

SOUTHPORT ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Holly Buchanan , 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: Southport Elementary School is committed to creating a safe learning environment which maximizes every student's potential in a setting where excellence in academics and the arts is accomplished by emphasizing character development of the individual in a school culture of respect and civility.

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: Southport Elementary School believes in involving parents in ALL aspects of its Title I program. The SAC (School Advisory Council) has the responsibility for providing input into the development, implementation and evaluation of the various school level plans, including the SIP and the PIP. SAC members are elected as voting members following the SAC guidelines as directed by the State of Florida. SAC members are notified one week prior to meetings by phone calls, letters home, or displayed on the school's marquee. ALL parents were given the opportunity to review the plans and to offer their input prior to approval. For the PIP, spring surveys were sent to parents seeking their input on various activities, training, and materials needed to help their child. Results of the parent spring survey were reviewed by the SAC to determine needed changes. When PIP and SIP are discussed during the SAC meetings, the committee will decide how the parental involvement funds will be used. A notification will be sent home advising ALL parents they have the opportunity to provide input on the PIP, as well as make decisions on how Title I funds are spent. Sign-in sheets, minutes from the SAC meeting, Title I Annual Meeting feedback forms, spring survey data, and parent input forms will serve as documentation of parent input. This information will also be provided at our Title I Annual Meeting and regular updates will be featured in our school newsletters, website, and on Facebook. The Parent Liaison will keep and maintain all Title I documentation, records, and files in the 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	TAG (Talented and Gifted) Enrichment	Media Specialist (gifted endorsed teacher) provides enrichment 5 days a week focusing on skills targeted to meet gifted EP goals.
2	Exceptional Student Education	ESE provides parent workshops, newsletters, and materials to assist parents in working with their children both at home and within the school system. Supplemental instructional support provided by Title I will be discussed during the development of IEP's.
3	VPK, area Pre-school and Early Start Coalition.	Agencies will be invited to participate in Pre-K Transition Day and The Celebration of Service Learning Activities.
4	Celebration of Service-learning	This event serves as a bridge between parents and community outreach. Various service agencies and organizations will be on site to inform parents about services that are available in the community. These services will also be available at appropriate meetings with flexible scheduling occurring throughout the school year, including but not limited to; Title I Annual Meeting and Celebration of Service. Such agencies include: The Early Start Coalition, The American Red Cross, The Salvation Army, The Rescue Mission, etc.
5	Homeless Education	Bay District School's Homeless Liaison Kay Daniels and site guidance counselor will be available to present information about services and programs that are available to assist displaced parents. The Homeless Liaison may attend the Title I Annual Meeting, as well as any parent workshop throughout the school year when feasible. Economically disadvantaged parents will be offered flexible meeting times, academic resources, computer and internet access, as well as assistance in filing for Florida Kid Care, Food Stamps, Medicaid, or Cash Assistance depending on the individual need of the parent.

		Homeless children and youth must have access to the educational and other services that they need to enable them to meet the same challenging state student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment.
6	Title III, Part A ELL Coordination	Title I, Part A funds are coordinated with federal, state, and local funds and services to provide high quality supplemental instruction and support services for educationally disadvantaged students at schools with 66% or more students qualifying for the Free/Reduced Lunch Program. The purpose of Title I funding is to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments. Title I, Part A funds and various other funds are coordinated and integrated to provide services for private schools, local neglected and delinquent institutions, and homeless programs. A translator will be available for all Parent Involvement meetings when feasible.
7	Elementary to Middle School Transition	Fifth grade students and parents will take a field trip to their zoned Middle School for elementary/middle school transition. Handouts with middle school information will be distributed to students and parents. Upcoming transition events will be posted in the school newsletter, website, letters home, and on facebook.

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, handouts and/or presentation materials to address required components.	Parent Liaison	September/October	Title I documentation kept in front office with a copy given to District Title I RT.
2	Develop and disseminate invitations to Title I Annual Meeting.	Parent Liaison	September/October and as new students register	Copy of brochure and parent feedback/survey forms from annual meeting
3	Advertise/publicize Title I Annual Meeting.	Parent Liaison	September	Sign-in sheet for meeting and individual classroom evaluations
4	Title I information will be posted on the school's website, newsletters, and Facebook.	Webmaster, Media Specialist Judy Radke, Parent Liaison	September, and updated monthly	Number of "hits" on webpage as measured by a counter and copies of newsletters
5	Develop sign-in sheets and parent evaluation forms for the Title I Annual Meeting.	Principal, Parent Liaison	September	Copies of advertisements (School Newsletter, Website, Facebook, Letters home to parents, IRIS Alert,) copies of all advertisement will be sent to the District Office.
6	Title I brochure will be distributed to parents.	Principal (disseminate) Parent Liaison (develop)	September/October	Copies of newsletters, invitation, reminders, and parent feedback forms/surveys

7	Maintain documentation	Principal, Parent Liaison	September/October	Sign-in sheets, evaluations, power point presentation, Kagan Structures
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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 Southport Elementary School have a strong belief in the importance of parental involvement and so offer meetings at flexible times to accommodate the schedules of parents. Parent survey data indicated this was a potential barrier for parents. Volunteer Orientation, SAC meetings, and PTO meetings will be held in the mornings, late afternoons, and after school hours. Parent workshops and other parent meetings will be scheduled at flexible times. In an effort to relay information to parents who cannot attend these meetings, Southport Elementary is encouraging parents to use the school website, monthly newsletters, and our school Facebook account. Additionally, the Title I Parent Notebook, which is located in our front office, contains information and parent handouts from all meetings, as well as pertinent information sent home with students.

