

**SPRINGHEAD ELEMENTARY SCHOOL Title I, Part A Parental
Involvement Plan**

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I, Carol Ann Rushing, 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

9/25/15
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Mission: Preparing Students for Life Vision: Leading to Succeed

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: An open invitation to join SAC was issued to all parents via our school newsletter & Meet the Teacher Night. The SAC is comprised of family members/parents, community members, staff members, & business partners. Voting members are aligned with our school demographics. The School Advisory Council will review the school improvement plan and offer input/suggestions regarding parent involvement activities that will be scheduled throughout the year. Council members will sponsor and actively participate in our family nights (reading, science & math), as well as our Harvest Festival. Parent surveys will be distributed in October and these results will also be used to help guide parent meetings/workshops provided throughout the year. All SAC meetings are guided by an agenda, and minutes are recorded & placed in the TASK box for documentation.

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	English Language Learners (ELL)	The ELL Resource personnel administer CELLA tests to determine eligibility in the program and meet with parents to inform them of their child's progress.
2	Head Start	District Head Start personnel, along with the school's Head Start instructors, conduct monthly parent meetings and trainings in both English & Spanish. Head Start parents and family members are also invited to participate in science, reading and math family nights, PTA meetings, & other family events throughout the school year.
3	Migrant Education	The migrant staff will coordinate two annual meetings to inform parents regarding the program and services offered. Parents will receive training on "Insync" and Edsby and will be given directions on how to access/use these with their children. They will also receive information regarding social services provided by partnering agencies in the community. Parents will be encouraged to contact the migrant advocate with any questions or concerns regarding their child's education.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to

inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda & handouts that address Title I requirements	Principal, Asst. Principal	September 2015	Copies of agendas, handouts and sign-in sheets
2	Develop and disseminate invitations to parents through newsletter, school marquee & Parent Link	Principal, Asst. Principal, office staff and teachers	September 2015	Weekly newsletter with date of dissemination
3	Develop & distribute parent sign-in sheets to all staff members.	Principal, Assistant Principal	September 2015	Sign in sheets for meeting and individual classrooms
4	Distribute Title I Brochure	Classroom teachers	November 2015	Copies of parent surveys that are returned to school
5	Maintain Documentation	Assistant Principal, Title I Liaison	September 2015	Title I documentation in TASK box and the TASK Box Depository Site, housed in front office for monitoring purposes

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 are scheduled at various times to accommodate the needs of our families. However, because the majority of our families work full-time, meetings are most often held during the late afternoon and evening hours.

August - Meet the Teacher (4:00-6:30)

September - Family Night (4:00-8:00)- Title I, SIP Goal, Parent Involvement, Curriculum/expectations, presentations in English & Spanish. Train parents on Edsby.

October - Spooktacular Family STEAM Night - (SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH) 5:00-7:00 p.m.

November, February and April - Conference Nights (4:00-7:30 p.m.) - Assessments, academic progress & curriculum review. Bilingual translators present for conferences.

November - Fall Festival (5:00-8:00 p.m.)

January - Parenting with Love and Logic (3 sessions) (5:00-7:00 p.m.)

February - Reading Night (5:00-7:00 p.m.)

March - PEACE Conference (9:00 a.m.-1:30 p.m.)

April - Strawberry Reads/ Drug Free Walk at Bailey (Saturday 9:00-12:00)

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February - Reading Night - (5:00-7:00 pm)

March - PEACE conference (9:00 a.m.-1:30 p.m.)

Spring 2015: Parent Leadership Council Meeting for ELL/Migrant parents to include: Parent training, guest speakers, student programs - presentations will be in Spanish. (5:00-7:00 p.m.)

Ongoing - Head start meetings/trainings for parents - Held in the mornings - translators present for meetings. (8:30-9:30 a.m.)

