

## SCOTT LAKE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, LaKesha Wilson-Rochelle, 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

10-02-15  
Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Scott Lake's Parental Involvement Statement is to create partnerships amongst the school, families, and the community to help all students reach their highest levels of academic performance.

### 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:** All parent stakeholders are invited to attend the annual Title I Parent Orientation Meeting. At this meeting, parents are encouraged to participate as members of the District Advisory Council and Parent Advisory Council. The selected members of these councils attend district meetings to support Title I parental involvement at the school sites. This information is shared with members of the Educational Excellence School Advisory Council (EESAC) and at general assembly meetings of the Parent Teacher Student Association (PTSA). Moreover, decisions involving the use of Title I funds that are reserved for parental involvement at the school level are made by an ad-hoc committee of the Educational Excellence School Advisory Council. The Community Involvement Specialist collaborates with the principal and assistant principal to organize activities that involve parents.

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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	Title I	Scott Lake Elementary offers an array of opportunities for parents to attend a number of meetings and hands-on, interactive workshops throughout the academic year. These include: quarterly PTA Meetings, Parent Academy classes, Educational Excellence School Advisory Council; FSA/SAT preparation; Book Fairs, and Science Fairs.
2	Voluntary Pre-Kindergarten Program (VPK)	Parents of students who participate in VPK at Scott Lake Elementary School are highly encouraged to schedule collaborative parent conferences. During these conferences, parents are advised of students' academic progress and their transition to the Kindergarten Program.
3	Individuals with Disabilities Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the student's Individual Education Plan. (IEP)

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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	Annual Title I Orientation Meeting	Administration	September, 2015	Attendance Log, Agendas, Minutes
2	Discuss all items on the Agenda	Administration	September 2015	Agenda
3	Advertise Meeting(date, time, location) on School Marquee	Administration	September 2015	Photograph
4	Information Flyers	Administration	September 2015	Informational Flyer
5	Telephone Messages to Parents	Administration	September	Report from Connect-Ed

		2015	Message Services
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## 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:** Scott Lake Elementary School will build personal ties between the District, the school, and parents through building the school's and parents' capacity for involvement by offering a flexible number of meetings and workshops. Such meetings will take place in the morning as parents drop off their child at school. Other meetings will take place in the evening for parents who work in the morning. In addition, provide full opportunities for the participation of English Language Learners and parents of migratory children by ensuring that all meetings and verbal/written communications are bilingual and that transportation is provided as requested.

## 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 Book Fair	Media Specialist	Literacy	October 2015	Sign-in Sheets
2	Math Strategies for Parents	Math Coach	MAF Strategies	November 2015	Sign-in Sheets
3	Science Strategies for Parents	Assistant Principal	FCAT Science Strategies	January 2016	Sign-in Sheets
4	We Teach with Love - Parent Workshop	Reading Coach, Math Coach, Science Coach	FCAT/SAT Strategies	February 2016	Sign-in Sheets
5	Collaborative Parent Conferences	Community Involvement Specialist	Parents are encourage to schedule and attend formal parent conferences with teachers to discuss their child's academic progress and opportunities for improvement.	August 2015-June 2016	Parent Conference Logs
6	Parent Resource Center Open House	Community Involvement Specialist	Parents are invited to attend the Parent Resource Center Open House to become familiar with process and procedures when scheduling a parent conference. They will also learn about the various types of resources available to them.	September 2015	Sign-in Sheets
7	Reading in the Garden	Reading Coaches	Literacy	December 2015	Sign-in Sheets

8	Walk Your Child to School Day	Physical Education Teacher	Health and Fitness	October 2015	Sign-in Sheets
9	Dads Take Your Child To School Day	Administrative Team	Parental Involvement	September 2015	Sign-in Sheets
10	Dads, Daughters, and Dogs	Media Specialist	Parental Involvement	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	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	The Parent Academy	Assistant Principal	Improve the ability of staff to work effectively with parents	On-going	Agendas
2	iCARE: Provide Outstanding Customer Service to Parents	Assistant Principal	Positive Customer Service	On-going	Agendas

## 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 highly encouraged to visit the Parent Resource Center to become familiar with the supplemental educational tools that are available to them. The Parent Resource Center is located next to the Main Office. This venue allows parents who do not have internet access at home to use the computer lab. We welcome parents to the Resource Center from 8:00 AM to 4:00 PM.

## 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:** The Assistant Principal completes the Title I Administration Parental Involvement Monthly School Reports and submits to Title I Administration Office by the

5th of each month as documentation of compliance with NCLB Section 1118. Additionally, the M-DCPS Title I Parent/Family Survey, distributed to schools by Title I Administration, is completed by parents/families annually in May. The Survey's results are to be used to assist with revising our Title I parental documents for the approaching school year.

In addition, Scott Lake Elementary also implements the use of Connect Ed house calls to communicate with parents via telephone or e-mails about important information concerning the curriculum. Important dates and announcements are also placed on the school's marquee and monthly newsletters are sent home with a wide selection of information.

Scott Lake hosted Open House on September 9, 2015. During this annual event, parents visited the Resource Fair to receive information on the resources available to them by Miami-Dade County Public Schools. After visiting the Resource Fair, parents attended the PTA General Assembly Meeting. They then had the opportunity to meet with their child's teacher to discuss expectation for the school year. Teachers encouraged parents to build a strong home and school connection.

On September 29, 2015, parents will be invited to the Annual Title I Orientation Meeting where they will receive information regarding Title I programs, curriculum, and academic assessments. At this meeting, parents will learn the process to schedule collaborative conference and how they can get involved in the Parent Teacher Association (PTA) and the Educational Excellence School Advisory Council (EESAC). The School Improvement Plan will also be reviewed with parents.

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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:** Parents and families are invited to participate in various workshops, to learn how the school uses assessment results to improve student achievement. Family Night and grade level meetings throughout the year to share with parents the educational expectations of their child and what their role as parents is in the education of their children. All fliers are available in Spanish and Creole upon request. Scott Lake does not have a large population of Limited English Proficient students. However information that is sent home to these parents goes home in their native language. Translation from staff members is also available upon request.

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## 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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Discussing teacher training and student progress in monthly EESAC Meetings	Administration	Improved quality of instruction	On-going
2	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	Monthly Parent-Teacher-Association Meetings	Adminstration	Awareness of available resources	On-going
3	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)];	Arrange school meetings at a variety of times	Administration	Awareness of available resources	On-going
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Collaborative Conversations with Teachers, Counselors, and Administrators	Administration	Awareness of available resources	On-going

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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	Annual Book Fair	1	127	Built capacity of parents to help their children
2	Math Strategies for Parents	1	12	Built capacity of parents to help their children
3	Science Strategieis for Parents	1	12	Built capacity of parents to help their children
4	We Teach with Love - Parent Workshop	1	18	Built capacity of parents to help their children
5	Collaborative Parent Conferences	1	526	Built capacity of parents to help their children
6	Parent Resource Center Open House	1	17	Built capacity of parents to help their children
7	Reading in the Garden	1	270	Built capacity of parents to help their children

### **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	Monthly Faculty Meetings	10	42	Building ties between parents and the school

### **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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	Parents' work schedules impede them from attending workshops	Provide morning and evening sessions

### **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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