## SAWGRASS BAY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Heather Gelb , 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)].

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| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** \*Sawgrass Bay Elementary School believes that positive parent/family involvement is essential for student achievement. As a result, all SBE Administrators, Teachers, and Staff encourage parent involvement in all aspects of SBE school activities.  |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** \*Via our SAC committee, holding parent meetings, holding parent workshops, continually sending out correspondence in both English and Spanish in order to reach all parents, announcements on the school website, the marquee, flyers will also be taken to community business partners, flyers will be taken to the apartment complexes to be distributed, and we will also send out the information through school messenger.\*Sawgrass Bay Elementary School believes in involving parents in all aspects of its Title I programs. At the end of the 14-15 school year, parents were invited to attend a brainstorming session for the 15-16 Title I plan. More than 50 percent of the members of the SAC are parent (non-employee) representatives. These parents become members based on a series of steps taken by the school including, invitations to parents regarding meeting dates and times, posted information regarding membership opportunities. This is done through the school newsletter, and website. Clear statements during the SAC meeting regarding how one becomes a member, and the voting process. The school and SAC identifies the balance requirements with respect to employees and non-employees. In addition, parents were given the opportunity to review the plan and offer their input prior to approval. For the PIP, parents were given surveys at the end of the school year seeking their input for additional activities, training, and materials they may need to help their child continue to learn and grow academically.The Title 1 Parent Involvement budget amount is shared with parents and opportunities are given for input on how to utilize the funds. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Family Resource Room Title 1 | The Family Resource Title 1 room is available oneTuesday evening a month from 5-8PM during our family media nights. We are also available to parents Monday – Friday 8:30 am – 2:30 PM and will even set appts with parents should regular hours not be convenient for them |
| 2 | VPK | The Title I 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 kindergarten teachers discuss specific learning needs of students and joint parent meetings. Summer VPK is also provided to help students have a smoother transition into kindergarten. Partnership with Aquarelle Kids Academy which allows them to bring their VPK students to SBE |
| 3 | Individuals with Disabilities Education Act (IDEA) | Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | SBE offers an Annual Title I Parent night. Information is published on the website and newsletter. | Maria Cruz For Family Resource Room brochures | 9/2015 | Parent Involvement Survey |
| 2 | Development of sign in sheets | Maria Cruz -FSL  | Ongoing | Sign in sheets for Meeting and individual classrooms |
| 3 | Develop agenda, handouts, and/or presentation materials that address the required components | Maurice Simmons, Maria Cruz -FSL; Lindsay Messner-CRT | Ongoing | Copies of agendas, powerpoint presentations and handouts |
| 4 | Maintenance of Documentation | Maurice Simmons; Maria Cruz FSL | On-going  | Title I documentation  |

