

School Parental Involvement Policy/Plan

Springwood Elementary School 2015 - 2016

GENERAL EXPECTATIONS

Springwood College Prep Elementary School agrees to:

- Be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning

(B) that parents are encouraged to be actively involved in their children's education at school

(C) that parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children

(D) the carrying out of other activities, such as those described in section 1118 of the 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.
- 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
- Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy
- Use the findings of the parental involvement policy evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF)
- 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
- 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
- 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 section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)

- Provide each parent timely notice information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

Parent Involvement Goals

- Positive working relationship exists between educators and parents in all surrounding communities.
- Diverse communication exists between school and home.
- Strong parent involvement is evident thorough community service
- Graduates are well versed in democracy/citizenship.
- The public understands that SAC and PTO meetings are open to everyone.

(Required) POLICY INVOLVEMENT 1118 (c)

Springwood College Prep Elementary School will take the following actions to:

1. Convene an annual meeting at a time convenient for parents of participating children:
 - All parents shall be invited and encouraged to attend
 - The school will provide information and explain the requirements of Title I and the rights of parents

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Annual Title I and SIP meeting	Parent Liaison/ School staff/ SAC	August		Parent Attendance Sheet

2. Offer a flexible number of meetings and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
PTO	Parent Liaison and PTO Officers	Monthly		Parent Attendance

3. Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs. This should include the planning, review, and improvement of the school parental involvement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2):

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
SAC and PTO Meetings	SAC and PTO Officers	Bi-Annually		Needs Assessment and Revised Plans

4. Provide parents of participating children:

- Timely information about the Title I programs
- 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
- Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Curriculum Nights and Parent Workshops	School Staff	1 per 9weeks grading period		Parent Attendance Sheets and Feedback Forms

Note: If the school-wide program plan under section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency.

The above section was answered as described below:

Activity/Task(s)

- + Host an Annual / Title I Fair displaying our programs and description of the Title I Plan
- + Develop a parent hand-book to be disseminated at the back to school orientation
- + Create a Title I, user friendly brochure detailing programs at our school
- + Host a Back to School Barbeque
- + Family Engagement Opportunities meet monthly (as needed) with the Administrative team – discuss school activities, Curriculum Changes, STEM activities, student achievement, etc
- + Title I Parent Meals

Staff Responsible

- + School Staff/Administration
- + PTO
- + SAC
- + Guidance Department
- + Parent Liaison

Timeline

- + August – June

Steps

- + Parent Handbook – Completed during Summer 2015
- + Brochure – Completed during the Summer of 2015
- + Title I Surveys developed during the Spring 2016
- + Flexible time (s), transportation and childcare will be offered for each event.

Accountability/Evaluations

Family Surveys

(Required) COMPACT: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT 1118(d)

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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. *The school-parent compact may be a separate document, but must still be developed in collaboration with parents.*

Springwood Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Florida's student academic achievement standards as follows:**

A major commitment has been made by SWES to implement school Benchmark Guides and Curriculum Action Plans. Curriculum Action Plans will act as curriculum pacing guides for instructors to follow during the 2015 – 2016 school year. Benchmark Guides will also be utilized in order to target and schedule progress monitoring assessments as well as benchmark mastery of Florida State Standards (FSA). The FCIM will continue to be implemented in Language Arts Reading, Language Arts Writing, math and science for the 2015 – 2016 school year. In addition, school wide, research-based reading strategies and professional development with continuous follow-up trainings will be ongoing, and monitored throughout the year with daily classroom visits.

During the 2015-2016 school year all students will be enrolled in a set of five core courses (Language Arts Reading, Language Arts Writing, Math, Science/Social Studies). Students who scored a Level 1 or below the 25th percentile on STAR reading on the 2014-2015 FSA are scheduled for an additional 30-minute block of Intensive Reading to address the additional time needed for those students to make learning gains. During these intensive intervention courses alternative instructional strategies, media and technology exposure, mandatory computer lab time, and small group pullouts and push-ins are used to target these students.

- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's academic achievement. Conferences will be held (at least annually):**

Springwood College Prep Elementary School shall develop a School-Parent-Student-Compact. The Compact shall outline how administrators, school faculty, parents, and students will share responsibility for improved student achievement. It will also provide means by which the school and parents will build a partnership to help students achieve the state's academic standards. Compacts will be discussed with teachers prior to the first day of school. Compacts will be shared and discussed with Parents and Students during our annual Back to School Barbecue and Open House Events as a part of initial Parent-Teacher Conferences.

