

LAKE SHIPP ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Sharon Chipman, 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)].

Sharon Chipman

Signature of Principal or Designee

10/5/15

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: District and School-based Title 1 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.

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: Parents will be involved in the planning, review, and improvement of Title I programs including involvement in the decisions regarding funds for Parent Involvement. Parents were invited to meetings in March and April, 2015 through the monthly school newsletter. In addition, we offered further opportunity to express opinions by filling out a Parent Involvement questionnaire containing many suggestions and recommendations and also by attending other flexible input meetings concerning the use of Title I Parent Involvement 1% expenditure funds to be spent for the coming year. Parent and community involvement, student achievement, and tutoring were also discussed.

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 1, Part A	The Title 1 funds provide supplemental instructional resources and intervention for students with academic achievement needs. This program supports after-school and summer instructional programs, supplemental instructional materials, resource teachers, technology for students, professional development for staff, and resources for parents.
2	Title II and Title III	The District coordinates with Title II and Title III programs to ensure that staff development needs are addressed cordially.
3	Title I, Part C - Migrant	Title I Migrant Liaison - Recruit and provide proper services for migrant families and the student.
4	ESOL	A program that provides services to students speaking English as their second language.
5	Title I, Part D	Transition Facilitators assist students with transition from Department of Juvenile Justice facilities back into their zoned school. The Transition Facilitators communicate with the Guidance Counselors at school to facilitate the transfer of records and appropriate placement.
6	Parent Outreach Program	Outreach Liaison serves the partnership between home and school, helps set both short and long term goals for students.
7	IDEA	Providing services to individuals with disabilities.
8	Title X - Homeless	The Hearth program, funded through Title X, provides support for identified homeless students. Title I provides additional support for this program, and many activities implemented by the Hearth program and carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C. The Hearth program, funded through Title X, provides support for identified homeless students. Title I provides additional support for this program, and many activities implemented by the Hearth program and carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
9	Title II	Professional development resources are available to all schools through Title II funds. In addition, School Technology Services provide technical support, technology training, and licenses for software programs and web-based access via Title II-D funds as made available.
10	Title III	Title III provides supplemental resources for English Language Learner's (ELL) and their teachers in Title I Schools, as well as professional learning opportunities for school staff.

11	Violence Prevention Programs	Prevention programs, such as anti-bullying, gang awareness, and gun awareness, etc., to promote a safe school environment.
12	Housing Program	Students with needs are referred to the Homeless Student Advocate.

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 Meeting/Open House	Principal, AP, Title 1 Contact, Guidance Counselor, & Faculty	September 15, 2015, 5:30-7:00PM	Parent Evaluations, Agendas, PowerPoint, & Sign-In Sheets
2	ConnectED, Flyers, Newsletter, Agendas, & School Marquee	Principal, Title 1 Contact, & Staff	August - September, 2015	Parent Participation & Feedback
3	Develop Agenda, Sign-In Sheets, & Parent Evaluation	Principal & Title 1 Contact	September 1-14, 2015, 5:30-7:00PM	Copies of Agenda, PowerPoint, Sign-In Sheets, Individual Classroom Visits, & Evaluation Responses
4	Presentation of Title 1 Mission & Benefits	Principal	September 15, 2015, 5:30-7:00PM	Parent Evaluation Responses
5	Parents Visit Classrooms	Principal & Faculty	September 15, 2015, 5:30-7:00PM	Parent Participation, Sign-In Sheets, and Parent Evaluation Responses
6	Closing Activity	Principal, Title 1 Contact, & Faculty	September 15, 2015, 5:30-7:00PM	Parent Evaluation Responses
7	Maintain Title 1 Documentation	Title 1 Contact	September 2015	Documents File in Title 1 Online TaskHub & Shared w/LEA in District Title 1 Office
8	Discussion of Curriculum/State Assessments	K-5 Content Area Teachers	September 15, 2015, 6:00-7:00PM	Power Point, Handouts

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: Initially, parents are invited to the school to attend Orientation on Thursday, August 20th, 2015 from 5:00-7:00PM. The first shift is from 5:00-6:00PM and the second shift is 6:00-7:00PM.

