels will all be used to share information with parents and to notify them of upcoming meetings/events. Documents are available in other languages upon request.

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

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.
[Uploaded Document](#)

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](#)

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

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	Title 1 Annual Meeting	2	252	Communication of academic expectations and Title 1 program.
2	Parent Luncheon	1	237	Parents participated in week long activities with their children.
3	Winter Concert	1	150	Students sang and performed music selections.
4	Parent Science Night	1	79	Students learned science terms and observed experiments.
5	Awards Assembly - October 2014	1	65	Recognition of student achievements.
6	Awards Assembly - January 2015	1	70	Recognition of student achievements.
7	Awards Assembly - April 2015	1	75	Recognition of student achievements.
8	Kindergarten Roundup	1	25	Students display their academic levels.
9	Field Day	1	70	Physical Fitness levels and celebration of year long hard work.
10	Passport to Literacy	1	84	Parents are informed about reading expectations.
11	Parent Orientation	1	418	Info shared with parents to help build partnerships and offer opportunities for parent engagement
12	Parent Math Night	1	32	Parents are informed about the Florida Math Standards.
13	Book Fair	2	150	Parents are invited to share in the purchase of books for their child
14	Awards Ceremony - June 2015	1	75	Recognition of students achievements.

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	Sailing Toward Successful Parent Conferences	1	30	Increase the level of communication between parents and teachers
2	Creating a Family Friendly School	1	30	Increase the level of communication about student progress to 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	Transportation	Place information on school website, offer events at various times, print information on flyers to go home to parents who don't have transportation
2	Language	Provide translation to parents who speak Spanish/Haitian Creole language
3	Childcare	Provide childcare services for parents during school events

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
-------	-----------------	-----------------------------