

## Lawton M. Chiles Elementary School Title I, Part A Parental Involvement Plan

I, Valerie Freeman, 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)];
- 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)].

Valerie Freeman

9/15/2015

Signature of Principal or Designee

Date Signed

## Mission Statement

### Parental Involvement Mission Statement (Optional)

**Response:** The mission of the Title I Parent Involvement Plan at Lawton Chiles Elementary is to ensure that all parents are active stakeholders in the program and foster a learning environment that makes parents feel welcome which empowers us to form a partnership with our parents. Parents will learn effective ways to assist their children with their learning. Lawton Chiles Involvement Plan will provide help to the school to develop ways and means to assist parents in becoming active participants in the life of school. Parental involvement is essential to student achievement and we support parents in this effort. To facilitate in parent involvement, Lawton Chiles Elementary will do a variety of the following: train teachers on how to work with all families, varying meeting times for parents, and have a parent resource area in room 01-035.

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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:** Title I programs are always most successful when parents are involved in the planning, implementation, and evaluation of the program. Therefore Lawton Chiles Elementary will involve parents throughout the process. The School Advisory Council (SAC) will help with the development, implementation and evaluation of all school wide programs, School Improvement Plan (SIP) and the Title I program including the Parent Involvement Plan (PIP). The SAC is composed of parents, teachers, staff and community members. It will meet at least four times per school year. The SAC sends out an annual Climate Survey to all parents. All Title I parents will be asked to fill out this survey at the end of the school year giving their input in the following areas: requested programs/activities and concerns and/or suggestions to help improve Title I at Lawton Chiles. Parents are invited to participate in meetings. The Title I Lead Teacher will inform parents of SWAG- the Southwest Advocacy Group- and other targeted clubhouses of Title I students on programs and events held at Lawton Chiles. Documentation of meetings, including parental input will be maintained through sign-in sheets and minutes.

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## 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	Lawton Chiles will provide a Kindergarten Round-up event for all parents of incoming Kindergarteners including Head Start students. The Round-up provides parents with information and expectations for their kindergarten students and how they can help prepare them for kindergarten. To assist in helping parents prepare for kindergarten, Title I will provide kindergarten readiness mats to each parent. The event will be coordinated by the Principal, Assistant Principal, Title I teachers and kindergarten staff.

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## 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	School will hold the Annual Parent Meeting in September, 2015.	Principal, Lead Title 1 Teacher, Title 1 Team	September 2015	Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Lead Title 1 Teacher	September 2015	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Lead Title 1 Teacher	August-September, 2015	Copies of presentation and all handouts
4	Send notices in school newsletter, send invitations via backpacks, alert parents of meeting.	Lead Title I Teacher & Title I Teacher	September 2015	Photograph of marquee, copy of newsletters and invitations
5	Maintain documentation	Title I Lead Teacher	September – October 2015	Maintain documentation in Audit File
6	Conduct annual meeting	Principal, Title I Lead Teacher, Title I Teacher	September 2015	Maintain parent sign-in sheets, agenda, minutes, PowerPoints, and handouts
7	Evaluation of annual meeting	Title I Lead Teacher, Title I Teacher	September 2015	Collect evaluations of annual 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:** To encourage increased parental involvement at parent meetings, workshops and activities, Lawton Chiles Elementary School will offer meetings several times and days throughout the school year. The Annual Title I meeting will be held prior to Open House. Other meetings will be held during the school day during planning period of the Title I Teacher. The information included in the meetings will be sent home with any child whose parent was unable to attend. Parents may schedule individual meetings and access workshop materials by meeting with the Title I Lead Teacher. Spring Carnival will be held in the late afternoon. These meeting times will be announced on a flyer sent home with all Title I students, on the school marquee, and in the weekly Communicator. We also plan to coordinate at least one meeting/activity around the students' lunch period. The students will join their parent for lunch in the office conference room and participate in the activity. Veteran parents will be asked to be a parent liaison to the Title I parents and transport parents without transportation. At least one meeting will be held at the targeted clubhouses of Title I students. The Parent Resource Area will house school newsletters, parenting articles, books, take home backpacks, school notices and other materials of interest to parents.