**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)].

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| **Response:** \* The leadership team and staff of Sawgrass Bay Elementary have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our parent orientation meeting is also offered during AM and PM hours to accommodate any scheduling conflict with our feeder schools. All Parent Conferences are held before, after or during school hours for the convenience of the parents. Parents are also able to sign up for a time to attend parent meetings that will help improve student academic achievement. This includes all meetings with guidance, administration, all teachers ELL/ ESE and RtI committee meetings. Our annual parent conference nights will take place in early November. Students, parents and teachers will monitor student progress and goals for the second nine weeks. The goal is to help improve student academic achievement. These are student-led conferences using data notebooks. Children are welcome to attend our evening events, and those families that are unable to attend may receive home visits from our FSL as needed. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent/Teacher Organization (PTO) Meeting | Ronada Williams-SBE PTO President | Parents will be provided with informational brochures outlining and identifying grade level benchmarks and strategies they can use to help their child at home. | First Monday of every month | Parent Involvement survey, School Climate Survey and FSA results, Sign in Sheets |
| 2 | English Language Learners (ELL) night | Maurice SImmons AP; Rose Velez ELL Specialist; Lindsay Messner CRT | Parents will be provided with specific strategies they can use to help their child at home. | 10/13/2015 | Parent Involvement survey, School Climate Survey and FSA results specific to subgroups Sign in Sheets |
| 3 | Title 1 Parent night, Parent Resource Room | Maurice Simmons AP; Maria Cruz FSL; Kara StrattonCRT | Parents will be provided with a Title I brochure outlining the goals of Title I in regards to student achievement as well as strategies that can used at home. | 9/29/2015 | Parent Involvement survey, School Climate Survey and FSA results specific to subgroups Sign in Sheets |
| 4 | Assessments discussed during individual conferences | Classroom Teachers | Teachers will conduct individual conferences to discuss each child’s assessment results, expectations, and goals for the school year | August 2015 -June 2016 | Conference logs; completed parent conference form; FSA Results |
| 5 | Math Night (STEM) | WIlliam Baysinger; Math Instructional Coach | Content specific information will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods | 12/9/15 & 12/10/15 | Math Benchmark Assessments; Math FSA Results; iready Reports; Classroom Assessment Sign in Sheets  |
| 6 | Science Night (STEM) | Phalice Odom/Jennifer Basta; Science Enrichment Instructor | Content specific information will be provided to the parents. Information will include grade level proficiency, strategies parents can use at home, assessment methods and the scientific process. | 12/9/15 & 12/10/15 | Science Benchmark Assessments; Science FSA Results; Classroom Assessments Sign in Sheets |
| 7 | Meet the Teacher | Maurice Simmons, Kara Stratton, Maria Cruz | Parents will be more informed on how they can help their children at home academically in order for them to be successful at school. | 8/20/15 & 8/21/15 | Sign-In Sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes), School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger.  |
| 8 | Parent Orientation Meeting  | Maurice Simmons,Kara Stratton, Maria Cruz | Parents will be more informed on how they can help their children at home academically in order for them to be successful at school. | 9/23/15 & 9/24/15 | Sign-In sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes), School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger. |
| 9 | Florida Standard Assessment Night Meeting  | Maurice Simmons, Kara Stratton Maria Cruz | Parents will be more informed on how they can help their children at home academically in order for them to be successful at school. | 2/3/15  | Parent Involvement Survey, School Climate Survey, FSA Results, Sign in Sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes) School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger |
| 10 | Write Now | Heather Gelb, Maurice Simmons | Parents will be shown different activities and strategies that they can use a home to help their children improve their writing skills. | 1/26/16 | Write Now assessment results, sign-in sheets |
| 11 | 7 Habits | Heather Gelb, Michelle Work | Parents will be introduced to Covey's Seven Habits which focuses on developing leadership skills in our students.  | 9/17/15 | Sign-In Sheets, Parent Involvement Surveys, Climate Surveys |
| 12 | BYOD | Maurice Simmons, Michelle Work, Maria Cruz | Parents will be shown how mobile devices can be used at home to reinforce what their child(ren) is learning at school. | 10/21/15 | Climate Surveys, Sign-In sheets, Parent Involvement Surveys |
| 13 | Snuggle & Read | Heather Gelb, Maria Cruz | This literacy-centered night provides opportunity for parents to read with their children at the school while underscoring the importance of reading. | 1/28/16 | FSA Results, Sign-In Sheets, Climate Surveys, Parent Involvement Surveys |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | How to involve parents in the RtI process | Michelle Weeks | This training provides teachers with the knowledge of our family backgrounds based on their SES status and it also provides methods to involve all stakeholders in the RtI process. | TBD | Teacher Surveys, Sign in Sheets |
| 2 | ELL learners and ESE students  | Rose Velez, Kara Stratton, Dr.Frances Echevarria | Professional development activities are provided to educate all staff how to reach out to, communicate with, and work with parents as equal partners. It addresses the value and contributions of parents and how to implement parent programs and build ties between parents and schools. | TBD | Parent and Teacher Surveys, Sign in Sheets |

**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)].

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| **Response:** Family Resource Room - open Monday - Friday 8:30-2:30, second Tuesday of the month 5:30-7:30pm.Maurice Simmons, Maria Cruz Parent Involvement Survey, School Climate Survey, Sign-In Sheets, Announce on School Website, Flyers (Given to students and handed out to business partners and Apartment complexes), School Monthly Newsletter (Given to students and handed out to business partners and Apartment complexes), School Messenger, FCAT & FSA Results. |