Additionally, teachers will then discuss the compacts with their homeroom students and obtain student signatures during the first week of school. Students will then take these compacts home to their parents. After parents have signed the compact, it should be returned to that student's homeroom teacher. Teachers and the administrator will then sign the Compact, which will be kept in classroom to be used during future Parent-Teacher and/or Student-Teacher Conferences. At anytime during the year SWES will welcome and schedule Parent-

Teacher Conferences in order to meet the needs of all students. School-wide Conference Activities shall include:

“Parents Make the Difference” Evening and Bring Your Parents to School Day Activities will be scheduled on the Springwood Elementary School campus. Topics that will be covered are:

1. State of the School.
2. What students will be learning.
3. How students will be assessed.
4. What parents should expect for their child’s education.
5. How parents can assist and make a difference in their child’s education.

Additional Parent-Teacher Activities shall include:

- Student/Parent Orientation
- Kindergarten Orientation and Parent Workshops
- FCAT/FSA Curriculum Night
- Town Hall Meetings
- Parent Conference Night
- Intervention Team Meetings
- FCAT/FSA Chat Forms
- Student Progress Report Conference
- Parent Portal Weekly Grade updates
- Literacy Night
- Robotics in Math and Science Night

3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:

School to Home Communication is a key factor to not only parent involvement, but also student success. Student progress reports shall be provided to all parents regarding their child’s academic standing on a quarterly basis during the 4th week of each 9week grading period. Additionally, all parents shall have access to our online grading system (Parent Portal) 24 hours a day, 7 days a week. Teachers will be required to update and post student grades and missing assignments by 12pm each Saturday of the school year. Finally, in accordance with district policy, all students will be issued a Student Report Card at the conclusion of each 9-week grading period.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

In addition to the above outlined methods of communication the following strategies and practices shall be adopted in order to provide access to staff:

1. Before and After-School Parent -Teacher Conferences
2. Response to Intervention Team Meetings
3. Teacher Websites
4. Access to Teacher email lists on School Website

5. Provide parents opportunities to volunteer in their children’s school and to participate in their

children's class and observe classroom activities, as follows:

As part of our Parent Involvement Plan, Springwood Elementary School offers parents an opportunity to enhance their involvement in school activities through volunteerism and mentoring. In order to match volunteer and mentor needs with parent interests, a volunteer/mentor survey has been developed for school personnel and parents. Parent interests will first be matched with the specific needs of school personnel. Parents will then be contacted by the Parent-Community Liaison to set up an orientation meeting and work schedule.

A. Needs

1. Teachers need assistance with non-teaching chores.
2. Students need individual help in various learning and social activities.
3. Support and administrative personnel need assistants in clerical and non-professional activities.
4. Schools need increased support from the community.

B. Goals

1. To relieve teachers of non-teaching chores
2. To give individual help to students who need improvement in levels of achievement.
3. To provide clerical assistance to administrative and support personnel.
4. To secure better community support for the schools.

C. Services to be provided by Volunteers

1. Distribute materials to be used by students.
2. Provide special help to individual students.
3. Work with a small group of students to reinforce the efforts of the teacher.
4. Provide clerical assistance.
5. Assist in the school library.
6. Make bulletin board materials.
7. Assist in health program.
8. Arrange special holiday displays
9. Mount students' art work and prepare a student's art exhibit.
10. Read stories to a small group.
11. Listen to students who need additional oral reading practice.
12. Assist with art projects, cutting paper, etc.
13. Speak to classes on topics appropriate to instruction.
14. Assist with student supervision.
15. Assist as host/hostess at special events.
16. Assist in getting clothing and school supplies for needy students.

Parents will support our children's learning in the following ways:

- Monitoring attendance
- Making sure that homework is completed
- Monitoring amount of television children watches
- Participating, as appropriate, in decisions relating to my children's education
- Promoting positive use of children's extracurricular time

- Staying informed about children’s education and communicating with the school by promptly reading all notices from the school or the school district, either received by children or by mail, and responding as appropriate
- Serving, to the extent possible, on policy advisory groups, such as; serving as the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District Wide Policy Advisory Council, the State Committee of Practitioners, the School Support Team or other school advisory or policy groups

Students will share the responsibility to improve our academic achievement and achieve Florida’s high standards in the following ways:

- Do my homework every day and ask for help when I need to
- Read at least 30 minutes every day outside of school time
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day

BUILDING CAPACITY FOR INVOLVEMENT 1118(e)

Springwood College Prep Elementary School will take the following actions to:

1. Provide assistance to parents in understanding such topics as:
 - Florida’s academic content standards
 - Florida’s student academic achievement standards
 - Florida’s and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their children’s progress
 - How to work with educators to improve the achievement of their children

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, include any equipment or other materials that may be necessary to ensure success.)

