## GLEN SPRINGS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan 2015-2016

I, Jacqueline Jones, 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 school wide 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)];
* Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
* 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:** The Glen Springs Elementary School faculty and staff believe that positive parent and family involvement is essential to student achievement. We encourage and support active parent and family engagement in all 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:** Glen Springs Elementary School believes in involving parents in all aspects of its Title I programs. The SAC consists of school faculty and staff, community and parent members and has the responsibility for developing, implementing, and evaluating school level plans, including the SIP and PIP. Openings for teachers, parents and community members on the SAC are advertised; nominations ballots are taken from interested participants. Sign-in sheets and SAC minutes will provide documentation of those participating and of their discussion of all matters for each SAC meeting. In addition, all parents are given the opportunity to review the parent involvement plan and offer their input prior to approval. All parents are given school climate surveys seeking their input on various aspects of the school and their children's education. Results of parent surveys are reviewed by the SAC to determine needed changes. Comments from parent surveys will be considered when developing the SIP and PIP. Parents, community members and faculty will participate and give input for the SIP and PIP, including input for and approval of proposed use of school and Title I 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 | Head Start | District and school provide families with information about Kindergarten Round Up meetings and invite parents and families to attend. Glen Springs’ teachers provide parents with information about expectations for Kindergarten and ways that parents can help prepare their children to be successful in school. |

**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 (school-wide 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 | Develop agenda, handouts, and presentation materials that address the required components | Principal, Curriculum Support Coach | August / September | Copies of agendas, PowerPoint presentation and handouts, also available on school website and in school parent resource center |
| 2 | Develop and distribute invitations | Principal and Curriculum Support Coach | August / September | Sample flyer with distribution date, also post on website, phone home message |
| 3 | Advertise/publicize annual meeting | Principal and Curriculum Support Coach | August / September | Post on school sign, school website, principal’s newsletter, PTA newsletter, phone home message. |
| 4 | Develop sign-in sheets | Curriculum Support Coach  | September/October | Sign-in sheets for meeting and for individual classrooms |
| 5 | Maintain documentation of annual meeting | Principal, AP and Curriculum Support Coach | September/October | Title I documentation file at school, copy to district Title I office |
| 6 | Conduct Annual Parent Meeting | Principal, AP, Curriculum Support Coach | September/October | Agenda, minutes, sign-in sheets, parent evaluations |

**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 and staff of Glen Springs Elementary School have a strong belief in the importance of parental involvement and have therefore put measures in place to offer parent meetings at flexible times throughout the school year. We will strive to accommodate parents' work schedules and other family responsibilities with various meeting days and times and will offer childcare when appropriate. These flexible meetings will include but are not limited to before and after school, conference days, and conference evenings throughout the school year. Based on parent feedback, efforts will be made to occasionally combine parent meetings, conference times and parent involvement activities into one event in order to make attendance to such activities easier for parents. Information and materials will be provided for parents and families that are unable to attend meetings, and will also be available in the Parent Resource Area located in the front office and in the media center. |

**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**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Open House (meeting) | Principal / AP / Curriculum Support Coach / Counselor/Teachers | Provide parents with knowledge, expectations and strategies to help prepare their child for success in school. | September | Agendas, Sign-in sheets, copies of information distributed to parents |
| 2 | Title I Annual Meeting | Principal / AP / Curriculum Support Coach / Curriculum Support Coach | Improves and increases parent awareness of Title 1 activities in order to raise student achievement. | September | Invitations, Agenda, PowerPoint presentation, Sign-in sheets, Parent Evaluations |
| 3 | Family Involvement Night | Principal / AP / Curriculum Support Coach / Counselor / Curriculum Support Coach | Improves the ability of parents to help their children build strong reading, writing, math, science or social studies skills. | October or November | Invitations, Agenda, PowerPoint presentations, sign-in sheets, parent evaluations |
| 4 | Family Involvement Night | Principal / AP / Curriculum Support Coach / Counselor / Curriculum Support Coach | Improves the ability of parents to help their children build strong reading, writing, math, science or social studies skills. | April or May  | Invitations, Agenda, PowerPoint presentations, sign-in sheets, parent evaluations |
| 5 | Parent Conferences/Data Chats | Principal / AP/ Curriculum Support Coach / Counselor / Teachers | Improves student and parent academic awareness and their ability to increase academic achievement. | October and/or January | Invitations, Agenda, sign-in sheets, parent evaluations |

**Staff Training**

Describe the training 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**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Ongoing parent involvement resources and strategies shared throughout the year during faculty meetings, team data chats, etc. from resources such as: Teacher’s Guide to Parent Involvement brochures, websites, *The Parent Playbooks K-2 & 3-5, 101 Ways to Create Real Family Engagement.* | Principal and Curriculum Support Coach | Improve the ability of staff to work effectively with parents by providing examples of best practices for parental involvement. | August - June | Sign-in sheets, agendas, staff evaluations, comment sheets |
| 2 | Implement a school-wide book study using the following: *The Leader in Me* by Steven Covey or another book regarding student data chats (principal discretion). | Principal and Curriculum Support Coach | Improve the ability of staff to work effectively with parents by providing examples of best practices for parental involvement. | August - June | Sign-in sheets, agendas, staff evaluations, comment sheets |
| 3 | Continuation of the Positive Behavior Support Model | Principal, AP, Counselor | Improve the ability of staff to work effectively with parents by providing examples of best practices for parental involvement. | August - June | Sign-in sheets, agendas, staff evaluations, comment 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:** Expand and enhance the Parent Resource Area and address accessibility. Continue to promote both Parent Resource Areas (in front office and in the media center) through the school website and newsletters. Continue to allow computer access for parents in the media center and promote this as an available resource.Promote services available in the community for parents such as free parenting classes.Include question(s) in climate survey regarding the Parent Resource Area and what parents might like to see included. |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]: 1118(c)(4)(A)];

* 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 school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents’ comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

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| **Response:** At the Title I Annual Meeting for Parents, Glen Springs Elementary will hold a general meeting for all parents where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will be made aware of procedures for reporting student academic progress, including interim progress reports, quarterly report cards, and district and statewide assessment score reports. Parents will learn about the school wide Title I program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. A PowerPoint presentation with handouts will be given that include all of the topics mentioned above. Parents will also be given a copy of the district and school level Parent Involvement Plans as well as the Title 1 Home-School Compact. The Title 1 Home-School compact will be addressed individually with each parent during parent/teacher conferences. Information from the Title 1 Annual Meeting will be provided in a packet and distributed to all parents who were unable to attend; as well as be available in the Parent Resource Area and through the school website. Sign-in sheets, signed cover letters, signed parent compacts, and other documentation of the distribution of information will be maintained by the school. |

**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 faculty and staff at Glen Springs Elementary will provide opportunities for all parents to be involved in school activities by communicating these opportunities in a variety of ways; including school and teacher websites, phone home message system, and newsletters as well as teacher to parent communications, such as phone texting programs. In addition, these communications can be provided in students' native language for families of students with limited English proficiency through TRANSACT. Quarterly reports of ELL enrollment will document fluctuations in school population and ensure that information is being communicated and made available to parents of English Language Learners. When appropriate, we will also utilize the Center for Independent Living as a resource for parents/families needing vision or hearing assistance for school/home communications. |

**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**  | **Correlation to 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)]; | Provide flexible meeting dates and times. | Principal | Improve and increase parent involvement in order to raise student achievement. | August - June |
| 2 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Utilize community, business and faith based organization partners in parental involvement activities | Principal | Use community organizations to supporting parent involvement in order to raise student achievement. | August - June |