

POTTER ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Kimberly Thompson , 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:

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: Our school will encourage parent participation and involvement in SAC

during our school-wide events. Our SAC chair conducted a parent nomination session to request parent participation with the 2013-2014 SAC. The parents who volunteered were personally telephoned by the SAC chair and invited to participate in planning sessions as well as sit on the SAC.

The SIP as well as the Title I Parent Involvement Budget was developed based on the input of all members. The SAC is comprised of members of the school, community and families, with a majority of members being non-employees. Voting members are aligned with the school ethnic report. All SAC meetings are guided by an agenda and minutes are recorded and placed as documentation in the T.A.S.K. box.

The Parent Involvement section was planned using the end of year School Climate Perception Survey. Input from parents through the use of the School Climate Perception Survey was used to design activities. A barrier indicator on the survey suggested issues with transportation and child care. Taking that into consideration child care will be offered and will continue to be provided at future parent involvement event. Transportation will be provided if funding is available.

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	English Language Learners (ELL)	The ELL staff will coordinate two annual Parent Action Committee (PAC) meetings to inform ELL parents about programs offered through the district as well as events and services in the community.
2	Parenting Partners	The program is a national parent leadership and skill building program designed to increase parenting skills and positive family interaction.
3	Elementary Parent Reading Workshop (SERVE)	This informative workshop will assist parents in their efforts to effectively work on reading skills with their children
4	Building Better Readers Tutor Training	This dynamic training will assist volunteers in their efforts to effectively tutor children in elementary school
5	Taste Of Battle	The media specialist and Reading Coach will work with parents who have signed up to read a battle book with their child. The media specialist and reading coach will hold a culminating event where the parents will decorate a table with items that reference the battle book they read with their child.

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 Sign In Sheets/Conduct Meetings	Title I Liaison	October	Sign-in sheets for meeting and individual

				classrooms
2	Develop and disseminate invitations	Title I Liaison/Teachers	October	Flyer with date of dissemination. Posting on school website.
3	Develop agenda, handouts, and presentation materials that address Title I requirements	Parent Contact/ Title I Liaison	October	Copies of agendas, handouts
4	Review school climate and perception survey	Parent Contact/ Title I Liaison	August/September	Collected survey

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 parent involvement committee has made arrangements to provide alternative meeting schedules for planned activities. Flexible scheduled meetings are and will continue to be held at various days and times such as afternoons, evenings and mornings. Child care is offered for meetings.

August-Meet and Greet Open house

September- SAC meeting

October-PTA meeting 8:30-9:30

October- SAC meeting afternoon 2:15

October- Annual Title I meeting 5-6

October- World Drumming Night 6-8

October 31st- Conference Night/Trunk or Treat 5-8

November- Service Learning project- can food drive

December- SAC (1st Monday of every month) and PTA meetings

December 6- S.T.E.M Fair Parent Breakfast 8:00-9:00 am

December- 7th Kindergarten Parent meeting 9:00-10:00am

January- Parenting Partners Classes (TBA)

February-PTA meeting (TBA)

February- Parent Testing Information Breakfast 6:00-7:30

March- SAC meeting (TBA)

March-PTA meeting (TBA)

April- SAC meeting (TBA)

April-PTA meeting (TBA)

MAY- SPRING FESTIVAL (TBA)

May- SAC meeting (TBA)

May-PTA meeting (TBA)

May-Spring Concert (TBA)

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	Meet and Greet/Saturday Fall Festival	Faculty/Staff	Improve academic achievement and communication between families and school	August	Sign In sheets
2	Title I and NCLB requirements and Assessments	Reading/Language Arts Committee, Math, Science, T	Improve achievement scores	September, October November	Survey
3	Title I, NCLB requirements	ELL Department	Increase awareness of ELL services	2nd and 3rd semester	Sign In sheets
4	Serve volunteer orientation	Serve Organization	Increase awareness of ways to support students in educational tasks	January, May	Sign In sheets
5	FCAT Informational breakfast	Resource Team	Increase parents awareness of state standardized testing	January/February	sign in sheets
6	Family Curriculum Night	Resource Team	Increase awareness of how to teach real life math concepts for parents	December/January	sign in sheets
7	PTA	PTA Organization	Increase parental awareness of school wide activities, curriculum	September-June	Sign in sheets

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	National Standards for Parent Involvement	Title I Liaison, Assistant Principal	Capacity Building to create a supportive environment	October	Survey
2	SERVE training	Title I Liaison, Assistant Principal	Capacity Building to create a supportive environment	December	Survey

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: The Parent Resource Center will be maintained with current information regarding community resources and other information for parents. The Parent Resource Center will be open and available to parents throughout the school day. Information regarding the Resource Center will be included in the quarterly Parent Newsletter. The Student Services Team, Title I Liaison, Assistant Principal will be responsible for the implementation. The Resource Center will be ongoing throughout the year. It will be evaluated through the use of sign-in sheets and parent verification of receipt of newsletters.