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	Title I Annual Meeting – State developed power point presentation	Principal and/or Parent Liaison	Informed parents contribute to student success	September	Sign-in sheets and evaluation data
2	Classroom Presentation Night- Teachers provide grade level expectations and strategies to assist parents.	Classroom Teachers	Increase parent knowledge of Florida State Standards and state mandated testing requirements to enhance student performance.	September	Classroom sign-in sheets
3	Workshop opportunities that include: reading, writing, math, and science strategies to assist parent	Title I Parent Liaison, Classroom Teachers/ Consultants	Provide information to parents about grade level expectations and strategies that will assist parents and increase academic performance.	Quarterly or more often during the school year	Sign-in sheets, evaluation data, and handouts from parent workshops
4	Provide parent leadership opportunities through SAC and PTO meetings.	Principal and PTO chair	Increase the level of involvement of parents to become active in educational decisions made at the school.	Monthly	Agendas, sign-in sheets, and meeting notes

5	Newsletter, Website, Parent Portal, and Facebook- Provide information to parents regarding strategies for success, assessment information, Title I news, etc.	Principal or delegated by principal	Informed parents contribute to student success.	Quarterly or more often	Copies of newsletters, IRIS Alerts, school fliers
6	Parent Portal	Parent/District Office/School	Inform parents of academic progress accessing report cards, progress reports, attendance, weekly assignments, behavior referrals, and state wide assessment scores. Parents may request a hard copy if no internet access is available.	Daily, weekly, quarterly, at parents deaccession	FOCUS Reports
7	Student communication folders containing pertinent school information	Teachers and students	Informed parents contribute to student success.	Daily	Feedback from Spring Surveys
8	Parent/Teacher conferences to discuss student performance, behavior, and how parents can assist their child at home	Teachers	Provide information on their child's current level of achievement and how parents can help their child at home.	Annually, and as requested by parents or teachers	Parent conference schedules and sign-in sheets
9	Field Day	Principal/P.E. Teacher	Field Day not only instills an understanding of wellness benefits, but also teaches a variety of mathematics skills, i.e. measurement and time.	Annually	Record Board, Record of class teams
10	Celebration of Service/Veteran's Day Flag-raising	Leslie Abrams-Title I Contact	Provide hands-on real life experiences for students and engage all students in the learning process.	Annually	Sign in Sheets for exhibitors and participants and include evaluation data
11	Family Breakfast/Flag-raising	School/Rhonda Hawley	Creates a school and community environment conducive to learning and instills character, pride and leadership in our students	Quarterly	Parent and teacher feedback forms
12	Parent Make-N-Take Workshops	Parent Liaison	Provide resources for parents to help their child at home.	Quarterly	sign in sheet, handouts, and parent evaluation forms
13	Parent Workshops	Parent Liaison	Provide latest and updated information and resources for parents to work with their child at home.	Quarterly	sign in sheets, handouts, and parent evaluation forms

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	Module I: Importance of Parent Involvement	Parent Liaison	Engage teachers in better communication with parents	Oct.	Sign in sheets
2	Module II: Building Ties Between Home and School	Parent Liaison	Parent Involvement impacts student achievement	Throughout the year	Sign in sheets
3	Module III: Implementation/Coordination of PI Programs	Parent Liaison	Parent Involvement impacts student achievement	Throughout the school year	Sign in sheets
4	Module IV: Communicating and Working With Parents	Parent Liaison	Parent Involvement impacts student achievement	Throughout the school year	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)].

Response: Southport has a designated parent area located in the Media Center equipped with basic office supplies, phone access, snacks, beverages, and tutoring materials available for parent checkout. A Title I parent contact/liaison is paid by the District Title I Department to assist parents with resources that will aide in the education of their child. Additionally, informational brochures are available throughout the year in the front office. A notebook containing important information for parents is located in the front office in an effort to offer parents another opportunity to access information when they are unable to attend school functions.

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: At the annual meeting of parents in September, Southport Elementary School will hold a general meeting where information will be presented about the Title I program, academic assessments, and resources available to parents. Parents will learn how they can become involved in the decision making process concerning the school and their child's education. Parents will be given planning sheets and an overview of the

PIP, Parent/Teacher Compact, and Title I budget and have the opportunity to make changes, suggestions, or complaints to this fluid document. Parents will also receive additional information and assistance including websites, workshops, and resources to assist their child at home. During classroom visits, teachers will provide additional information relating to their classroom, as well as provide parents a copy of the Florida Standards. Teachers will maintain sign-in sheets and provide a copy to the Title I contact for documentation. The Title I Information Notebook located in the front office will be maintained to document when parents requested and received information. Informational packets for parents who were unable to attend the annual meeting will be available in the front office. Additionally, throughout the year, parents receive information through a variety of media such as; the school newsletter, school and district websites, FACEBOOK, teacher communication, Parent Portal, The IRIS System (The Immediate Response Information System) which is a web based notification system that enables Bay District Schools to communicate directly and quickly with parents via telephone and email), and through a variety of parent workshops and parent conferences.

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: Southport Elementary School will take the necessary steps to ensure that communications for all parents are in a format and to the extent practical in a language parents can understand. Materials will be translated and/or requested when feasible by parents to ensure all parents have the opportunity to participate in the education of their child. Should interpreters be needed at workshops or meetings, one will be provided to the extent practical and for a language that parents can understand. The District Office employs a Spanish speaking interpreter who is available to translate. In addition, we have a Spanish speaking teacher on staff. Title III offers additional translation services i.e. Spanish, Vietnamese, Russian, and Chinese are predominant requests for translations, although other languages are available. Sign language is also available upon request. All buildings are handicap accessible. All parents may request auxiliary aids and services of their choice such as Sign Language or Braille to ensure meaningful participation by informing the school of this need upon enrollment of a student or by phone call, e-mail or letter. Additionally, parents can request any type of services on any workshop evaluation form. All requests for services will be kept for documentation purposes.

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	A Title I Annual Meeting with flexible schedules, parent conferences, Pre-K visits, and kindergarten transition activities.	Principal, Teachers, Title I Contact, Parent Liaison	Informed parents contribute to student success.	Throughout the year

	other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];				
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Southport School will strive to develop and foster the relationships that will strengthen the bond between parents and school.	Administrators, Teachers, and Staff	Southport School will produce a "Parent Friendly" atmosphere that will encourage parents to become partners in the educational process by; becoming involved in school related activities that result in the success of their child's education.	Throughout the year

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	Title I Annual Meeting-State developed power point presentation	2	68	Informed parents contribute to student success
2	Classroom Presentation Night-Teachers provide grade level expectations and strategies to assist pare	33	373	Increase parent knowledge of state standards and FCAT requirements to enhance student performance.
3	Workshop opportunities that include: reading, writing, math, and science strategies to assist parent	7	333	Provide information to parents on grade level expectations and strategies that will assist parents and increase academic performance.
4	Provide parent leadership opportunities through SAC and PTO meetings.	16	429	Increase the level of involvement of parents to become active in educational decisions made at the school.
5	Newsletter, Website, Parent Portal, and Facebook- Provide information to parents regarding strategie	4	27820	Informed parents contribute to student success.
6	Distribute FCAT and other assessment results, progress reports and report cards.	4	1275	Inform parents of academic progress accessing report cards, progress reports, attendance, weekly assignments, behavior referrals, and state wide assessment scores.
7	Student communication folders containing pertinent school information	38	15200	Informed parents contribute to student success.
8	Parent/Teacher conferences to discuss student performance,behavior,and how parents can assist their	22	340	Provide information on their child's current level of achievement and how parents can help their child at home.
9	Field Day	1	175	Field Day not only instills an understanding of wellness benefits, but also teaches a variety of mathematics skills, i.e. measurement and time.
10	Celebration of Service/Veteran's Day Flag-raising	1	550	Provide hands-on real life experiences for students and engage all students in the learning process.
11	The Writing Center-Serviced students 3-5th Grade	1	205	Provides writing enrichment for students
12	Family Breakfast/Flag-raising	4	350	Creates a school and community environment conducive to learning and instills character, pride and leadership in our students
13	Parent Make-N-Take Parent Workshops	0	0	Provide resources for parents to help their child at home.

14	Parent Portal	1	400	Provide current data on student to help parents monitor progress, grades, attendance and discipline
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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	Module I: Importance of Parent Involvement	1	5	Engage teachers in better communication with parents
2	Module II: Building Ties between Home and School	1	5	Engage teachers in better communication with parents
3	Module III: Implementation/Coordination of PI	1	5	Engage teachers in better communication with parents
4	Module IV: Communicating and Working With Parents	1	5	Engage teachers in better communication with 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	Parent attendance: schedules interfere with ability to attend workshops, meetings, etc.	Southport will schedule events at flexible times. Workshop and meeting information will be posted on the school website and monthly newsletter for parents who cannot attend. Printed information from workshops will be available in the Title I Parent Notebook located in the front office.
2	Transportation	Provide flexible scheduling for parents
3	Attendance	Southport School will motivate and encourage parents to participate in the new attendance initiative "All Hands On Deck". Students will be rewarded for being at school every day, all day, and on time with no early checkouts.
4	Navigating Parent Portal	Southport School will hold workshops that will teach parents how to use Parent Portal and provide internet access for parents at school that do not have internet access at home.

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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