

SPRING CREEK ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Wesley Locke , 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: To form a positive relationship between Spring Creek Charter School, its families and the community in order to connect all avenues of assistance to enable each and every student to reach their hopes, dreams, and potential.

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: Spring Creek Charter School strives to involve parents in our annual Title I meeting and monthly PTO meetings. These meetings give parents ongoing opportunities to participate in the planning, review and improvements of Title I programs including being involved in the decisions regarding the utilization of parent involvement funds. Our PTO encourages all parents to participate in the development, implementation, and evaluation of the Parent Involvement Plan and budget. Parent input is documented through minutes taken at the appropriate meetings and events.

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	Responsive Classroom	Through both Title 1 and Title 2 funding, our staff has been undertaking training in the Responsive Classroom social and emotional literacy program. Responsive Classroom is intended to improve the social and emotional aspects of the entire school community. Many Responsive Classroom strategies are used in the communication between school staff and parents, building a community where parents feel safe to interact with their child's school and teacher. Tips for parents with regard to the usage of Responsive Classroom strategies at home are included in the monthly newsletter.
2	ESE/Rtl	Spring Creek's ESE and Curriculum departments use the Response to Intervention process to develop specific educational strategies to assist teachers, students, and parents with individual student challenges. The ESE/Rtl team meets with teachers and parents to implement interventions. Regular meetings are held every 20 days to monitor student progress and inform parents on the results of interventions.
3	Title 1	Title 1 has supplied Spring Creek Charter School with a Family School Liaison position to be a conduit between teachers and parents. Our Family School Liaison will coordinate the implementation of parent education programs such as Readers of the Caribbean (Grades K-2), 5th Grade Family Fun Night, 2 separate Science Nights (Grades 3-8), and Math Night (Grades K-5). The Family School Liaison will also work with teachers and parents to supply supplemental educational materials and technology hardware to students whom teachers identify as needing remedial assistance.
4	VPK	The Title I office in conjunction with the VPK office 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.
5	21st Century Community Learning Center Parental Workshops	In cooperation with the 21st Century CLC and the Boys and Girls Club of Lake and Sumter Counties, SCCS will be hosting monthly parent workshops to include topics such as Adult Literacy, Financial Planning, Substance Abuse Education, and Parental Educational Involvement.

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	Develop agenda and presentation materials that address required components	Principal and Assistant Principal	Early September	Copies of agenda and Power Point presentation
2	Develop and disseminate invitations	Parent Liaison	Early September	Newsletter, flyer with date of meeting
3	Advertise annual meeting	Technology Instructor	Early September	Posting on school website
4	Develop sign-in sheet	Parent Liaison	Early September	Sign-in sheet for meeting
5	Maintain documentation	Assistant Principal and Parent Liaison	Mid September to Early October	Title I documentation box housed in CRT's office
6	Advertise annual meeting	Principal	Early September	OneCall.com

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 leadership and staff of Spring Creek Charter School have a strong belief in the importance of parental involvement and have put measures in place to offer parent meetings at times that are convenient for parents. Parent workshops are held at various times and locations throughout the year. Our parent resource center is open at various times to better accommodate working parents. The parent resource center is open Mondays through Thursdays from 8:00 to 4:00. Individual appointment times are available to accommodate the parents' schedules.

In the 2015-16 school year we will be holding 3 "Report Card Night" conferences where parents can schedule a 15 minute conference with their child's teacher anytime from 2:30 in the afternoon to 7:30 in the evening, allowing parents to pick a time that meets their specific scheduling needs. These meetings will occur at the end of each of the first 3 nine week grading periods.

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	Math Night	Teachers, FSL	Teachers will conduct skill specific sessions for parents. Information will include grade level proficiency and strategies and activities parents can use at home with their child.	November	Sign-in sheets, invitations, handouts

2	Annual Title 1 Meeting	Assistant Principal	Parents will be informed of the schools Title 1 program.	September	Sign-in sheets, invitations, handouts
3	5th Grade Family Fun Night	Family School Liaison	5th grade students and families will be invited to an evening event where the Family School Liaison and 5th grade teachers will discuss ways to assist students in preparing for FSAs and EOCs. 6th grade teachers will discuss our 6th grade program and answer questions parents and students may have about staying at Spring Creek for 6th grade.	March	Sign-in sheets, invitations, handouts
4	Parent Conference Nights in which assessments are discussed	Classroom teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year	October, January, April	Conference logs and completed parent conference forms
5	Resource Center Flyer	Family School Liaison	Resources are available to parents to enable them to help their children at home.	September	Sign-in sheets, Copy of Flyer
6	Science Night	Teachers, FSL	Teachers will conduct skill specific sessions involving parents in science activities. Information will include grade level proficiency and strategies and activities parents can use at home with their child.	January	Sign-in sheets, invitations, handouts
7	Reading Night	Teachers, FSL	Teachers will conduct skill specific sessions for parents. Information will include grade level proficiency and strategies and activities parents can use at home with their child.	October	Sign-in sheets, invitations, handouts
8	Resource Center	Family School Liaison	The parent liaison communicates with teachers to provide parents with the information, strategies and materials to help their children at home.	Ongoing	Sign-in sheets
9	21st Century Community Learning Center	21st CCLC Site Administrator and Principal	Students and parents will be provided after school tutoring and project based learning opportunities through a grant provided by FDOE. The goal of this program is to increase student achievement in reading, STEM subjects, and enrichment areas. Another goal of the program is to provide monthly workshops for parents to include topics such as Adult Literacy, Financial Planning, Substance Abuse Education, and Parental Educational Involvement.	Ongoing	Student test scores and Project Learning Logs

