

## TICE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Dwayne Courtney , 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:**

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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:** Our SAC membership is made up of administration, staff, parents, and

business and community members who represent the demographic make-up served by Tice Elementary School. Parents are invited to join SAC through personal contact, newsletters, flyers and our website. During SAC meetings, parents will be asked about their needs as it relates to parent involvement and student achievement. Decisions will also be made about the use of Title I funds and how they will be spent. The meeting will be advertised via letter home to parents, school marquee, and newsletters. Surveys, agendas, and sign-in sheets will be kept in our Title I Toolkit to document the SAC minutes.

## 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	Head Start	Head Start teachers will conduct 2 individual personal conferences and 2 home visits each year with each child's parent.
2	ESOL/ELL (Title III)	All programs and activities will be available to all parents. All invitations, flyers, and ParentLink messages are translated into Spanish.

## 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 agendas, PowerPoint and use marquee, ParentLink to advise parents of Title I Annual Meeting	Administration	August, 2013	Copies of agendas, Powerpoint, handouts
2	Create flyer in both English and Spanish to be sent to parents about the meeting	Parent Involvement Specialist	August, 2013	Copy of flyer
3	Create Sign-In Sheets	Parent Involvement Specialist	August, 2013	Copy of sign-in sheets
4	Maintain documentation	Administration	August, 2013	Title I Toolkit

## 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:** Tice Elementary is committed to providing every opportunity for parents to be involved in the school. Our parent involvement center is open Monday-Friday, during school hours, for a variety of workshops and meetings, which are offered at various times to maximize participation. At our SAC meetings, which are held at least 4 times a year at 6pm, a translator is always available and free day care is provided as needed. Our parent involvement specialist will sponsor "parent institute" workshops at least every other month. These will be designed to teach parents the skills necessary to help their children be successful in school. The parent center will also have a "video corner" where parents can choose to view a topic that they would like to learn more about - related to school success. One of the workshop topics will be the use of the local public transportation (city bus) so that parents can attend meetings and meet their student's needs. The parent

specialist will also coordinate public transportation for parents as needed.

## 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	Annual Title I Meeting	Administration, Teachers, Parents	Provides information about Title I, about school routines and class syllabus which allows parents to know how to help students and where to get help in the school	August 2013	Sign- in sheets, Flyers, agenda, handouts
2	English Classes	Administration, Gulf Coast Literacy Council, Parents	Literacy volunteers will conduct English classes to our parents and surrounding community members with limited or no English skills. This will give them the tools to help their children with school work. Children are welcome for homework help as well.	Sept 2013- May 2014	Sign in sheets
3	Curriculum Nights	Teachers, administration, parents, translators, parent involvement specialist, other staff	Each grade level is responsible for holding a curriculum night for parents that provide pertinent information on standardized testing, grade level Common Core Standards expectations, homework, and how parents can help their children	Sept– Oct 2013	Flyers, Sign-in sheets, PowerPoint, handouts
4	SAC Meetings	Administration, parents, certified and support staff	Provide information to parents that include expectations, standardized testing, curriculum, and how to get involved in the school.	Oct-May	Sign-in sheets, agendas, handouts
5	Family Math Night	Parent Involvement Specialist, admin, teachers, parents	Make and take workshops that provide parents with basic math concepts that they can implement with their children at home.	November 2013	Sign-in sheets, flyers, parentlink, handouts
6	Hispanic Heritage Night	Parent Involvement Specialist, admin, teachers, parents	Provide a venue for Dual Language (DL) KG and PK to demonstrate mastery of the Common Core Standards in 2 languages. Promote the Arts and Culture with school-wide art contest and improve Writing via grade 4 & 5 Hispanic Heroes Essay contest.	October 2013	Sign-in sheets, flyers, ParentLink, photos, awards list, handouts
7	"I Read to My Family" Night	Parent Involvement Specialist, admin, teachers, parents	Promote reading aloud at home; promote writing. Students read to parents, siblings, friends & others & write about the experience.	January 2014	Sign-in sheets, flyers, parentlink, handouts

8	Parent Involvement Newsletter	Administration, Parent Involvement Specialist	Parents will be kept informed of ways to help children be more successful at school.	Sept 2013 – May 2014	Newsletters
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## 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	Training on Accountable Talk (A.T.)	Literacy Leadership Team	Teachers will learn how to work with parents to help parents elicit A.T. in informal everyday life with children	Semester 2, 2014	Training Agenda
2	Teacher Tips for Parent Involvement	Parent Involvement Specialist	Teachers and staff will be kept informed of ways to increase parent involvement quantity and quality.	Bimonthly 2013-14	Six articles, sent on e-mail and then posted in a SharePoint folder for all teachers to access

## 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:** Parent Resource Center-open Monday-Friday to assist parents with filling out forms, conduct meetings, help with school situations and family situations that impact school achievement. Person Responsible is the Parent Involvement Specialist, August 2013 through May 2014, as evidenced by activity log, sign-in sheets.

## 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 Title I meeting in August, parents will be given information about Title I programs, the curriculum, various types of assessments used, student expectations, and AYP. Parents will learn about the school-wide programs and how to be actively involved in the education of their children. They will also be involved in the development of the SIP and the PIP. In addition, we will hold a minimum of 4 SAC meetings a year to continuously provide necessary information to parents as well as ask for their input in decisions relating to the education of their children. All sign-in sheets, agendas, and other pertinent documentation will be maintained in the Title I tool kit. Parents who have concerns or complaints about the plan will be directed to the Title I district office.

## 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 written communication is provided in English and Spanish, with Creole available if needed. Bilingual staff is available at all functions and meetings, during or after school. When using ParentLink, communication is done in both English and Spanish. Administrator, teachers at PK, KG, 1st, 2nd, & 5th grade levels speak Spanish, as well as half of the office staff & clinic aide. Many paraprofessionals speak Spanish and provide translation help if needed as well. All activities are held in areas accessible to guests with physical disabilities. We will make every effort to provide full opportunities for parents with disabilities and those with special needs. Written communication is filed in the Title I tool kit.

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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:  
☒ Not Applicable

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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	Title I Annual Meeting / Open House.	1	400	Teachers provide grade level expectations and share how parents can support their child's academic achievement
2	WGPU Curious Kids Workshops.	6	72	Provides information to parents on how they can help their children be successful in school.
3	English Language Classes.	64	504	Teach parents the English language so they can better help their children at home.
4	SAC Meetings.	4	110	Parents are provided information about curriculum, assessments, AYP, and parent involvement.
5	Curriculum Nights.	2	36	Grade level expectations, how parents can help their children be successful
6	Family Math Night.	1	125	Staff & volunteers demonstrate math activities & play math games that can be replicated at home. Packet sent home with each parent.
7	FCAT Training for Parents.	1	21	Parents in Grade 3-4-5 learn about FCAT content, structure, test week schedule, & how to support their child and have a Q & A.
8	Parent Institute Workshop.	5	40	Video and Discussion related to parenting strategies that help school success

### **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	Parent Involvement Newsletter Article	1	46	Provide information for faculty and staff on the value of parent involvement and how the school can involve more families.
2	Workshop about the cultures of Tice families	1	35	Teachers learn how to actively involve parents in their child's academics by understanding the home culture of our students. This will help bridge the gap between home and school and ultimately lead to increased student achievement.

### **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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	Meeting the needs of Hispanic	Create a parent involvement team so that there is always

	parents	someone available to meet the needs of Hispanic parents
2	Meeting the needs of parents in two languages at once	1. Have separate Parent Institute weeks: Alternating English sessions and Spanish sessions.
3	Meeting the needs of parents in two languages at once	2. In large-group meetings, have 2 presenters and split the groups into EN side and SP side.

### 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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