



## OSCAR J. POPE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Qvonda Birdsong, 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

9/30/15  
Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** School Mission: At Oscar J. Pope Elementary, we believe that all can and will learn. We expect everyone to together, respect themselves and each other and to become lifelong learners.

District Mission: The mission of Polk County Schools is "To provide a high quality education for all students."



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- 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)];
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Signature of Principal or Designee

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District Mission: The mission of Polk County Schools is "To provide a high quality education for all students."



Parent Involvement Mission: 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.

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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 facilitator works with the School Advisory Council and parents to discuss and review, plan, and improve school programs including the parent involvement plan. Included in these reviews are discussions on how Title I parent involvement funds should be spent. Administration and the Title I facilitator provide agendas of meetings and reminders for meetings to encourage attendance and participation. At the Title I Annual Meeting, the Title I facilitator educated parents on the purpose and requirements of being a Title I school. A copy of the Title I Plan, including the Parent Involvement Plan, is available on the school website and in the Parent Involvement Notebook which is housed in the school's front office. Feedback is provided following each Title I meeting through the use of parent surveys as well as the spring Title I surveys. The school website is updated with timely information. Furthermore, PTO and business partners will be beneficial in providing resources not otherwise provided by Title I funds for parental involvement activities. The 1% expenditure for parent involvement is spent on Student agendas.

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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	VPK	to prepare 3 & 4 year old children for Kindergarten
2	IDEA	for students in Exceptional Student Education programs
3	Head Start/ESE Unit	Head Start pre-kindergarten teachers will conduct at least two home visits. Head Start will provide vicinity mileage travel reimbursements for teachers.
4	Title II	District receives supplemental funds for improving basic educational programs through the purchase of small equipment to supplement educational programs.
5	Title III ESOL	Services are provided through the district for educational materials and ELL district support services to improve the education of immigrant and English Language Learners.
6	Title I Part A	Services are provided to ensure that students requiring additional remediation are assisted through after-school programs. The district coordinates with Title II and Title III in ensuring staff development.

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## 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	Notification District/School summary	Title 1 Facilitator	10/15/15	parent survey/evaluations
2	Overview of Title1	Title 1 Facilitator	10/15/15	parent survey/evaluations
3	Parent resources @ school	Title 1 Facilitator	10/15/15	parent survey/evaluations
4	Flyer sent home to notify parents	Title 1 Facilitator	10/08/14	Number of participants
5	Reminder labels in student agendas, School website, marquee will advertise the dates of the Annual P	Title 1 Facilitator	10/13/15	Number of participants
6	Agenda, Sign In Sheets and presentation materials developed	Title 1 Facilitator	10/8/15	Number of participants
7	Set up projector to show power point slide created for meeting	Assistant Principal	10/15/15	Number of participants
8	Xerox handouts/prepare and print sign-in sheets	Title 1 Facilitator	10/8/15	Number of participants
9	PowerPoint placed on website for those who did not attend	Network Manager	10/16/15	Annual Parent Survey
10	Distributed Parent Center Information	Title 1 Facilitator	Ongoing	Parent Involvement at centers
11	Parent input encouraged	Title I Facilitator	10/15/15	Parent Surveys
12	Translation services provided	ESOL paras	10/15/15	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)].

**Response:** Meetings, in addition to the Annual meeting, will be held monthly. The school guidance counselor (housed on campus) is available for assisting parents with needed services. Meetings and activities will be held on various days and at various times. Parent Nights and Report Card Nights are held in the evening throughout the school year. The different activity times are to ensure that all parents will have an opportunity to attend based on their schedules. For example, Muffins with Mom, Donuts with Dad and School Advisor Council meetings are held in the mornings, with Parent Teacher Organization meetings being held in the afternoons. Likewise, Reading Wonderland and assessment reviews are held in the evenings.

## 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	Open House	Principal/Staff	To open lines of communication between school and home. Discuss attendance, Assessments/State and District Testing.	09/10/15	Parent Attendance/ Evaluations
2	Title I Parent Night Assessment Information	Staff/Leadership Team	Inform parents (Topic determined by Administration)	10/15/ 15 and 01/07/16	Parent Attendance/ Evaluations
3	Title 1 Annual Meeting	Principal/Staff/Leadership Team/Title 1 Facilitator	To inform parents about Title 1	10/15/15	Parent Attendance/ Evaluations
4	Report Card Nights	School Staff	To discuss Student progress and needs	11/12/14 and 02/11/16 and 04/21/16	Parent Attendance/ Evaluations
5	Donuts with Dad Breakfast	Title 1 Facilitator	Strengthen family bonds of students/parents	09/30/15	Parent Attendance/Evaluation
6	Muffins with Mom Breakfast	Title 1 Facilitator	Strengthen family bonds of students/parents	Spring 2015	Parent Attendance/Evaluation
7	Reading Wonderland	Principal/Staff	To inform parents about reading strategies, and reading materials available to students.	12/10/2015	Parent Attendance/Evaluations
8	Ongoing support via social media and School website	Administration/Network Manager	To inform/remind/resources for parents and families.	Ongoing	Parent surveys

## 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	PBS (Positive Behavior Support)	Assistant Principal	Teachers are trained in the concepts of PBS. These concepts are communicated to parents in the form of teacher newsletters so parents better understand the discipline system used by the school. Maintaining consistent discipline, with support from the	Ongoing	Reduced # of office referrals



			home, is effective in boosting student achievement.		
2	Attendance Issues	Terminal Operator	The Terminal Operator trains/informs teachers on the proper procedures for addressing absentee issues. The social worker/teacher is continuously contacting the parents of children who are chronically absent. This communication relays to the parent the importance of attendance at school and how it affects the academic achievement of their child.	Ongoing	Reduction in absenteeism
3	Parent Involvement	Parent Involvement Facilitator	Staff is trained on building capacity to work effectively with parents.	Ongoing	Parent/staff and parent conversation/parent evaluations
4	Math 5E lesson	School Math Coach	Teachers are trained in using formative assessments to inform instruction to meet the needs of all students to increase achievement.	Ongoing	Increased student achievement
5	MTSS	School Guidance Counselor	Teachers are trained in the full MRSS/Rtl Process	Ongoing	Increased student achievement as a result of receiving identified needed interventions
6	Teach Like A Champion Book Study	Principal	Teachers are trained in the area of classroom routines and strategies	Ongoing	Increased student achievement
7	Harry Wong Classroom Management	Leadership Team	Train teachers how to better manage everyday classroom routines.	Fall 2015	Teacher Attendance/Evaluations
8	Working with Diverse Parents	Don Brown of Title I	Train teachers best practices of communicating with parents.	09/28/15	Teacher evaluations
9	Assessing Progress Monitoring	Reading Coach	Students will benefit from teachers understanding the use of writing rubrics and grading expectations.	Ongoing	Student data/Teacher evaluations

## 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:** The school's guidance counselor (housed on campus) is available as a parent resource. Resources are available for parent check out. North Central Area Parent Center - offers educational materials and games that parents can borrow free of charge in order to work with their children at home, classes for parents offered. There is personnel on staff at the center. It is open M,W, F from 7:30 AM - 3:00 PM and T, Th from 10:30 AM - 6:00 PM.

OJP will also have a Wednesday Folder that will be sent home weekly containing grade reports and pertinent school information. This folder will be returned on Thursdays with a parent/guardian signature.



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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:** In addition to the Annual Title I meeting, held on October 15, 2015: School wide curriculum and State/District Assessments, Title I program information, grade level expectations as well as student progress monitoring will be presented during Parent Nights.

Parents have access to their student(s) agendas on a daily basis, receive regular interim reports and may access student progress via the Parent Portal. Quarterly Oscar J. Pope Newsletters are sent home and the website is updated regularly with program information.

The parent involvement Notebook (PIN) is available in the main office. This offers parents information regarding both the district PIP and Oscar J Pope's PIP. The PIN also includes information regarding area Parent Involvement Centers, school data, Parent Learning Universities, and calendars.

Parent/School compacts, and expectations will be the primary focus for Report Card Nights. Parent Surveys will be distributed to all parents. The information collected will be reviewed for use in future plans.