For parent and family planning events invitations will be sent out via various methods mentioned above to invite parents to participate in the planning of parent events. The Parent Involvement Committee will monitor the involvement monthly through the use of attendance logs.

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: A parent mail out was sent to parents one month prior to the 2013-2014 school year providing general information to start the school year along with a general invitation to the Meet and Greet. The Back to School Bash was held on August 19, 2013. Parents visited classrooms where the teacher gave parents information regarding the school wide program, curriculum, classroom procedures, assessments being utilized, and how to support their child at home. The parents also received the school and district parent handbook which included detailed information regarding our Title I School.

On October 31, 2013, we will hold our annual Title I meeting to disseminate information regarding National, State, and District Title I policies. Parents who are unable to attend will receive the information in a packet sent home the next day. We will continue to provide additional information throughout the school year.

Curriculum will be explained to parents during the Back to School Bash, content area curriculum nights/Saturdays, and assessment breakfasts. Conference nights will also be utilized to explain curriculum and assessment. Personal invitations will be sent to parents through phone calls, flyers, and newsletters to invite them to participate in decision making committees such as SAC and PTA. All parents will be offered the opportunity to participate in committees. Monthly parent involvement activities have been and will be scheduled as well as quarterly conference nights.

The process of disseminating information to parents will include but not limited to:
Calendars and School newsletters - sent on a monthly basis Flyers - sent one week prior to an event and a reminder flyer is sent the day of the event

Marquee - changed monthly to reflect current events

Web calendar - completed a month prior to next month's events

Parent Involvement, SAC, P.T.A & Student Services Newsletter - specific information sent quarterly and on an as needed basis

Parent Link (automated telephone messaging system) - sent out the evening before an event in the form(s) of communication as stated by the parent. i.e. primary phone, secondary phone, cell phone and/or email.

Newsletters - different types sent on a monthly, quarterly and as needed basis.

The school will monitor the information that was provided to parents through surveys, attendance records and documentation of parent notification included in the Title I T.A.S.K. box

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: All flyers, parent links (automated telephone messages) are sent home to all our parents. Translators are available during conferences and parent and family nights. District forms and publications are provided in English and Spanish to parents as needed. We will request radio frequency translators from the ELL district department for parent nights. Newsletters include a statement in students native language stating parents can come to school for full translation of information. Individual meetings are scheduled for students with disabilities to address student needs through their I.E.P. In addition, if a parent needs assistance it is provided upon request.

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	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Eight training sessions will be provided to parents at a variety of times and days.	Title I Liaison/Parent Involvement Committee	Improvement of student achievement through increased parent involvement	October 2013-May 2014
2	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 activities will be offered at a variety of times and days	Resource Teachers/Title I Liaison/Assistant Principal	More parents will be able to participate in activities and student achievement will increase	October 2013-May 2014
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Relationships were established with community, business, and faith based organizations to support school and parent involvement activities at Potter Elementary.	Title I Liaison/Assistant Principal/SAC	Increase of resource, donations, and volunteer hours all leading to improvement of student achievement.	October 2013-May 2014

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 2012-2013 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2012-2013 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	Back to School Bash	1	315	Improve academic achievement and communication
2	Title I and NCLB requirements and Assessments	2	35	Improve achievement scores
3	Title I, NCLB requirements	2	35	Increase awareness of ELL services
4	Serve volunteer orientation	1	30	Increase awareness of ways to support students in educational tasks
5	FCAT Informational breakfast	1	15	Increase parents awareness of state standardized testing
6	Family Math Night	1	60	Increase awareness of how to teach real life math concepts for parents

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2012-2013 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	National Standards for Parent Involvement	1	63	Capacity Building to create a supportive environment
2	SERVE training	1	63	Capacity Building to create a supportive environment

Barriers

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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	School Extended Hours (Economically Disadvantaged)	Schedule various times to meet the needs of parents

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 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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