

LONG BRANCH ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Viveca Brown, 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

10/1/15
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: We are committed to providing educational excellence in every school, in every classroom, for every student, every day.

Parents will be included as partners in the students academic progress. Parents will be involved in provide feedback through evaluation and survey completion in parental involvement events. The results of the surveys will be used to help plan future events.

The SAC, which includes many of our parents, will meet with the school administration monthly to discuss the Title I budget and the status of parental involvement. This process will include an end of the year evaluation of the program. Parents will be encouraged to provide input to help determine the best usage of the funds. Parents will also receive newsletters that will inform them of how the funds are allocated to the school.

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 and provide feedback through evaluation and survey completion in parental involvement events. The results of the surveys will be used to help plan future events.

The SAC, which includes many of our parents, will meet with the school administration monthly to discuss the Title I budget and the status of parental involvement. This process will include an end of the year evaluation of the program. Parents will be encouraged to provide input to help determine the best usage of the funds. Parents will also receive newsletters that will inform them of how the funds are allocated to the school.

The SAC committee, as well as parents will be invited to participate in the development of a plan by reviewing the plan of the previous year and end of the year surveys. This information will be used to determine the needs of parents and the necessary improvements to increase parent involvement. The school will provide additional support for parental involvement activities by providing transportation to district-wide events, refreshments, and child care for parent-only events.

Hard copies of the parent involvement plan will be available upon request. This information will be placed in the school's front office.

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	PreK transition to Kindergarten	Pre-K teachers will give parents a better understanding of how to help make the transition from preschool to kindergarten a positive experience for their children. Teachers will communicate through phone calls and letters home that will include the dates and times of events.
2	IDEA Act	The guidance counselor and ESE teachers will coordinate meetings with parents of students who receive ESE services to develop and review individualized education plans to ensure that the educational needs of the students are being met.

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	Create an Agenda and other presentation materials	Cherry Newman	September 2015	handouts
2	Advertise events	Viveca Brown/Cherry Newman	September 1-8, 2015	Survey questions asking how parent was informed on each meeting
3	Develop sign-in sheets	Viveca Brown	September 7, 2015	signatures on sign-in sheets
4	Maintain documentation	Alecia Clayton/Cherry Newman	September 8, 2015	sign-in sheets, agendas, survey, notes

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: Long Branch Elementary will offer parent involvement meetings during the evenings and during school hours. The sessions offered in the evenings will be during TEAM Up hours. The sessions will include information on reading, math, writing, science, state assessments, and family bonds.

Transportation will be provided for district parental involvement activities upon request.

Child Care and language translation services will be provided upon request.

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	Orientation	Viveca Brown	Parents will become aware of grade level expectations/ standards	August 21, 2015	Parent Sign, Agenda, Notes, and Evaluation
2	Brunch and Books	Marva Payne	Parents will share literary experience with their child which will encourage literary conversation	October, January, March, May	Sign-in sheet, agenda, notes and evaluation

3	Math and Music Night	Renee Williams & Jermaine Chapel	Increase math proficiency	January 2016	Sign-in sheet, agenda, notes and evaluation
4	FSA Prep	General Education and Lacey Green	General Education and ESE Teachers	February 2016	Sign-in sheet, agenda, notes and evaluation
5	Annual Parent Involvement Meeting	Viveca Brown	Parent information as to how their involvement in their child's school makes an impact	September 8, 2015	Sign-in sheet, agenda, notes and evaluation
6	Annual Title I Meeting	Viveca Brown	Parents learned information about Title I, how Long Branch became a Title I school, and parent's right to know	September 17, 2015	Sign-in sheet, agenda, notes and evaluation
7	Literacy & The Arts Night	Nadege Richards & Stephanie Corley	Increase reading proficiency	December 2015	Sign-in sheet, agenda, notes and evaluation
8	Physical ED & Science Night	Renee Williams & Alton Jackson	Increase science proficiency	March 2016	Sign-in sheet, agenda, notes and evaluation
9	Transition to Middle School	Alecia Clayton & Marva Payne	Increase parental awareness and participation	April 2016	Sign-in sheet, agenda, notes and evaluation

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	Communicating and Working with Parents Training	Viveca Brown	Improving Communication between staff and parents will help ensure student academic success	on-going	Teacher/Parent Conference Logs, Sign-in sheets from early release day training

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: Parents were encouraged to stop by the resource center in room #224 to hear about the exciting opportunities available for parents to get involved this school year.

