

## ORANGE CITY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Carrie Crkvenac, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** All students learn at Orange City School, where CPR—Cooperation, Pride and Respect—brings us to life and helps us to do our best.

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### 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 invited to become active members of the School Advisory Council (SAC). This is done through the school newsletter, as well as personally through teachers, staff and administrators. An election is then held to elect the SAC members. Members may also be appointed. SAC meetings will include information regarding the Title I allocation, including the budget set aside for Parent Involvement. SAC members will be informed of how these funds are utilized to provide parent resources and assist parents in being involved in their children's education. Parents will be invited to participate in the development of the Parent Involvement Plan through input forms, SAC, and a suggestion box in the family resource center. An annual evaluation will be conducted using the Title I Parent Involvement survey. It will be completed by parents and the results will be analyzed and evaluated for effectiveness.

## 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	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction support provided by the school will be discussed with parents during the development of students' Individual Education Plans (IEPs).
2	Voluntary Pre-Kindergarten (VPK)	Parents are provided information regarding VPK programs in our area.
3	Students and Teachers Achieving Results(STAR) tutoring	Parents receive information and are offered after school tutoring on a 2 to 1 ratio.
4	Title I, Part C	Parent support is offered through migrant services, such as translation and food assistance programs.
5	Title X, Homeless	Title X coordinator provides services to families to ensure that students have school supplies, community resources and transportation.

## 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	Prepare information on curriculum at Open House/Annual Title I Meeting	Teachers	September 2013	Title I Parent Survey
2	Gather information on Title I (presentation and key points template)	Principal	September 2013	Information prepared for parent meeting
3	Newsletter	Administrators	September 2013	Copy of newsletter
4	Prepare Flyer for Annual Title I Meeting	Principal	September 2013	Copy of flyer
5	Marquee announcement	Principal and Head Custodian	September 2013	Copy of e-mail, picture
6	ConnectED message	Principal	September 2013	ConnectED report

## 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:** Teachers and administrators schedule conferences before school, during school and after school. During conferences, parents are provided with a summary of student scores, expectations and interventions being used to help students reach achievement goals. Parents are provided with strategies for assisting their children and are directed to utilize the family resource center on our campus. SAC and PTA meetings are also held at times that are convenient to the parents, either after school or in the evening.

## 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	Math-Publix Math Night	Academic Coaches	Helps parents understand math expectations in their children's grade level	Winter 2013	Sign-in sheets, copies of each grade level's math sheets, pictures, Title I Parent Survey
2	Family Science Night	Academic Coaches	Helps parents understand science concepts and expectations at the elementary level	Spring 2014	Sign-in sheets, copies of experiments/activities, pictures, Title I Parent Survey
3	Reading, Math, Science, Writing, Social Studies- Literature books, math manipulatives, writing guides, content area books, sight word cards, book backpacks, math flash cards, Reading Rocket activity packets	Teachers and Staff	Provides materials parents may check out to work with their children at home in the various academic subjects	August 2013- June 2014	Check out records, parent survey
4	Reading, Math, Writing and Science FCAT-Family FCAT Night	Administration	Helps parents understand the expectations of the FCAT assessments	Winter 2013	Sign-in sheets, pictures, copy of presentations and handouts, parent exit card
5	Reading and Language Arts-Parent To Kids Program	Parents To Kids teachers	Teaches parents strategies to help their children succeed in school	Fall 2013	Sign-in sheets, lesson plans, pictures, Parent program evaluations
6	Literacy-Snuggle Up and Read Night	Media Specialist	Promotes the importance of parents reading with their children	Winter 2013	Sign-in sheets, flyer, pictures, Title I Parent Survey
7	Author Night	Academic Coach	Helps parents understand language arts concepts and expectations at the	Spring 2014	Sign-in sheets, flyer, pictures, Title I Parent Survey

			elementary level.		
8	Writing Night	Academic Coach	Helps parents understand writing expectations at the elementary level.	Winter 2013	Sign-in sheets, flyer, pictures
9	Sunshine Math	Volunteer Coordinator	Students will work with parents to solve challenging math problems.	Fall 2013-Spring 2014	# of participants, parent survey
10	Reading Strategies Night	Academic Coaches	Helps parents motivate and help their children improve reading skills/stamina	Winter 2013	Sign-in sheets, flyer, pictures
11	Dad Literacy Night	Academic Coaches	Help dads work with their children on reading and promote the importance of reading	Spring 2013	sign in sheets, flyers, pictures