Parents are encouraged to attend our monthly School Advisory Council (SAC) meetings. At these meetings parents have the opportunity take part in writing and reviewing Oscar J Popes SIP, approve spending funds, and can make suggestions on improvements needed at OJP.

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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:** Translators are provided for Spanish speaking parents in the front office and at all school activities. The District also provides translation services upon request. Likewise, interpreters are provided for the Deaf and Hearing Impaired parents.



Written material are provided in both English and Spanish, as well as other languages that may apply. Parents can also request material be read and explained to them.

Furthermore, the school is equipped with handicapped equipment, such as electronic doors, and wheelchairs. Ramps are available for access to portables and other hard to enter doorways.

Necessary information is made available in the school office for those students who are more migratory in attendance.

## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting 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)];	When possible, parent meetings are held at various times to make the meetings conducive to parent schedules.	Administration	Allows for more parents to attend activities without conflict with work schedules, etc. More parental involvement is directly related to student achievement.	Varies
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Incorporating Donuts with Dad and Muffins with Mom Breakfasts.	Title I Facilitator	Research shows that increased parental involvement is closely related to increased student achievement.	Fall/Spring
3	Developing appropriate roles for community-based organizations and businesses,	Informing willing community based organizations and businesses of issues/concerns/needs of Oscar J Pope and	Administration/Guidance Counselor/Title I/PI Facilitator.	When needs of students are met, academic achievement increases.	Varies





	including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	allowing them to meet those needs in ways that are conducive to their organizations/business. them the opportunity of willing community			
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### **Upload Evidence of Input from Parents**

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

Uploaded Document

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### **Upload Parent-School Compact**

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

Upload an electronic version of the Parent-School Compact.

Uploaded Document

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

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

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

Uploaded Document

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## **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	Title I Annual Meeting	1	59	To Inform Parents about Title I program
2	Open House	1	179	To open lines of communication between school and home
3	Muffins with Mom Breakfasts	1	29	Strengthen family bonds of students and parents
4	Young Authors Conference	1	316	To showcase student achievement to parents and community..
5	Report Card Conference Night	3	283	To discuss student progress and needs
6	"Walking Through a Reading Wonderland"	1	100	To increase parent awareness on how they can assist their child at home with reading
7	Assessment Night	1	16	To increase parent knowledge on ongoing progress monitoring assessments and the spring assessments (FCAT, FAA, CELLA)
8	PTO Meeting with Art Showcase	1	211	To increase parent knowledge of strategies to assist their child at home in the aread of geometry/elect PTO officers for 2014-2015
9	Kindergarten Rountg Up	1	31	Parents gain an understanding of Oscar J Popes Kindergarten programs

### **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	PBS/Classroom Management/Discipline	1	31	More time spent in classrooms
2	Reading Wonders FAIR Assessments	2	29	Increased teachers understanding of reading assessments and how to use the data
3	Taking a Closer Look at Reading	2	29	Increased student depth of understanding
4	Establishing a reading practice program with Acccelerated Reader	2	27	Increased teachers depth of understanding
5	Digging into the Florida Standards	1	22	Increased teachers understanding of the Florida Standards
6	Math Vocabulary	1	33	Increased student depth of understanding



7	Math: Increasing students conceptual understanding	1	24	Teachers gain a better understanding of how to include conceptual understanding in math centers
8	Rewriting and editing Reading Wonders weekly assessments	1	9	Teachers learn how to edit or create reading assessments
9	Literacy PD	1	24	Teachers will learn standards driven assessments and questions, and writing instruction and next steps.
10	Accerlerated Reading	1	30	Teachers gain an understanding of AR reports and data collection

## 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	Parent Work Schedules	Vary meeting times to accommodate different work schedules.
2	Child Care	Incorporate child care into planned parental activities.
3	Language Barriers	Interpreters will attend scheduled activities as much as possible.
4	Transportation	Encourage car pooling.
5	Financial	Provide as many free resources/servicdes as possible.

## 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)

count	Content/Purpose	Description of the Activity
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