Parents are reminded to stop into the Parent Involvement Center in the monthly school newsletter.

Encourage parental participation in the Family Involvement Center through use of parent workshops and seminars. The workshops and seminars are created to get parents

involved in promoting their child's academic success. These workshops will provide parents with the support needed to encourage learning at home and school.

Books N' Brunch: A quarterly event in which parents are invited to enjoy lunch and read books with their child during their child's lunch period.

Transportation Provided for district parental involvement activities upon request.

Child Care and language translation will be provided upon request.

To determine the success of these activities sign-in sheets, parent feedback, and end of the year surveys will be provided. The end of the year surveys will be analyzed.

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: The school will provide timely information about the Title I programs by utilizing the student planners, advertising on the school's marquee and website, word of mouth in the student pick-up area for car riders, and by sending flyers home with the students informing parents of upcoming events. There will also be available the use of the telecommunication system (Parent Link) to disseminate information to parents. The timeline for notificationss to be sent to parents is 1 - 2 weeks prior to the event. A dated copy of all parent events will be filed in the Parent Involvement Audit box.

The school will provide explanations of the curriculum, forms of academic assessments used and students' proficiency level expectations through monthly newsletters, parent day/night events, and parent conferences held with teachers. This information was also provided during Open House. The Parent Involvement Plan will be available in the front office. We have an open door policy in which parental suggestions and concerns are welcomed and are to be documented via evaluations and surveys.

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: A newsletter will be sent home monthly highlighting school events, parental involvement activities, curriculum information, assessment data, and other important information. Our school's website will also have information which would include our school calendar and various links to resources that will be helpful to their child's education.

A determination of need will be received by use of home language surveys. The family will be contacted to see if any translations/translator assistance is needed. The district provides the use of TranAct for translation of documents. Copies will be dated and put in the Parent Involvement Audit Box for documentation. Currently, we have no ESOL students enrolled. If the school becomes aware of needed accommodations for physically disabled parents, if the resources are available, we will provide the necessary accommodations.

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:
☒ Not Applicable

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	Common Core Standards Info Review	4	50	parents were made aware of grade level expectations/standards
2	Brunch and Books	5	120	Parents shared literacy experiences with their children
3	Math Jeopardy Night, face to face	1	75	Math proficiency increased
4	Weekly Parent Workshops	10	15	parent involvement was increased
5	FCAT/FSA Prep	3	130	increased math and reading proficiency
6	Annual Parent Involvement Meeting	1	35	parent were informed on how they can impact their students learning through involvement
7	Annual Title I Meeting	1	50	parents learned information about Title I

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	Communicating and working with parents training	20	315	improved communication between staff and parents

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	Parents in the following Subgroups (Economically disadvantaged, Disabled, and limited literacy) are not attending due to short notice.	Make sure multiple means of communication took place in a timely manner
2	Parents in the following Subgroups (Economically disadvantaged, Disabled, and limited literacy) are not attending due to lack of parent engagement.	Solicitation of parent input and special invites to events

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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School Number 3106 School Name Long Branch Elementary

Parent Involvement Plan Budget Template 2015-2016

PIP Amount: \$2,932.35

*****The P-Card is allowed for Parent Involvement Purchases (Fund 48718). Make sure the vendor accepts the PCARD and check the PCARD manual to ensure purchases are allowable (refer to page 8).*****

Please enter the items being purchased and amounts into the white boxes only.

Number of Workshops or Parent Activities:

Elementary (2 every 9 weeks = Total 8); Secondary (1 every 9 weeks = Total 4)

This area (Childcare and Translators) works hand in hand with 6100/310 and 6100/390.