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	Meet the Teacher Night - Curriculum & Assessments	Faculty & Staff	Improved Student Achievement	August 2015	Sign-In Sheets
2	Title I & NCLB Requirements	Faculty & Staff	Increased parental Involvement	August 2015	Sign-In Sheets
3	Family Nights- Reading, Science Technology Art & Math	Content area resource teachers, TASK Force Members, Principal, Assistant Principal	Offer FSA tips, hints and strategies to parents so they can provide support at home	October	Sign-in sheets, family feedback forms
4	Title I requirements: ELL/Migrant PLC Meeting	ELL department, ELL resource teacher, migrant advocate	Increased ELL parent involvement & improved student achievement	September 2015 & Spring 2016	Sign-in Sheets
5	Report Card Pick-up Conference Nights-Reinforce parent-teacher-student assessment partnership that will result in an increase in student achievement	Classroom Teachers	Provide information to parents on their child's current level and develop a plan to reach their goals in order to make academic gains	November 2015, February 2016, April 2016, May 2016	Classroom sign-in sheets
6	All Pro Dads	Principal, Assistant Principal, Staff members	Provide strategies/activities and ideas that will improve parent-child communication	Ongoing—Monthly Meetings	Sign-in sheets, feedback forms
7	Harvest Festival	PTA, Faculty & Staff	Increased parental involvement and increased partnership with community agencies	November 2015	Parent/Community Feedback
8	Parenting with Love and Logic (3 or 4 sessions)	The Character Task Force	Increase/improve parent/student interactions	January 2016	Sign-in sheets

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	Timeline
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			Anticipated Impact on Student Achievement		Evidence of Effectiveness
1	Community Partnerships & Volunteer Training	Principal & Assistant Principal	Increased parental involvement & improved student achievement	October Faculty Meeting	School Climate & Perception Survey results
2	PLC's will be conducted to improve the ability of staff to work effectively with parents	Grade level teams, resource teachers and administrators	Improve the ability of staff to work effectively with parents to increase academic achievement	September 2015-May 2016	PLC Agendas
3	Edsby: Teachers/Staff will be trained to create informational pages to more effectively communicate with parents.	Media Specialist	Increase communication between staff and parents; provide updates on school activities in support of student learning	October 2015	Sign-in sheets from training
4	Strengthening the CORE curriculum	PSLT	Fewer children in need of intensive interventions	October 2015, January 2016, March 2016	ESE services, school grade, test scores
5	Character Education Training	PSLT	Fewer referrals, increased academics, and strengthened relationships among all stakeholders	August 2015	Sign- In sheet
6	Schoolwide Discipline Plan	PSLT	Fewer referrals, positive relationships, increased academics	August 2015	Sign- In sheet
7	Appreciative Inquiry	Principal/PSLT/Staff	Increased academic gains/Improve School Climate/Prepare students for life	August 2015 - June 2016	Academic gains, TELL Survey, Attendance

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: Parents are continually offered the opportunity to participate in activities and/or committees through our school newsletter, Parentlink notification system, SAC team, and classroom newsletters. Home visits are presented in both English & Spanish, as needed. Parents are encouraged to attend parent meetings that focus on parenting skills and parental involvement, as well as volunteer at school. Our school principal, Ann Rushing, personally reads and approves our school newsletter. She oversees all family engagement nights. Sign-in sheets are used to measure parental involvement and district wide assessments are used to measure student progress.

The ELL Program assists students in English language acquisition through Rosetta Stone, a computer based language program.

The Migrant Education Room serves as a parent resource for migrant families. Information available includes: ELP Tutoring, Community Resource Guide, RCMA, News about the Mexican Consulate, Hillsborough County School Readiness Program, United Food Bank and the Restoring Hope bi-weekly food bags. We also partner with many community agencies during the holidays to supply food and gifts to needy families.

For non migrant families, we offer the Parent Information Notebook, which contains information on several community resources, and other school information pertinent to parents.

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: Parent Mailout - Sent to parents before the start of the 2015-2016 school year providing general information regarding school dates, policies, & procedures. This letter also invited all parents to attend our "Meet the Teacher" night, which was held the evening before school started.

Meet the Teacher Night - Parents visited classrooms where teachers shared information regarding school & classroom policies, Common Core Standards/SSS, & curriculum requirements. Ann Rushing, principal, also presented information regarding the explanation of the Title I Program, Title I Budget, Parent Involvement Plan, school-parent compact and importance of input from parents through school-wide surveys. In each classroom, parents were asked to sign the Title I parent-teacher-student contract for the 2015-2016 school year.

Open House- September 24th teachers will present Powerpoints every 30 minutes detailing Title I information and classroom expectations.

Family Reading, Science and Math Nights -- Parents are invited to attend via newsletters, flyers, Parentlink and the school marquee.

Conference Report Card Pick-up Nights -Three times per year, parents are invited to attend a parent-teacher conference. Parents are invited via conference request letters, school newsletters, classroom newsletters, & Parentlink notification system.

Weekly Springhead Pioneer Newsletters- Sent home every Friday that inform parents in both English and Spanish of current/upcoming events in our school and community.

Daily Agendas-Communication between school and home that address behavior expectations, daily class assignments and teacher written notes. Parents are expected to review and sign on a daily basis. When a parent communicates a question or concern in a foreign language, every effort is made to ensure a timely response.

Parents are continually offered the opportunity to participate in activities and/or committees through our newsletter, Parentlink notification system, classroom newsletters, & school flyers in both English & Spanish.

The school adheres to the district curriculum calendar and the district assessment calendar. Grade level benchmarks and Florida State Standards/Common Core Standards are used to assess student proficiency levels and student progress.

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: Our school will provide full opportunities for participation using multiple facets of communication. All flyers & automated telephone messages are sent in both English & Spanish. ELL translators as well as Migrant personnel are available during conferences & curriculum family nights. District forms and publications are provided in English & Spanish. Individual RTI/IEP meetings are scheduled for students to address student needs. Additional parent assistance is provided as needed.

To monitor that information was received and understood in family's home language, parents are provided the opportunity to provide feedback through conferences, agendas and during home visits.

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	Curriculum nights for families. Dinner & childcare provided. Items purchased to give to families to help students at home.	Reading, Science & Math Content area teachers, Curriculum TASK Force, Principal, Asst. Principal	Increased parental involvement & increased student achievement.	September 2015 , February 2016
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 are scheduled at various times to accommodate the needs of our families. However, because the majority of our families work full-time, meetings are most often held during the late afternoon and evening hours.	Faculty and Staff	Increased parental involvement & improved student achievement	Ongoing
3		All Pro Dads			

Adopting and implementing model approaches to improving parental involvement (Section 1118(e)(11)); and	Principal, Assistant Principal, Staff members	Increased parental involvement	Ongoing monthly meetings
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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	I-Moms	9	83	Increase parental involvement and healthy communication between parents and children
2	Title I Annual Meeting	1	690	Describe how students will be assessed, how parents will be kept informed and opportunities for parent involvement. SIP and PIP budget presented and Compact outlined.
3	Reading Night	1	247	Offer reading strategy tips to parents so they can provide reading support at home
4	STEAM Nights	1	230	Combine science, technology, engineering, art and math activities in order to give practical and educational strategies to parents so they can help build success in these areas with their children.
5	Parent University Math Night	1	83	Provide training for HCPS math curriculum /Common Core in order to help our students succeed.
6	Family Book Fair Night	1	247	Offer sessions for parents that include math, reading, and character education for helping children succeed in school.

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	Collaborative Partnering, Shared Decision-Making, Volunteer Training and Business Partners	1	69	Unite home, school and community to better meet student needs.
2	Teaching With Poverty in Mind	3	69	Understand the effects of pverty on learning and developo site-based strategies to bridge the gap in learning for our students.

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	Most Hispanic respondents do not have access to the internet. 56% combined do not have access to internet. 78% say they do not have child care to attend school meetings.	Continue to: provide report card pick-up conferences, share green communication folders once per 9 week period, parent link messages and phone conferences. Three after school conference days will be scheduled to accommodate parent work schedules. Free food and academic resources will continue to be provided to families due to economic disadvantages. Bilingual materials and translators will be present due to ELL language barriers with parents. It is necessary to continue to have newsletters, phone links, and conferences due to our population not having email access.

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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