The Annual Meeting/Open House on September 15th, 2015 meets from 5:30-7:00PM; it begins with an all-parent meeting for the first 30 minutes followed by 60 minutes for parents to visit various classrooms if they have more than one child enrolled at the school. Parent conferences are scheduled with the classroom teachers.

The School Advisory Council (SAC) meets the second Tuesday of September-April, 2016 at 3:30PM in the Title 1 office.

Building Capacity Workshops in addition to the Annual Meeting/Open House and SAC meetings are scheduled once a month from September-January, 2016.

Parent Outreach Facilitator - Home Visits As Needed.

IEP meetings and parent/teacher conferences are scheduled through the classroom and resource teachers throughout the year from 7:30-3:30PM.

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	Provide Parent Resource Room(if funding is available)	School Title 1 Contact	Parents receive resources and materials to increase their involvement with their child's homework.	Ongoing 2015 - 2016	Surveys and conversations with parents as to their welcome involvement and participation in school.
2	PTA Organization	Parents/School Title 1 Contact	Increase parental involvement	Ongoing 2015 - 2016	Surveys and conversations with parents as to their welcome involvement and participation in school
3	School Advisory Council (SAC)	Principal & School Title 1 Contact	Increase parental involvement	Ongoing Monthly Meetings 2015 - 2016	Administration/Staff/Parents & Parent Feedback
4	5 Parent Nights for Grades K-5	School Title 1 Contact, Reading and Math Coaches, & Faculty	Staff & Parents work together to effectively help increase student achievement. Parents receive Florida State Standards curriculum information and expectations for their children.	Ongoing 2015 - 2016	Parent Attendance & Evaluations
5	Parent Informational	School Title 1 Contact	Materials and resources provided to	Ongoing 2015-2016	Attendance & Feedback

	Resource Center		parents to help their child.		
6	Parent University	School Title 1 Contact	Informational workshops for parents in all content areas, financial, literacy, and nutrition	Fall 2015 and Spring 2016	Attendance & Feedback
7	Parent - Teacher Conferences	Teachers in Grades Pre K-5	Teachers and parents discuss achievement goals, course expectations, and student performance.	Throughout the School Year	Parent - Teacher Conference Logs
8	Parent Portal	District & School Technology Para	Parents/Guardians can monitor child's attendance and academic performance	Ongoing Throughout the School Year	Increased student achievement and standardized test scores
9	Title 1 School Parent Survey	District Title 1 Coordinator and School Title 1 Contact	Better help meet the needs of parents and students in meaningful ways that will improve academic achievement	Spring 2016	Increased student achievement and/or standardized test scores

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	MTSS/RTI	District Personnel	Increased Engagement	October 2015	Increase student engagement through resources
2	Data Day	AP, Reading and Math Coaches	Increased Instructional Effectiveness	September 28 2015	Increase instructional effectiveness
3	Math Training	District Personnel	Increase Math scores	August 18 2015	Test scores
4	Understanding Florida Standards	Principal	Increase effectiveness of lesson delivery	Ongoing	Increase of test scores
5	Positive Behavior Support	Linda Hayes and Dr. Nelson	Decrease office referrals	Ongoing Throughout the school term 2013-14	Decrease office referrals
6	Reading Wonders	District Training	Increase Reading Scores	August 18 2015	Increase Reading Scores
7	Title 1 Interventionist Meetings	District Training	Increase student achievement and standardized test scores	Monthly throughout the school year	Data records
8	School Based Coach Meetings	District Training	Increase instructional effectiveness and improved student achievement	Monthly throughout the school year	Increase student achievement

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: The Title 1 Contact, Technology Para, Reading/Math Coaches, and Grade Level Teachers will be responsible for conducting all parent workshops throughout the school year. A ticket out the door evaluation will be completed by the parents.

Monthly newsletters, flyers sent home with students, and our school website provide the website addresses for the District Parent Informational Resource Centers and the District Parent University. These websites promote community events, District and/or Educational events and other services benefiting families.

Computer/Parent Portal resources provided by the Technology Para will be offered to parents throughout the school year.

Lake Shipp's Parent Resource Center will provide parents with materials and resources for home use that will help increase student achievement.