## 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	Title I Annual Meeting	Title I Lead Teacher/Principal	Inform parents to better help students at home to improve academic performance	September 2015	Sign-in Sheets, Agenda, Minutes, Evaluations
2	Fast ForWord Informational Meeting 1-5	Title I Lead Teacher/ Title I Teacher/ Media Specialist	To provide parents with awareness on what is Fast ForWord , how it is utilized and how they can help their child.	October – June 2015	Sign-in Sheets, Agenda, Handouts, Evaluations completed by parents
3	Reading Together Parent Training K-4	Title I Lead Teacher/ Title I Teacher , K-4 teachers	Improve the ability of parents to help their child to build strong skills in reading and comprehension	November-June 2015	Sign-in Sheets, Agenda, Handouts, Evaluations completed by parents
4	Achieve 3000 Workshop	Title I Lead Teacher, Title I Teacher, 3 <sup>rd</sup> -5 <sup>th</sup> Achieve 3000 teachers	Provide parents with hands-on knowledge of how Achieve 3000 can be accessed at home and what they can do to help their child.	November 2015	Sign-in Sheets, Agenda, Handouts, Evaluations completed by parents
5	Writing: What to Expect on the ELA FSA Writing Parent Workshop	Title I Lead Teacher, Title I Teacher/ 4 <sup>th</sup> & 5 <sup>th</sup> grade teachers	Provide parents with knowledge, expectations and strategies to help prepare their child for the success on the ELA Writing FSA.	January 2016	Sign-in Sheets, Agenda, Handouts, Evaluations completed by parents
6	FSA Assessment Workshop	Title I Lead Teacher/Title I Teacher	To help parents understand the State Assessment.	February 2016	Sign-in Sheets, Agenda, Handouts, Evaluations completed by parents
7	Bridging the Summer Gap Workshop	Title I Lead Teacher	Improve parents ability to work with their children over the summer break to prevent loss of skills	May 2016	Sign-in Sheets, Agenda, Handouts, Evaluations completed by parents

## 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	Presentation of the four (4) Modules of Parent Involvement	Title I Lead Teacher	Improve ability of staff to work with parents to impact student achievement.	On-going at Faculty Meetings, Team meetings, & through Emails in the School Year 2015-2016	Agendas, Sign-In Sheets, Evaluations



2	Book Study: "a framework for Understanding Poverty" by Ruby Payne	Principal, AP, Title 1 Lead Teacher	Improve ability of staff to work with parents and students to impact student achievement.	On-going at Faculty meetings & Team meetings October 2015-April 2016	Agenda, sign-in sheets, evaluations.
3	Implementation of Lawton Chiles PIP	Title I Lead Teacher/Principal	Improve parent-teacher relations	September 2015-May 2016	Agenda, sign-in sheets, evaluations.

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## 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:** Our Parent Resource Area (Room 01-035) will include School Improvement Plan, Parent Involvement Plan, and Title I Information. The Media center will have a Parent Resource Area that will include Title I information and Department of Education booklets/pamphlets concerning helping students at home. There will be a weekly newsletter from the principal to include notices for upcoming school events, grading periods, report cards and other parent information. A Parent-to-Parent liaison program will be implemented for the 2015-2016 school year.

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## 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 school wide 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:** Dissemination of Title I information will be through our Annual Meeting. Title I Beginning of School Packet will be disseminated to all Title I parents/guardians.

Meeting times will be promoted through our marquee and letters home to all parents of Title I students.

Sign-in Sheets for all meetings will be collected and kept in the audit file.

Information to parents will be provided through our weekly Communicator, weekly information provided from teachers through their newsletters, agendas, and telephone calls home, all in a timely manner. Title I teachers will provide monthly progress reports to send home when school progress reports and report cards are sent home.

Parents will be encouraged to attend at least 1 conference per year. At that time, the Title I Home-School Compact will be referenced.

Title I will sponsor parent workshops which will identify curriculum Benchmarks by grade level and accompanying State assessment standards and Quarterly assessments as well as strategies and materials for

parents to help their child meet state benchmarks. Parents will be provided with Fast ForWord assessment and progress data and results.

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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:** The ELL Report will be printed four times each year by the Data Base to keep all staff updated on ELL students at our school. This report becomes part of the Title 1 Audit Documentation kept at the school. The ELL Handbook located in the front office is used to assist families with examples of registration forms in various languages. Non English speaking parents will be given access to information via district, state, and school websites about materials in various languages. Every reasonable attempt is made to provide information in a language parents can understand. We have multiple staff members who are fluent in Spanish. A Spanish speaking staff member will be available at any conference held with a parent who is a Spanish speaker. Inform parents of SWAG Center or targeted clubhouses of Title I students.

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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	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)];	Schedule Parent Involvement Activities at a variety of times to accommodate parents.	Principal, AP, and Lead Title I	Increased parent involvement leads to increased academic achievement.	2015-2016 School Year
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Investigate ways to involve parents as liaisons with other Title I parents	Title I Lead Teacher/PTA	When parents are actively involved with their children's education, children tend to be better students. When parents support	2015-2016 School Year

				each other in their parenting skills, parents are more confident in their ability to assist their children in their school work.	
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