

GRIFFIN ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Terry Strong, 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 1111(h)(6)(A)].


Signature of Principal or Designee

10/1/15
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.

Polk County School Board Mission Statement

Response: To provide a high quality education for all students

Griffin Elementary Mission Statement

Response: We will provide a cooperative learning environment that values all people. It will support life experiences involving risk taking & problem solving that will help us become life long learners.

Parental Involvement Program Purpose

Response: The purpose of the parental involvement program is to ensure there is always regular, two-way meaningful communication involving student academic learning and other school activities.

Review Rubric:

Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

- Explanation of the purpose of the parental involvement program;
- Description of what will be done; and
- Description of the beliefs or value of the LEA.

Review Status: Needs more information or clarification

Review Comments:

createDate	modifyDate	comment
9/9/2015 3:02:38 PM		Need school & district mission statement and paragraph explaining purpose.

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: Griffin Elementary will involve parents in the planning, review, and improvement of Title I programs including involvement in the decisions regarding funds for parental involvement. Parents provide their input by serving on SAC, completing Title 1 school surveys, attending School Improvement Plan meetings, Title 1 Parent Nights, School Compact meetings, and District Parent Plan meetings. When asked how 1% of the school's Title 1 money should be spent, parents voted for agendas to be provided for all students.

Review Rubric:

Strong responses include:

- Identification of the group responsible for the development, implementation and evaluation of the plans;
- Description of the procedures for selecting members of the group;
- Explanation of how the input from parents will be documented; and

- Description of the process and involvement of parents in the development of required plans; and
- 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)].

Review Status: Adequate

Review Comments:

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 are provided assistance on how to help their children at home.
2	Florida First Start	The Florida First Start Program is a home-school partnership designed to give children at risk of future school failure the best possible start in life and to support parents in their role as their children's first teachers.
3	Individuals with Disabilities Educational Act (IDEA)	Parents meet with exceptional student educators and staffing specialists to monitor student progress and make educational goals suitable for their child.
4	Title 1, Part A	Title I, Part A, funds school-wide services to Griffin. The Title I funds provide supplemental instructional resources and interventions for students with academic achievement needs. Title I, Part A, support provides supplemental instructional materials, resource teachers, technology for students, professional development for staff, and resources for parents.

Review Rubric:

Strong responses include:

- Identification of the specific federal programs; and
- Description of how the programs will be coordinated.

Review Status: Needs more information or clarification

Review Comments:

createDate	modifyDate	comment
9/9/2015 3:03:14 PM		Add: Title II, ESOL, PEP, Migrant, Homeless

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	A Powerpoint presentation will be presented to parents at the Annual Title One Parent Night	Title I Interventionist, Administration and Teachers	September 21, 2015(K-5)	An evaluation from every parent will be collected at the end of the program.
2	A Powerpoint presentation will be presented to parents during a second Title One Parent Morning	Title I Interventionist and Administration	October 13, 2015(K-5)	An evaluation from every parent will be collected at the end of the program.
3	Develop sign-in sheets	Title I Interventionist	September 16, 2015	Sign-in sheets for classrooms
4	Notice of meeting/newsletter, invitation, agenda labels	Title I Interventionist	September 8, 15 & 18, 2015 and October 6 & 12, 2015	Flyer, newsletter, label and Phone log
5	Develop agenda, handouts, and Prezi presentation that addresses the required components.	Copies of agendas, Prezi presentation, handouts, and evaluation	September 16, 2015	Copies of agendas, PowerPoint presentation, handouts, CD of TV presentation
6	Evaluation preparation	Title I Interventionist	September 16, 2015	Plus/Delta evaluation at conclusion of meeting
7	Open House Review	Title I Interventionist and Leadership Team	October 15, 2015	Parent comments on evaluation
8	Maintain documentation	Title I Interventionist	October 15, 2015	Title 1 TASK documentation in Moodle
9	Barriers	Title I Interventionist	September 21 & October 13, 2015	Parent comments on evaluation
10	Compact Discussion	Title I Interventionist and classroom teachers	September 21 & October 13, 2015	Copy of Powerpoint

Review Rubric:

Strong responses include:

- Identification of specific activities or tasks;
- Identification of the person(s) responsible for completing the task;
- Reasonable and realistic timelines; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Needs more information or clarification

Review Comments:

createDate	modifyDate	comment
9/9/2015 3:03:37 PM		add info for annual parent meeting.