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	Staff training on the value of parent involvement	Assistant Principal, Parent Liaison	Improve the ability of the staff to work effectively with parents by providing examples of best practice for parental involvement. We use the Responsive Classroom approach and have trained a core group of teachers who then have trained their teams to include effective means of parental contact and establishing a community within their classrooms.	Fall	Sign-in sheets, Faculty Meeting agenda
2	Staff training on Volunteers/Chaperone requirements and procedures	Assistant Principal	Involve parents in the classrooms and during school activities and field trips. Improve communication with volunteers and chaperones, encouraging their ongoing participation in their child's education.	September, October	Faculty Meeting agenda

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 Family School Liaison sends a flyer informing parents of the on-campus resource center and the multitude of resources available to parents to enable them to more fully participate in the education of their children. The Parent Resource Center is advertised at every school function in which parents are in attendance. The school's monthly newsletter and website also advertise the Parent Resource Center and its hours. The hours of the resource center are varied to better meet the schedules of the parents.

The 21st Century CLC will also provide monthly parent activities to encourage increased parent participation in their child's education. These events will be advertised through school flyers, OneCallNow calls, and the school website.

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: Throughout the school year various methods of communication are utilized to inform parents of meetings, trainings, curriculum descriptions, proficiency expectations, student progress, conferences, Title I programs, volunteer/chaperone opportunities, programs and activities, and opportunities for input in decisions relating to the education of their children. Monthly school newsletters, flyers, website, telephone calls, newspaper notices, parent-teacher conferences, and home visits are all utilized to communicate with parents. 2015/16 Title I funds were used to renew the One Call Now messaging service which enables the school to communicate with parents through text, voicemail, email, and social networking sites at a moment's notice.

The annual Title I meeting informs parents of the schoolwide program, curriculum at the school, the forms of academic assessment used to measure student progress, and opportunities for parental involvement.

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: To better communicate with parents with limited English proficiency, all school communications are translated in the native language, when feasible. A bilingual parent volunteer and a staff member make telephone calls and translate teacher notes to parents. These translators are also on hand on parent conference nights and during LEP and ESE meetings to ensure that parents are able to fully participate in these meetings.

The PIP will be posted on the school website and a hardcopy available in the office and the parent resource center. Parents with disabilities and parents of migrant students will be provided accommodations on a case-by-case basis so they can participate. When necessary and feasible, documents will be sent home in the native language. The One Call Now messaging system will also communicate to parents in their native language, when feasible.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by 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	Varied meeting times and locations	Principal	Increased parental knowledge of student achievement and needs	Ongoing

	attend those conferences at school [Section 1118(e)(10)];				
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	21st Century CLC parent workshops	21st Century CLC Site Administrator	Increased parent awareness of life skills and student needs	Monthly
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	SCCS will be the site host for the Boys and Girls Club and the 21st Century CLC	Principal	Increased student achievement through after school tutoring and project based learning	Ongoing

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	Meet the Teacher	1	637	Introduction of students and parents to their new teachers. Building community.
2	Title 1 Annual Meeting	1	4	Explanation of the school's Title 1 plan and discussion on how Title 1 funds can be used to aid in school improvement.
3	Report Card Night	1	278	Opportunity for teachers to meet with parents on a one on one basis to discuss student achievement and needs.
4	Science Night	1	81	Increased interest in science curriculum and educational program.
5	Homework Help Night	1	79	Discussion about homework expectations and tools parents can use to assist students with their homework.
6	Reading Night	2	130	Guest author brought in to discuss writing and building interest in reading with parents.
7	Family Day	1	303	Community building activity to boost parent participation in the educational process

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	Power of Our Words	2	10	Through improved communication between teacher, parent, and student all aspects of the educational program are enhanced. A greater sense of community is developed between all stakeholders.
2	Responsive Classroom 1 and 2	3	80	Responsive Classroom is a research based program that provides teachers with multiple concrete strategies used to develop a strong sense of community within the classroom, the school, and with the parent community.

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	Economically Disadvantaged unable to attend due to transportation issues.	Flexible meeting times for parent conferences, Multiple opportunities provided for parent/teacher contact. Multiple opportunities for parents to participate in activities.
2	Limited English Proficiency	All written communication sent home in families home language, Interpreter available at all parent meeting opportunities
3	Economically Disadvantaged	Parental Involvement workshops are held in two locations.
4	Limited Literacy	Life Skills based workshops provided in multiple venues at various times. Topics to include Adult Literacy, Financial Literacy, Nutrition and Parenting Skills.

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
1	Increasing Parent Participation	We offered more parental involvement opportunities and at flexible times to include more parents.
2	Effective Communication	We purchased OneCallNow messaging system to improve communication with parents.