6100/160 & 6100/200 Salary & Benefits	Childcare (Specify name and date of events) Hourly rate = \$8.05; a PCF must be entered (NN75MA job code)		
	Translators/Translations (Specify name and date of events) Hourly Rate = \$10.00, a PCF must be entered (NN67 job code)		
	Name of Event	Date of Event	Amount
	1		\$0.00
	2		\$0.00
	3		\$0.00
	4		\$0.00
	5		\$0.00
	6		\$0.00
Total Cost for 6100/160			\$0.00

6100/310	Vendors classified as professionals, i.e. well-known speakers, authors, i.e., Cornbread Series, etc. Please confer with Policy and Compliance at 390-2111 if a contract is needed		
	Name of Event	Date of Event	Amount
	1		\$0.00
	2		\$0.00
	3		\$0.00
	4		\$0.00
	5		\$0.00
	Total Cost for 6100/310		\$0.00

6100/370	Postage for Parent Mail outs (Specify name and date of events)		
	Name of Event	Date of Event	Amount
	1 Reading/Math/Science Workshops 2015-2016		\$225.00
	2		\$0.00
	3		\$0.00
	4		\$0.00
	5		\$0.00
	Total Cost for 6100/370		\$225.00

According to FL DOE, it is suggested that meetings do not occur during mealtimes and that light refreshments be provided.

- The commitment item 390 is used when a vendor is providing services, i.e. Pizza Hut, Tidbits, etc. ("ordering it.")

6100/390 Parent Involvement Catering services (Specify name and date of events):			
	Name of Event	Date of Event	Amount
1	Math/Music Night	Jan.-16	\$100.00
2	FSA Prep	Feb.-16	\$250.00
3	Transition to Middle School	Apr-16	\$80.00
4			
5			
6			
7			\$0.00
Sub Total			\$430.00

6100/390 Transportation for parents (Specify name and date of events)			
	Name of Event	Date of Event	Amount
1	Transition to Middle School	Apr. 2016	\$200.00
2			\$0.00
3			\$0.00
4			\$0.00
Sub Total			\$200.00

6100/390 Guest Speakers for Parent Events (Specify name and date of events), i.e. volunteer speaker, events such as Literacy Night, Promotion, etc.			
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00
Sub Total			\$0.00
Total Cost for 6100/390			\$630.00

•The commitment item 510 is for purchase of refreshments & other items from the store(s) related to parent involvement activities, i.e. coffee, tea, juice, cookies, napkins, plates, spoons & forks ("off the shelf.")

6100/510	Parent Involvement <i>light Refreshments</i> (Specify name and date of events):		
	Name of Event	Date of Event	Amount
	Book and Brunch	Oct.2015/Jan./March/May	\$150.00
	Muffins and Mom's	May-16	\$75.00
	Dad's and Donuts	Apr-16	\$75.00
			\$0.00
Sub Total			\$300.00

6100/510	Supplies for Parent Workshops (Specify name of items & amount)		
	Examples: Storeroom orders for Parent Workshop(s) or supplies; copy paper for parent flyers; handouts		
	Item		Amount
1	Supplies for Parent Workshops (Reading/Math/Science Workshops 2015-2016)		\$782.35
6100/510	Printing for Parent Workshops		
	Item		Amount
	Examples: Printing – i.e. parent notices, flyers, handouts, etc.		
1	Printing for Parent Workshops (Reading/Math/Science Workshops 2015-2016)		\$430.00
Sub Total			\$1,212.35

6100/510	Parent Involvement Materials to include:		
	Examples: Educational Materials for parents to borrow (Specify vendor and item); board games, read-a-long books, parenting resources, books, etc.		
	Item	Vendor	Amount
1	Board Games		\$200.00
2	Parents and Boundaries:How to draw the line	Amazon	\$112.00
3	Discover the key to your childs heart (Focus on Family)	Amazon	\$128.00
4	The DNA of Parent Relationships	Barnes and Noble	\$125.00
Sub Total			\$565.00
Total Cost for 6100/510			\$2,077.35

This section only applies to schools new to Title I

6100/640	Parent Involvement Equipment /Furniture (for parent resource room only)		
(New)	Computer for Parent Involvement Center/parent resource room		
1			\$0.00
(New)	Printer/Fax/Scanner for parent resource room		
1			\$0.00
(New)	Furniture - chair, desk, bookshelf for parent resource room		
1			\$0.00
Total cost for 6100/640			\$0.00

Grand Total Parental Involvement Allocation	\$2,932.35
Difference between PIP Amount and Grand Total (must equal zero)	\$0.00

For any questions related to this template, please feel free to contact Title I at 390-2123.