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:

Griffin Elementary will offer a flexible number of meetings and provide needed services, as requested. Planned activities and meetings will be offered throughout the year with day and evening sessions. When needed, translators and childcare will be offered. If parents are unable to attend, the pertinent information from the meetings will be sent home. If further explanation is needed, the Title One Interventionist may meet one-on-one with the parent. All presentations from parent nights can be accessed by the parents on our school website.

Review Rubric:

Strong responses include:

- Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
- Specific examples of the flexible schedule offered to parents.

Review Status: Adequate

Review Comments:

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	Title 1 Annual Meeting Open House	Administration, Title I Interventionist, and Classroom Teachers	Additional parent involvement resulting in increased student achievement.	September 21, 2015	Evaluation from parents
2	PBS Parent Workshop	PBS Committee, Title I Interventionist, Administration, Leadership Team	Additional parent involvement resulting in increased student achievement.	October 12, 2015	Evaluation from parents
3	Diversity Night	Guidance Counselor, Title I Interventionist, Administration	Additional parent involvement resulting in increased student achievement.	February 8, 2016	Evaluation from parents
4	Hands On Literacy Night	Literacy Coach, Title I Interventionist	Additional parent involvement resulting in increased student achievement.	January 11, 2016	Evaluation from parents
5	Hands On Math Night	Math Coach, Title I Interventionist	Additional parent involvement resulting in	March 7, 2016	Evaluation from parents

			increased student achievement.		
6	Hands On Science Night	Science Coach, Title I Interventionist	Additional parent involvement resulting in increased student achievement.	November 9, 2015	Evaluation from parents
7	Student Lead Conference Night	Title I Interventionist and Classroom Teachers	Additional parent involvement resulting in increased student achievement.	May 9, 2016	Evaluation from parents
8	Ifamily	Guidance Counselor	Additional parent involvement resulting in increased student achievement.	Monthly	Evaluation from parents

Review Rubric:

Strong responses include:

- Description of the content and type of activity including the following: o The state's academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child's progress and work with educators to improve the achievement of their child;
- Identification of the person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

Review Status: Adequate

Review Comments:

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	Effective Parent Conferences	Administration, Title I Interventionist	Effective communication with parents resulting in increased student achievement.	October 2015	parent conference logs
2	Effective Parent Conference - Follow up	Administration, Title I Interventionist	Effective communication with parents resulting in increased student achievement.	November 2015	parent conference logs
3	Family Friendly Schools	Administration, Title I Interventionist	Effective communication	January 2016	evaluation from parents

Review Rubric:

- Content and type of activity including the following: Valuefollowing:

- Valuing of parental involvement,
 - Communicating and working with parents,
 - Implementation and coordination of parental involvement program,
 - Building ties between home and school,; and
 - Cultural sensitivity;
- Identification of person(s) responsible;
 - Correlation to student academic achievement;
 - Reasonable and realistic timelines; and
 - Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

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: Our school website will include parent resource curriculum links. The front office has Parent Pamphlets on display for resources to assist parents. Parents will also be provided with opportunities to check out library books from the Media Center during school hours. In addition, parents will be able to access the Parent Portal and use email to communicate with teachers and staff members. Parents are encouraged to become a part of the School Advisory Council (SAC) and the Parent Teacher Organization (PTO), as well as assist with school sponsored activities.

Additional information will be available for parents in the newly established Parent Informational Resource Centers located in the west region (Sleepy Hill Elementary), north central region (Combee Elementary), northeast region (Garner Elementary), and southwest region (Frostproof Elementary). Parents will also partake in the PLUG (Parent Learning University and Growing) where workshops and classes will be offered. At the newly established centers, parents will be able to check out materials to use at home when helping their child, a parent resource library, ACT/SAT Test prep materials, GED study guides, etc.

*Parent Nights: In order to build a shared understanding between parents and teachers, monthly parent nights are hosted. Parents not only visit the school and classrooms, but leave equipped with a plethora of support to help their child be more successful in school.