## 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	Collaborative Shared Decision Making	SAC Chairpersons and Administration	Teaches parents and staff on the School Advisory Council the importance of basing decisions on the impact on student achievement	Aug-Sept 2013	Sign-in sheets, agenda and meeting minutes, faculty & staff survey
2	Volunteers and Business Partners	Administration	Train faculty and staff on utilizing volunteers and business partners to enhance student achievement	October 2013	Sign-in sheets, copy of presentation, faculty & staff survey
3	Roadrunner Rookie Training	Academic Coaches	Train new faculty on aspects of working in a Title I School.	November 2013	sign in sheet
4	Roadrunner Rookie Training	Academic Coaches	Train new faculty on how to have better parent/teacher conferences	December 2013	sign in sheet

## 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:** Resources in the Family Resource Center will be promoted through the newsletter, ConnectED, marquee and announcements. These resources include access to computers, parenting tips and community resources. Parents will also be able to receive a school library card to check out materials from the school media center.

## 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:** Title I information is shared in the following ways:

- Principal presentation during Open House
- Monthly newsletters that provide information and ask for input and suggestions
- Title I Parent Booklet sent home with all students
- Title I Parent Involvement brochure sent home with all students
- Title I Parent Meeting annually
- School Advisory Council (SAC)
- Curriculum and assessment information is shared by teachers at Open House, during conferences and through weekly newsletters
- FCAT assessment information is sent home for parents of third, fourth and fifth graders

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## 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:** Many informational letters sent by the district are provided in English and Spanish, including the Title I Booklet and Title I Parent Involvement brochure. Copies of these documents are also available in our Family Resource Center. Our Family Resource Center also has books and parent videos in Spanish. Information for parents of ELL students that is included in our monthly newsletter is translated into Spanish. Our school and district staff assist in translating information for parents over the phone and at conferences. For parents who do not speak English or Spanish, arrangements are made to provide a translator. At least once a year, there is a Parent Leadership Committee meeting for parents of our ELL students. The Parents To Kids program is offered yearly in English and Spanish. In addition, our school is handicap accessible.

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## 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	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other	Parents to Kids- Parents are invited to attend an English or Spanish session, with	Parents To Kids teachers, child care provider and	Parents are taught literacy strategies to use with their children at home.	Fall 2013

	reasonably available sources of funding for that training [Section 1118(e)(7)]; and	dinner, all materials and child care provided.	administration		
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)];	Conferences are set up before, during or after school at the time most convenient for parents	Faculty and administration	Teachers provide parents with specific data, how needs are being addressed during class, and how parents can help their children at home.	August 2013-June 2014

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### Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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### 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](#)

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### 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](#)

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## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Math-Publix Math Night	1	31	Helps parents understand math expectations in their children's grade level
2	Family Science Night	1	99	Helps parents understand science concepts and expectations at the elementary level
3	Reading, Math, Science, Writing, Social Studies-Literature books, math manipulatives, writing guides, content area books, sight word cards, book backpacks, math flash cards, Reading Rocket activity packets	2	44	Provides materials parents may check out to work with their children at home in the various academic subjects
4	Reading, Math, Writing and Science FCAT-Family FCAT Night	1	93	Helps parents understand the expectations of the FCAT assessments
5	Reading and Language Arts-Parent To Kids Program	2	17	Teaches parents strategies to help their children succeed in school
6	Literacy-Snuggle Up and Read Night	1	84	Promotes the importance of parents reading with their children
7	Author Night	1	66	Helps parents understand language arts concepts and expectations at the elementary level.
8	Writing Night/Rad Dads	1	161	Helps parents understand writing expectations at the elementary level.
9	Sunshine Math	1	250	Students will work with parents to solve challenging math problems.

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Collaborative Shared Decision Making	1	25	Teaches parents and staff on the School Advisory Council the importance of basing decisions on the impact on student achievement
2	Volunteers and Business Partners	1	47	Train faculty and staff on utilizing volunteers and business partners to enhance student achievement

3	Roadrunner Rookie Training-What it Means to work in a Title I School	1	8	New teachers will be trained on the various aspects, rights and responsibilities of working in a Title I school
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## 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	transportation barriers	hold events close to or on school campus whenever possible
2	time of day/work schedule	vary times of day for events so all parents have opportunities to attend some events
3	financial barriers	continue to provide low cost or free events for 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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