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: Parents will be notified in a timely manner of Title 1 programs and activities during the 2015-2016 school year by the following communication channels: flyers, ConnectED messages, school website, agenda notifications, monthly newsletters, the school marquee, and parent folders sent home with children weekly on Tuesday.

Descriptions of the curriculum at the school and forms of academic assessment used to measure student progress are detailed in the Grade Level Curriculum Maps, based upon the Florida State Standards, for the following subjects: Math, Reading/Social Studies, and Science. Progress Monitoring Assessments measure proficiency levels, set by the District, in grades 3-5. Additionally grade level curriculum and assessment information is distributed to parents in the school's monthly newsletter.

The proficiency goal is to move all students to a level 3 and above on the Florida State Standards Assessments.

Lake Shipp's Parent Compact is issued to each student at the beginning of the school year. The compact is an agreement among the school, parent, and child to ensure the child will meet or exceed Florida's Academic Standards. Various conference times will be available to meet parent needs via contacting the Grade Level Teacher. Parent/teacher partnership is highly recommended. Parents are invited to join the School Advisory Council (SAC) for the 2015-2016 school year.

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: Two full-time staff members are bi-lingual and available to help translate for limited English speaking parents and students. The Title 1 Parent Center provides materials needed to meet the needs of parents with limited English proficiency.

The Title 1 Migrant is an additional program made available to meet the parent and student needs through a Migrant Liaison.

Parent information sent home via flyer, website, and ConnectED will provide English and Non-English translations to reach all parents.

Parents are given the opportunity to become involved in the educational decision making process of their child's education by joining the School Advisory Council (SAC), Parent Teacher Association (PTA), and the District Parent Advisory Team (D-PAT).

Facilities are accessible to wheelchairs.

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	Professional Development Trainings	Principal, AP, SB Coaches, & Title 1 Contact	The implementation of the Florida State Standards in Math, Reading/Writing,	Ongoing 2015-2016

	improve the effectiveness of that training [Section 1118(e)(6)];and			Social Studies, and Science. Strategies used to help increase higher order thinking skills.	
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	Parent Academic Workshops	SB Coaches, Grade Level Teachers	Programs designed to show parents effective ways to build capacity with their child at home.	Ongoing 2015-2016
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Volunteer Programs	Title 1 Contact	Parents sharing the responsibility to help improve student achievement.	Ongoing 2015-2016
4	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)];	Parent/Teacher Conferences, Home Visits, Tutoring & PIRC Information	Administration/Title 1 Contact, SB Coaches, Grade Level Teachers	Designed to help improve student achievement.	Ongoing 2015-2016
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Breakfast/Dinner Family Workshops	Title 1 Contact/ SB Coaches, Grade Level Teachers, Students	Fun family academic workshops designed to increase parental involvement within the school and home.	Ongoing 2015-2016
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Volunteer & Mentor Program	Title 1 Contact, Community Business Partner Coordinator	Volunteers and Mentors help bridge the academic gap by helping improve a child's self-esteem, attendance, communication and behavior.	Ongoing 2015-2016

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	Goodies for Grandparents	1	49	Increase in parent/guardian participation in students' education. Homework help, reading etc
2	Annual Title 1 Meeting	2	198	More parent participation in students' education
3	Title 1 Parent survey compilation of results	1	18	Results are used to amend the Title 1 program and the PIP at the school sites to better help meet needs of parents and students in meaningful ways that will improve academic achievement
4	Parent Involvement meetings	6	136	Provide training information, support services that strengthen the relationship between parents and the school in meaningful ways that improve academic achievement

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	Monthly Newsletters	10	550	Gives parents 24-7 assistance in helping their child at home
2	Effective parent conferencing	1	60	Helps Parents know the achievement level of their child and how to help them raise their level
3	Dana Training	1	50	Updates on requirements in the different content areas and to it impacts classroom instruction
4	SIP meeting	3	60	assist principals in planning and implementing effective parent involvement and professional development activities
5	Positive Behavior Support	4	60	Students will benefit from the positive interaction with adults.

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	Lack of educational understanding	Use layman's terms
2	Child care	Provide child care
3	Language barrier	Translators
4	Work schedules	Flexible meeting times

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
--------------	------------------------	------------------------------------