Review Rubric:

Strong responses include:

- Identification of the type of activity;
- Specific steps necessary to implement this activity;
- Person(s) responsible;
- Timeline; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

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:

*Title I information will be provided at our Annual Meetings in September, as well as throughout the year in our monthly newsletters, Tuesday Communicator, and district/school website.

*Face-to-face Parent/Teacher conferences are held at least twice a year to address the proficiency levels that students are expected to meet and assessments that will be given throughout the year.

*Parents are a vital component to Griffin Elementary school. Parents may participate by offering suggestions and aid in making decisions by joining SAC and PTA. SAC meetings are held four times a year. PTA meetings are held once a month.

*Communication is a key part of Griffin's success. Teachers and parents communicate through student agendas and email. Parents can sign up for parent portal through the school's network manager to receive additional information. Parents may also visit the school's and district's website for information.

*Calendar of events are included on the monthly newsletter, on the school's marquee and flyers are sent home giving parents advance notice of activities.

Review Rubric:

Strong responses include:

- Process for providing information to parents;
- Dissemination methods;
- Reasonable and realistic timelines for specific parent notifications; and
- Description of how the school will monitor that the information was provided.

Review Status: Needs more information or clarification

Review Comments:

createDate	modifyDate	comment
9/9/2015 3:06:16 PM		Add other forms of communication.

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: *Griffin Elementary uses monthly Messenger memos and monthly school newsletters to inform parents of school events. Spanish translation is available upon request. We offer babysitting and translation for our parent meetings when necessary. Also, our campus is wheelchair accessible.

Review Rubric:

Strong responses include:

- Process the school will use for translating information into a parent's native language;
- Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
- Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
- Specific languages in which information will be provided; and
- Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

Review Status: Needs more information or clarification

Review Comments:

createDate	modifyDate	comment
9/9/2015 3:07:26 PM		Add other forms of accessibility

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	Offering meetings/conferences at a variety of times, as well as, scheduling one-on-one	Title One Interventionist	Additional parent involvement resulting in	On-going

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 with the Title I Interventionist to meet with parents for further explanation of pertinent information.		increased student achievement.	
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Review Rubric:

Strong responses include:

- Identification of the activity which may include the following:
- Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
- Description of the implementation strategy;
- Identification of person(s) responsible;
- Correlation to student academic achievement; and
- Reasonable and realistic timelines.

Review Status: Needs more information or clarification

Review Comments:

createDate	modifyDate	comment
9/9/2015 3:07:54 PM		add more activities as applicable

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Review Rubric:

Review Status: Needs more information or clarification

Review Comments:

createDate	modifyDate	comment
9/22/2015 9:24:03 AM		Was there a meeting? Need invite, agenda, etc.

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](#)

Review Rubric:

School-Parent Compact must include the following components:

- Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards;
- Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
- Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement; Frequent reports to parents on their child's progress; and Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

Review Status: Needs more information or clarification

Review Comments:

createDate	modifyDate	comment
9/22/2015 9:24:37 AM		In English only

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](#)

Review Rubric:

Review Status: Needs more information or clarification

Review Comments:

createDate	modifyDate	comment
9/22/2015 9:29:46 AM		Were all parents invited to share input? Need invite

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 Open House	1	135	Additional parent involvement resulting in increased student achievement.
2	Math Night	1	26	Increase student interest and raise math achievement scores
3	PBS Night	1	22	Additional parent involvement resulting in increased student achievement.
4	Diversity Night	1	35	Additional parent involvement resulting in increased student achievement.
5	Literacy Night	1	23	Additional parent involvement resulting in increased student achievement.
6	Science Night	1	30	Additional parent involvement resulting in increased student achievement.

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status: Needs more information or clarification

Review Comments:

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	Effective Parent Conferences	2	52	Teachers have more effective conferences with parents and in return, parents become more involved in their child's academics.

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status: Needs more information or clarification

Review Comments:

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Limited English (Hispanic)	Provide translators at all parent nights, Send Spanish correspondences home with students
2	Work Schedules (ED)	Provide parent workshops at different times
3	Lack of Parent Resources	Advertise and promote District Parent Resource Centers

Review Rubric:

Strong responses include:

- Identification of barrier which hindered participation by parents in parental involvement activities (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); and
- Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

Review Status: Needs more information or clarification

Review Comments:

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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Review Rubric:

Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

Review Status: Needs more information or clarification

Review Comments:
