

PALM TERRACE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Shantell G. Adkins, Sr. , 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

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Palm Terrace Elementary School believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in all school activities. Palm Terrace Elementary will continue to encourage and support positive interaction amongst parents/families.

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: Palm Terrace Elementary believes in involving parents in all aspects of its Title 1 programs. We use a variety of sources to communicate to our parents including, monthly newsletters, Connect Ed messages, student planners and flyers.

The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and PIP. At least 51% of our SAC committee is made up of parents who are not employed by Volusia County. Additionally, all parents were provided the opportunity to review the plan and offer their input prior to approval. All parents were given surveys at the end of the 2015 school year seeking their input on activities, training, and materials they needed to help their child, for the PIP. During the SAC meeting when the PIP and /or SIP are developed, the committee will decide with the input from parents how the parental involvement funds will be used.

Our PTA Board is in its second year. We now have an active PTA. Our PTA will contribute to decisions of how funds for parental involvement will be used. Both these groups meet once a month throughout the school year, so that continuous discussions and decisions can be made as needed.

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	SAI (Academic Coaches)	Reading and Math coaches facilitate remedial instructional resources by staff, to students failing to meet performance levels.
2	VPK	The Title 1 office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK Teachers, and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning and other areas as related to student achievement.
3	ESE Departments: IDEA: Individuals with Disabilities Act.	Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the students IEP.
4	Open House	Parents will receive information on Curriculum and daily routines. This is also our annual Title I training.
5	ALPHA Program	This prevention intervention program is offered through one of our school partners The House Next Door. Through the ALPHA program a select group of students is visited each week here on the school's campus and parents are visited twice a week at home by the same counselor.
6	Title 1 Part A	Title I, Part A Under Title I Part A our school works with outside agencies that provide specific services to targeted children and their families. These organizations team with our school to provide specific services to students, parents, and staff, including all special needs groups. It is the expectation of those involved in these partnerships that the activities and services will benefit the students by providing the children served with the support, tools, and materials they need to be read

7	Title 1 Part D	The district receives funds to support the N & D programs to accelerate the rate of student achievement and close the achievement gaps for students in these programs. Services are coordinated with district DJJ and Neglected programs. Students are transitioned from DJJ centers back into the district schools with a transition plan to ensure academic and social success
8	Title X Homeless	The school works closely with Pam Woods, Title X Coordinator, to ensure that homeless students have the materials and resources they need to be successful. In addition the principal serves on the Homeless Steering Committee
9	Title II	The district provides ongoing Professional Development in the core subject areas to ensure quality instruction and student success
10	Title III	The District ESOL Coordinator and staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation

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	Set mtg date. Develop agenda, handouts & presentation materials that address the required components.	Principal	August/Fall 2015	Date set on School Calendar. Copies of agendas, Powerpoint presentations and handouts.
2	Develop and disseminate invitations	Parent Liaison/PTA Coordinator	August/Fall 2015	Flyer with data of dissemination posting on school website
3	Develop sign in sheets	Assistant Principal/Parent Liaison/Teachers	August/Fall 2015	Sign in sheets for meeting and individual classrooms
4	Train teachers about plans/goals of Annual Title I Meeting	Principal	August/Fall 2015	Speaking Points; Meeting
5	Publicize event	PTA Coordinator/Principal/Parent Liaison	August/Fall 2015	Posting on website, marquee, and newsletter
6	Maintain documentation	Assistant Principal/Parent Liaison/PTA Coordinator	August/Fall 2015	Five Star binder housed in front office
7	Parents will be informed during Open House that Palm Terrace is a Plus One school.	Principal	September 2015	Posting on website, school newsletter, and Five Star binder

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: The Administrators, teachers and staff of Palm Terrace Elementary believe strongly in the importance of parental involvement and have implemented measures to offer parent meetings on a flexible schedule. Parents are given the opportunity to meet and greet their child's teacher one

week prior to the start of the school year. Then 3 weeks into the year they are again invited back to the school's Open House to familiarize themselves with the programs and curriculum offered here at Palm Terrace Elementary. Both of these events are provided annually. Parents are afforded the opportunity to schedule parent conferences as often as they like on the days and times most convenient for them. These times include am, mid day and after work hours.

To encourage and maintain active parent participation in our SAC and PTA monthly meetings a dinner meal is provided for the families attending. In addition to feeding our families we also provide free child care supervision during for the duration of the meetings. This allows our parents to be actively engaged and participate on the business to be discussed while having a peace of mind that their child is safe and has eaten.

Parent involvement is very important to the success of our students, so we try to be as flexible in our scheduling as possible. We do not limit our parents to only certain days for conferences, or meetings. We have an open policy and welcome our parents and families to get involved and "BE THERE" for their child.

Through school's newsletter, we will inform our parents of our new hours of operation for the school's family center, which will be 8A.M. to 12P.M., Monday through Friday.

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	Open House/Annual Title I meeting	Principal and Teachers	Intervention teachers assisted parents with logging into Parent Portal to check their child's progress.	September 2015	Percentage of parent usage of Parent Portal.
2	Saturday Science Camps	Principal and teachers	Allows them to access their child's performance in class, as well as have ready access to mid term reports and report cards.	September 2015	Newsletter, handouts, conferences, and school's website
3	FSA Family Fun Night	Principal	Parents with students in grades 3 - 5 can sign their students up for Saturday tutoring with teachers from the same grade levels. Parents are encouraged to sign their child up for additional practice and enrichment activities in reading and math.	October 2015/April 2016	Permission slips, newsletter, parent conferences
4	Reading Night Activities	Principal and teachers	Parents are informed that their child's curriculum follows the Florida Sunshine State Standards	September 2015	sign in sheets, newsletter, conferences and school website
5	Math Night Activities	Reading Intervention Coach	Parents have access to free tutoring for their children through a variety of tutoring companies that are on our campus. Tutoring is offered twice a week right here on our campus, so the students do not have to leave. If parents prefer, they can	October 2015/April 2016	Student registration, attendance sheets, newsletters,

			request the tutors to come to their home, or meet at the public library.		handouts and conference logs
6	Assessments discussed during individual conferences	Classroom teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the year	August 2015 through May 2016	Conference Logs
7	Free tutoring	Math Fusion Coaches and Teachers	Content specific session will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.	October/Fall 2015	Sign in sheets, handouts, connect ed messages and agendas.
8	Florida Standards	Reading Intervention Coaches and Teachers	Content specific session will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.	October/Fall 2015	Sign in sheets, handouts, connect ed messages and agendas.
9	FSA Saturday Tutoring	Academic Intervention Team	Parents of students in grades 3, 4 and 5 will gain knowledge of the materials their students should become familiar with in preparation for FCAT testing in the areas of Reading, Math, Writing and Science.	August/Fall 2015	Newsletter, sign in sheets, flyers and connect ed messages.
10	Parent Portal	Math and Reading Coaches	Parents will be able to explore and experience many of the science activities as demonstrated by their students.	Fall 2015	Sign sheets, flyers, and handouts

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	Positive Behavior Team	Ms. Caines	Increase student achievement in math for students in grades 3-5.	August 2015/June 2016	Student Data Reports.
2	Deliberate Practice Plan	Administrators/Reading and Math Coaches	Increase levels of proficiency of all students	Sept.2015/ Feb.2016	Classroom Observations
3	Response to Intervention/Behavior	District Personnell	Increase Writting	Aug./Dec. 2015	Classrooms Observations
4	Attendance PST Training	Principal/District	Increase rigor	Aug./Dec. 2015	Observations
5	Thinking Math	District Representative	Math Scores Improve	August-Oct.2015	Classroom observation/ Math scores
6	Florida State Standards	Social Worker	Improve attendance	Sept.- Oct.2015	Faculty Minute Sign-in sheets
7	Thinking Maps	Academic Coach/School	Improve the ability of staff to work effectively with parents providing	Fall 2015/Spring	Sign in sheets, handouts,

		Psychologist	examples of best practices for parental involvement.	2016	presentation materials.
8	Differentiated Instruction Training	County/Administration/Teachers	Each teacher is required to complete an individualized development plan which correlates with school goals in an effort to work effectively with parents.	September 2015/May 2016	Completion of DPP submission
9	Success Maker Training	Academic Coach/Parent Liaison	Improve the ability of staff to work effectively with parents providing examples of best practices for parental involvement.	Fall 2015	Sign in sheets, handouts, and presentation materials.
10	Acaletics Training	Academic Coach/Student Advocate	Ongoing focus on school wide rules and behavior initiatives which further enables staff to work more effectively with parents.	Fall 2015/Spring 2016	Agenda, sign in sheets, rules posted throughout the campus.

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: Palm Terrace Elementary uses two reading programs to involve parents with encouraging reading. The two programs are 100 Book Challenge and Reading Counts. The parents listen to their children read and sign a reading log. This allows parents to be involved in a home literary program consisting of appropriate grade level books.

Palm Terrace has a Parenting Portable where parents can call or browse for instructional materials that they can check.

Through the coordinated efforts of our Family Liaison we have created a family friendly school. Each year our Liaison along with several of our parents attend and participate in the Title 1 Parent Involvement Conference. Information and brochures gathered at the conference are brought back to share with administration, faculty and parents. This is done annually in the Fall.