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Family Engagement Committee	Administrative Team	August – June	Monthly meetings with the administrative team to discuss academic progress/student	Family surveys

			engagement	
Family Involvement Conference	Parent Liaison	Fall		Participant responses
Guest Speaker	Principal	Fall	Motivational Speaker for Students and Parents	Family Surveys
PTO	Parent Liaison	August - June	Monthly activities include: 26 ways to build involvement/ family movie night/ fall family Olympics	Family surveys
Curriculum Nights	Department Chairs	August - June	Monthly meetings held to teach parents to work with their children	Attendance Sheets

2. Foster parental involvement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's academic achievement.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Technology Saturday Camp	Parent Liaison/ Tech con	August – June	Tech con will train parents to utilize the computer, sessions will be developed according to parent need	Parent Survey
Financial Workshops	Parent Liaison / Capitol City Bank	September & March	Budget training for both parents and students	Parent Survey
Literacy Night (s)	Department Chairs	August - June	Each nine weeks parents will be given the opportunity to see the expectations of student projects	Parent Survey
Homework Help	Assistant Principal / Teachers	August - June	Students will be assessed to determine	Parent Survey

			areas of weakness and assigned a teacher, mentor to work them after school	
Anti- Drug Education / Bullying	Guidance Counselor	August - June	Parents will be encouraged to attend workshops and given information to be aware of signs	Parent / Student Survey

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Dr. Steve Perry	Assistant Principal	August - June	Parents will be invited to dinner and trained on diversity	Parent surveys
Parent Book Club	Lang Arts Chair	August – June	Monthly mtg/via web cast	Parent surveys
Student Book Club	Reading Coach	August - June	Weekly student mtgs. Discuss the selected book	Reading scores on Teen Biz and FCAT
Wellness Plan	P.E. Coach	June 2011 on going	Planting a garden/Planning family meals	Family weight
Banana Split Club	Guidance Counselor	August – June	Monthly meetings with divorced families / single parent	Parent surveys
Literacy Evenings	Parent Liaison/Teachers	August - JUne	Science, Math, Game, Reading, Technology Night	Parent surveys

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The schools program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Resource Center	Parent Liaison/District staff	August – June	Room will be dedicated to parents/host trainings, conferences, parent information	Parent Survey

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Newsletter, video, flyers, radio, TV	Parent Liaison/ Office staff/ Newspaper staff	August – June	Pamphlets/newsletters will be sent a parent friendly format	Parent surveys

6. Provide reasonable support for parental involvement activities as parents may request.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Childcare	Parent Liaison	August - June	Parents will be given this option called, sent home and emailed to verify accommodations are needed	Parent involvement increase

Transportation	Parent Liaison	August - June	Parents will be given this option called, sent home and emailed to verify accommodations are needed	Parent involvement increase
Flexible meeting times	Parent Liaison	August - June	Parents will be given this option called, sent home and emailed to verify accommodations are needed	Parent involvement increase
Handicap Accommodations	School	August - June	Parents will be given this option called, sent home and emailed to verify accommodations are needed	Parent surveys

(Optional) The School Parental Involvement Policy/Plan may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement. The policy may include the discretionary activities as listed under section 1118(e) of the ESEA:

- Involve parents in the development of training to improve the effectiveness of that training for teachers, principals, and other educators
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- Train parents to enhance the involvement of other parents
- Arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators who work directly with participating children
- Arrange meetings with parents who are unable to attend conferences at school to maximize parental involvement and participation in their children's education
- Adopt and implement model approaches to improving parental involvement
- Establish a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities

(Required) ACCESSIBILITY 1118(f)

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Newsletters, pamphlets, video, emails	Parent Liaison / School	August - June	All material will be sent home in English and Spanish by the front office	Parent surveys

(Required) ADOPTION

This [Springwood Elementary School](#) Parental Involvement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidence by meeting minutes.

The Parental Involvement Policy/Plan was developed/revised by [Springwood College Prep Elementary School](#) in [August 2015](#), and will be in effect for the period of the school year.

The school will distribute this Parental Involvement Policy/Plan to all parents of participating Title I children and make it available to the community on or before [October 2015](#).

(Signature of Title I Authorized Representative)

(Date)