

PINE LAKE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, CRYSTAL COFFEY, 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

10/9/2015

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Pine Lake Elementary School strives to create a partnership between the school, families and community to help all students reach high levels of academic and social success. Training workshops will help the individual parent support the child at home further strengthen the home-school partnership.

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: Pine Lake Elementary School seeks to involve and communicate with parents through parent nights and monthly Educational Excellence School Advisory Council (EESAC) meetings. Parents are notified of school activities through the use of ConnectEd messages, marquee and flyers. Additionally, the Community Involvement Specialist (CIS) is available so parents can gain access to the student's information and be aware of school activities and become a part of the decision making process. More than 50 percent of the members of the ESSAC are parent (non-employee) representatives. In addition, all parents are given the opportunity to review the SIP, PIP and offer input prior to approval.

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	VPK	The Title 1 and VPK offices will work together to coordinate transition programs for students entering the regular public school program. Activities will include: VPK and kindergarten teachers will discuss the needs of students, an orientation meeting will be held to discuss transitioning.
2	Parent Academy	The CIS will conduct regularly scheduled parent workshops on various topics designed to improve student achievement and behavior. Parents will be invited to workshops that will focus on FCAT strategies.
3	IDEA	Supplemental Instruction support provided by Title I will be discussed with parents during the development of the IEP

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	Title 1 Meeting	Assistant Principal	September 9, 2015	Sign In Sheets
2	Develop Agenda, Powerpoint, and supplementary handouts for Parents	Assistant Principal	September 1 2015	Flyer with date of the dissemination
3	Advertise/publicize event	Assistant Principal	September 1, 2015	Post on marquee, send colorful flyers home
4	Develop sign-in sheets	Assistant Principal	September 1, 2015	Sign In sheets for meeting
5	Maintain documentation	CIS	August 2015	Title I documentation box housed in the Principals office. Documentation will be

				shared with the District Title I office for monitoring purposes
6	Families Acting for Safety	CIS	October 29, 2015	Sign In sheets for meeting
7	It all adds up!	CIS	November 13, 2015	Sign In sheets for meeting
8	Developing your child's cultural literacy	CIS	December 18, 2015	Sign In sheets for meeting
9	Families building better readers	CIS	January 15, 2016	Sign In sheets for meeting
10	Less stress about tests	CIS	February 3, 2016	Sign In sheets for meeting
11	Your child's emotional health	CIS	April 27, 2016	Sign In sheets for meeting
12	When your child becomes bored	CIS	May 25, 2016	Sign In sheets for meeting

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 staff of Pine Lake Elementary School is sensitive to the needs of the community, therefore, parent meetings will be scheduled at various times during the day. Additionally, the CIS is available throughout the day to provide assistance. The CIS will maintain records of parent participation. Home visits, Connect-ED messages, flyers and calendars will be used to communicate with families. The student homework logs also provides a method of communicating between parents and staff.

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	Student Agenda	Administration	Daily School -Home Communication	August 2015	Student Achievement
2	PTA Meetings	PTA President	Parental Involvement	October 2015	Sign In Sheets
3	Computer Workshops	CIS/AP	Student Achievement	November 2015	Sign In Sheetss
4	Student Individual Conferences	Class Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations	August-November	Conference Logs

			and goals for the year.		
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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	Value of parental involvement	Principal	Improve the ability of staff to work with parents to build the Home-School Partnership.	September 2015	Sign-in Sheets
2	Communication with parents	Principal	Improve the ability to work effectively with parents	January 2016	Agendas

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 Leadership Team and Community Involvement Specialist will be available daily to provide parents with support. Parents are also encouraged to volunteer at the school to gain insight on the curriculum and school vision. The Leadership Team will offer support to parents and/or guardians regarding curriculum concerns.

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 1 information will be addressed during staff, PTA and EESAC meetings at Pine Lake Elementary School. There will be opportunities for dialogue regarding Title 1 with all stakeholders. Parents will be informed about the curriculum and student achievement during EESAC meetings. Parents will learn about the schoolwide program, how to schedule parent-teacher conferences and opportunities for participation in decisions related to the education of their child. Interim progress reports, report cards, and the Parent Portal are also means of communication for parents. Parents will receive a copy of the Parent-Student Handbook. A copy of the PIP is available upon request.

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: The school will provide parents of ELL students with information in their native language. Information will be disseminated through a variety of sources such as parent letters, flyers, ConnectED messages, website posting, progress report and report cards. Teachers will conference with students who have Progress Monitoring Plans and contact parents regarding strategies either in person or telephone. The school staff translates information in the parents' native language.

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 other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Parent Conferences/Home Visits	Teachers/CIS	Home-School Communication	Ongoing

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 Parent Orientation	1	267	Provide information about Title I and obtain input for PIP
2	Pine Lake Title I Survey 2013-2014	1	198	Provided information about requested support services that strengthens the relationships between parents and the school in a meaningful way
3	Parent Portal Training	1	45	Provides parents with training on how to monitor student progress to support increase student achievement
4	Pine Lake Monthly Bulletin	9	396	Monthly publication designed to provide monthly updates to parents and students that are linked to increased parental involvement and student achievement

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	Professional Growth Trainings	10	27	Builds teacher capacity centered around the school site instructional action plan.
2	Monthly Faculty Meetings	17	27	Provides teacher with current information as it relates the curriculum and enables the opportunity to provide update the SIP to reflect current needs and priorities
3	MDCPS EESAC Training for Staff	1	27	Provided opportunities to effectively manage the school and ensure that parents are involved in the development and review of the SIP

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	Time of workshops	An effort will be made to over workshops at various times of the day
2	Work Schedules	Try to accomodate the parents during the times that are beneficial to

		them and provide teacher coverage as needed
3	Need to be incentivized to attend.	Many parents require external motivation to take part in parental involvement activities. An effort will be made to secure incentives to provide to parents that attend

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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