The House Next Door offers our ALPHA Program here at Palm Terrace Elementary. This program is a prevention intervention program which involves home visits to parents twice a week to discuss any concerns or issues parents have with for their children. Additionally, parents authorize these counselors to visit with their child on the campus of Palm Terrace Elementary.

Parents are also afforded an opportunity to attend and participate in parenting classes at Halifax Behavioral Service. This is a program to offer parent support and counseling for both parents and their children.

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: During the first week of school parents are sent a copy of the parent handbook, which provides information on school programs, how to schedule parent-teacher conferences and learn about opportunities to participate in decisions related to their child's education. Throughout the year, information is also sent to parents through flyers, Connect5, school newsletters, and advertised on the school marquee. At our Annual Title I Meeting/Open House, Palm Terrace Elementary provides more detailed information about the above topics, as well as our Title 1 programs. Upon conclusion of the Open House meeting parents are invited to visit their child's classrooms and meet the staff. Teachers will provide additional information on the subjects they teach, assessment plans, classwork and homework assignments, student planners, grading scale, classroom management/behavioral plan and how parents can be an asset to their child's learning success, by reinforcing good study habits at home. They are also encouraged to visit our special area teachers to learn more about the extracurricular activities that are offered here at Palm Terrace. Each teacher will have a sign-in sheet and at the conclusion of the evening the original sign in sheet will be submitted to the Assistant Principal to maintain documentation on the dissemination of information, distribution methods and timelines. A copy of the sign sheets will also be included in the school's Five Star binder.

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: Palm Terrace Elementary provides full opportunities for all parents by providing information through a variety of means such as website, Connect Ed, newsletters, parent teacher conferences, and meetings. Some information is available in both English and Spanish. We also have district translators available to help in any language needed to assist parents and families of our ESOL students, to understanding the school's PIP. Our school is in full compliance with all disabled access requirements. Parents of students with disabilities are provided information at IEP meetings on a yearly basis. Parents with special needs are accommodated. Palm Terrace Elementary is handicapped accessible.

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
				Provides opportunities	

1	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Provide parents with face to face training sessions during SAC and PTA meetings, to assist them in becoming effective parental leaders.	Principal, Assistant, SAC Chair and PTA chair.	for parents to be supportive of their students academic achievement and increasing their participation in school based activities	September / October 2016
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Conferences may be scheduled for any school day during the week. Times are flexible and may be set for before the start of school, during teacher planning, or after school. Other times may be discussed with individual teachers if necessary.	Teacher	Parent and teacher communication to ensure students are progressing in the classroom.	August 2015 May 2016
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Community based organizations and businesses are involved in our back school back pack giveaways, preparation of our school supplies, Thanksgiving and Christmas food supplies. Many of our community based organizations, including faith-based organizations serve as volunteers for our HOSTS program, which is a one to one reading intervention program offered for grades K-2.	Principal, Assistant Principal and HOSTS coordinator.	Assists students to becoming better readers. Through our donations of food and school supplies from our community-based organizations our students are provided an opportunity to succeed.	August 2015- May 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	Open House/Annual Title 1 Meeting	1	350	A designated time will be scheduled for families to visit their child's teacher and to learn more about the various programs offered at Palm Terrace Elementary School.
2	Assessments discussed during individual conferences	4	300	Teachers will conduct individual teacher conferences to discuss each child's assessment results, expectations, and goals for the year.
3	Free Tutoring	75	19	Parents have access to free tutoring for their children through a variety of tutoring companies that are on campus, so the students do not have to leave. If the parents request, the tutors could come to their home, or meet at a public library.
4	Florida Sunshine State Standards	1	1	Parents are informed that their child's curriculum follows the Florida Sunshine State Standards
5	FSA Saturday Tutoring	4	56	Parents in grades 3-5 can sign their students up for Saturday tutoring with teachers from the same grade levels. Parents are encouraged to sign their child up for additional practice and enrichment activities in reading and math
6	Parent Portal	4	100	Allows them to access their child's performance in class, as well as have ready access to mid-term reports and report cards.

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	Behavior Leadership Team (BLT)	3	5	Ongoing focus on school wide rules and behavior initiatives which further enables staff to work more effectively
2	Deliberate Practice Plan	56	56	Each teacher is required to complete an individualized development plan which correlates with school goals in an effort to work effectively with parents.
3	Response to Intervention/Behavior	3	50	Improve the ability of staff to work effectively with parents providing examples of best practices for parental involvement.
4	Attendance PST Training	1	15	Improve Attendance

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	Job Schedule	Offer Parents meetings at different times of the day.
2	Child Care	Offer child care for meetings.
3	Students arriving to school late.	Offer incentives to student who are on time.

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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