**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)].

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| **Response:** On 9/23/2015 and 9/24/2015 Sawgrass Bay Elementary will offer two Parent Orientation nights. During the orientation, parents will learn about school wide initiatives and programs available to their child(ren), how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. The parent/student handbook was available to parents through the student agenda; parents visited their child's classrooms and met with the teachers. During the classroom visits, teachers provided additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information was provided in an informational packet distributed the following day for all parents unable to attend. Teachers will maintain sign-in sheets and provide a copy to the assistant principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines. |

**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)].

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| **Response:** The completed PIP will be posted on the school's website.\* Written communication will be provided for parents in English, Spanish. Translators will be available at all parent meetings and in school offices to provide translation services and to ensure that parents are able to fully participate in parent meetings. Parents with disabilities will be provided accommodations as needed to allow for full participation. Parents of migrant students will be offered resources from our Parent Resource Center as well as translation services. FSL will make home visits if needed to the homes of migrant students to offer additional support. Translators will be available at school to help facilitate communication with parents of migrant children. |

**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:

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| **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 attend those conferences at school [Section 1118(e)(10)]; | Parent conferences will be set up throughout the year to involve parents in their child’s education. We also provide an annual report card conference during evening hours so those parents that work may attend. Parents are invited to attend all RtI and ELL meetings that take place during the school year.  | Teachers; Michelle Weeks-RtI Coordinator; Michelle Weeks, Rose Velezr-ELL Specialist | When parents are actively involved in their children’s education, student achievement increases.  | On-going throughout the 15-16 school year |
| 2 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Partnerships | Maurice Simmons, Maria Cruz | Greater community involvement, providing additional human and material resources for students. | On-going throughout the 15-16 school year |

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cwilliamss%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CLK8K5ONI%5CfileUploads%5C350067_2015-2016_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cwilliamss%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CLK8K5ONI%5CfileUploads%5C350067_2015-2016_uploadCompact.pdf) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cwilliamss%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CLK8K5ONI%5CfileUploads%5C350067_2015-2016_uploadCompactEvidence.pdf) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Art Fair | 1 | 188 | A combination of art forms will help students with reading skills, verbal and math skills. Improves the ability to collaborate and use higher-order thinking skills needed for the FCAT |
| 2 | Science Night | 2 | 308 | Content specific information will be provided to the parents. Information will include grade level proficiency, strategies parents can use at home, assessment methods and the scientific process. |
| 3 | Math Night | 2 | 308 | Content specific information will be provided for parents. Information will include grade level proficiency |
| 4 | Assessments discussed during individual conferences | 2 | 722 | Teachers will conduct individual conferences to discuss each child’s assessment results, expectations, and goals for the school year |
| 5 | School Improvement Plan | 1 | 49 | SIP is specific to the overall achievement for SBE and revisited as needed to guide decision making. |
| 6 | Title 1 Parent night Parent Resource Room | 1 | 49 | Parents will be provided with a Title I brochure outlining the goals of Title I in regards to student achievement as well as strategies that can used at home. |
| 7 | English Language Learners Night | 1 | 18 | Parents will be provided with specific strategies they can use to help their child at home. |
| 8 | Parent Teacher Organization (PTO) | 10 | 60 | Parents will be provided with informational brochures outlining and identifying grade level benchmarks and strategies they can use to help their child at home |
| 9 | School Advisory Council Meeting (SAC) | 10 | 70 | The SAC will be provided monthly updates on the progress of the School Improvement Plan which is directly tied to student achievement goals for the 13-14 FCAT tests |
| 10 | Write Now | 3 | 158 | The support provided to parents in regards to enhancing their cild's wrting skills should result in an improvement in our overall writing scores.  |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | How to involve parents in the RtI process | 1 | 150 | This training provides teachers with the knowledge of our family backgrounds based on their SES status and it also provides methods  |
| 2 | Essential Questions for ELL Learners | 1 | 95 | Teachers will become familiar with information regarding ELL students |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | High mobility rate  | Offer flexible meeting times  |
| 2 | Access to transportation | establish partnerships with church and community members to facilitate transportation; visit apratment complexes to meet with parents |
| 3 | Parent work hours | Offer flexible meeting times, |
| 4 | Parents are uninformed or informed too late about pending events  | publish communication on website, utilize call out system |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |