

ELBERT ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, William Dawson, 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

10-18-16

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The purpose of the Parent Involvement program at Elbert Elementary School is to create lasting relationships between the school and the families whom we serve through meaningful parent engagement activities that provide parents with opportunities and tools to help their children be successful.

District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every

family, every teacher, every day.

Polk County School Board Mission is to provide a high quality education for all students.

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: The Title I Committee works in conjunction with the School Advisory Council to review, plan, and improve school programs, including the parental involvement plan. The principal and Title I Contact provide agendas of meetings and reminders for meetings to encourage participation. At the beginning of the school year, meetings are designed to educate parents on the purpose and requirements of being a Title I school. The parent involvement budget is explained to parents. Parents, teachers, and staff are asked to offer suggestions for utilizing these funds. The Title I Contact provides suggestion forms for participants to offer suggestions in writing. Parents are encouraged to submit suggestions to the Title I Contact via email through the school website or in writing. Title I is also a separate section on the school website. A copy of the Title I Plan including the Parent Involvement Plan, is available on the website. Feedback will also be provided after each Title I meeting through the use of parent feedback forms as well as the spring Title I surveys. Parents also provide email addresses and consent to use email as a line of communication. In the spring of 2016, parents were invited to join Elbert Elementary Parent Involvement Team. Several meetings took place among the team members, in which parent involvement ideas and suggestions were discussed. Parents offered suggestions to improve and increase parent involvement at Elbert Elementary School. The School Advisory Council approved the Parent Involvement expenditures equaling 1% of our total Title I budget for the purchase of planner/agendas for use as parent/teacher communication tools. Other Parent Involvement purchases occur throughout the year, such as materials for weekly and monthly parent newsletters and supplies for parent workshops.

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 Educational Act (IDEA) | In compliance with federal law, all students with disabilities have an Individual Education Plan (IEP) designed to meet the student's academic, social, and emotional goals. The development of the IEP involves parents, as part of a team, to assist in composing a plan to meet the individual student's needs. |
| 2 | Title I, Part C | The Migrant Liaison provides services and support to students and parents. The liaison coordinates with Title I and other programs to ensure student needs are met. |
| 3 | Title II | Polk County School District receives supplemental funds for improving basic education programs through the purchase of equipment and materials to supplement education programs. New technology in classrooms will increase the instructional strategies provided to students and new instructional hardware such as SMART Boards will enhance the literacy and math skills of all students. Funds at Elbert Elementary School are used to purchase various |

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| | | instructional materials and provide professional development for the use of those instructional materials and equipment. |
| 4 | Title III (ELL/ESOL) | Services are provided through the district for educational materials and ELL district support services to improve the education of immigrant and English Language learners. |
| 5 | VPK | A preschool class is provided for four-year-old students in order to promote school readiness by enhancing the social and cognitive development of children. |

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 | Annual Meeting: Description of Title I program, Curriculum and Assessments, School-Parent Compact | Kristan Sheffield, Parent Involvement Facilitator | September 8, 2016 & September 27, 2016 @ 6:00 - 7:30 | An evaluation from every parent present will be collected. |
| 2 | School Newsletter will be sent home with information pertaining to the annual meeting | Kristan Sheffield, Parent Involvement Facilitator | Beginning of the Month | Number of participants as compared to previous years. |
| 3 | Reminder Meeting Flyer will be sent home to encourage parent participation. | Kristan Sheffield, Parent Involvement Facilitator | Week of the Meeting | Number of participants |
| 4 | Agenda and presentation materials developed, including evaluation for parent input | Kristan Sheffield, Parent Involvement Facilitator | Week before the meeting | Number of participant compared to previous year. |
| 5 | Prepare and print Sign-in sheets and Xerox handouts | Kristan Sheffield, Parent Involvement Facilitator | Week of Meeting | Number of participants |
| 6 | Annual Meeting Date will be posted on school marquee | Sally Justice, Title I Para | Throughout the week before the meeting | Number of participants |
| 7 | Send home handouts to all parents that did not attend | Teachers and staff | Day after the meeting | Evaluations |

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 provide flexibility and ensure all parents are accommodated, conferences may be scheduled before and after school, or during teacher planning time as needed throughout the year. Telephone conferences also provide flexible options.

The Annual Parent Meeting will be held in September, with two sessions over two days to accommodate work schedules of parents. Spanish and Haitian-Creole translation services will be provided. A variety of day and evening parent involvement opportunities will be provided through the school year. Day time and/or evening programs will be held

to promote science, literacy, math, and technology.

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 | Technology Night | Parent Involvement Facilitator, Principal | Provide parents with the information needed to use Parent Portal; provide usernames and passwords for Elbert approved websites for students to access websites at home. | October 20, 2016 | Number of families in attendance and parent and student evaluations |
| 2 | Reading-Family Literacy Night | Teachers, Parent Involvement Facilitator, Principal | Provide parents with activities to do with their children at home in the area of reading to increase comprehension; provide information on assessments in the area of literacy. | November 10, 2016 | Number of families in attendance and parent and student evaluations |
| 3 | Math--Family Math Night | Teachers, Parent Involvement Facilitator, Principal | Provide parents with activities to do with their children at home in the areas of math to increase achievement in number sense, provide information on assessments in the area of math. | January 24, 2017 | Number of families in attendance and parent and student evaluations |
| 4 | Science--Science Night | Teachers, Parent Involvement Facilitator, Principal | Provide parents with activities to do with their child to impact critical thinking skills. provide information on assessments in the area of science. | February 23, 2017 | Number of families in attendance. |
| 5 | Parent-Teacher Conferences | Teachers, Parents | Provide parents with specific information about the progress of their child & ways to help him/her at home, discussion of Compact | Before or After School, Throughout the Year | Conference Agendas, Signatures on Conference Log |

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 |
|-------|------------------------------|--------------------|---|----------|---------------------------|
|-------|------------------------------|--------------------|---|----------|---------------------------|

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|---|--|--|--|----------------|--|
| 1 | Presentation Parent Involvement at Faculty Meeting | Kristan Sheffield, Program Facilitator | Increase the level of involvement of parents to become active in the decisions made at the school. | September 2016 | Parent evaluations |
| 2 | How to Conduct Parent Conferences | Kristan Sheffield, Program Facilitator | Increase the level of communication between parents and teachers. | September 2016 | Parent/Teacher response and number of parent conferences |

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 Institute: Provide a weblink on our school website for parents to access free resources on the Parent Institute website, such as discipline videos, reading tips, and other helpful strategies.

Parent Information and Resource Centers and Parent Learning University for Growing: Provide flyers, handouts, and information for the Polk parent centers and classes/services available to parents.

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: The school will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, School Parent Compact, School Parent Involvement Plan, and Title I programs (Parent University) at the beginning of the year during the Title I Annual Meeting the first month of school. The monthly newsletter will inform parents of any new information and remind them of information that has already been sent home. These documents will be translated when needed. Copies of these documents will be kept on file by the Title I contact. We will know if we were effective based on the results of the annual Title I Parent Survey and Parent Feedback forms.

The following is a list of different ways we will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs.

Monthly Newsletters

Student Planners

Use of School and District Website

Parent Portal - a link to the online Parent Portal is available on the school website.

Parent email addresses given to teachers to continue the line of communication.

Accelerated Reader Parent Viewer - a link to the online viewer is provided on the school website

Academic Nights (ELA, Math and Science)

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: A variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents. To provide full access and opportunities for all English limited proficiency, school reports, and informational letters from the school and or district will be provided in the child's home language according to federal/state guidelines. In addition, steps will be taken to ensure disabled parents have access to school events and or information. Staff members and or district support personnel will be available to assist parents who have disabilities.

Parent Involvement Leadership Team: Parents and staff members meet to discuss parent involvement at Elbert and ways to increase student achievement through parental involvement. The team meets to discuss and develop the Parent Involvement Plan and the School-Parent Compact each year.

Parent Teacher Organization: Parents and staff meet monthly to discuss ongoing activities at the school.

School Advisory Council: Parents, staff members, and community members meet monthly to discuss the implementation of the School Improvement Plan, how certain monies are allocated, and to vote on various matters related to the school.

The school is equipped with handicapped ramps and facilities to accommodate parents with disabilities.

The school will provide information and reports in homes languages, the ESOL paraprofessional and district personnel will assist with this throughout the school year.

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)]; | Parent Involvement Leadership Team | Kristan Sheffield, Program Facilitator | Increase the level of involvement of parents to become active in the decisions made at the school to increase student achievement in all grades. | Ongoing throughout the year |
| 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)]; | Family Involvement Activities | Kristan Sheffield, Program Facilitator | Provide parents with hands-on activities to do with their children at home in the areas of reading, math, writing, and science to increase achievement levels. | Ongoing throughout the year |
| 3 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | What are the Benefits of Parent Involvement? | Kristan Sheffield, Program Facilitator | Increase the level of parent involvement and build a stronger home/school connection to give students more opportunities to reach proficiency in all academic areas. | Ongoing throughout the year |
| 4 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Community and Business Partnerships | Kristan Sheffield, Program Facilitator | Increase student achievement through community/business partnerships (such as supply drives, mentoring programs, etc.). | Ongoing throughout the year |

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 | Annual Parent Meeting | 3 | 554 | Informed parents of Title I Program and grade level expectations. |
| 2 | Read, Write, and Blue Extravaganza | 1 | 157 | Informed parents on reading, writing, and math standards, expectations, and assessments. |

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 | Presentation of Parent Involvement | 1 | 36 | Increase the level of involvement of parents to become active in the decisions made at the school. |
| 2 | How to Conduct Parent Conferences | 1 | 36 | Increase the level of communication between parents and teachers. |
| 3 | What are the Benefits of Parent Involvement? | 1 | 36 | Increase the level of parent involvement and build a stronger home/school connection. |

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 | Work schedules | Flexible meeting times |
| 2 | Multiple students in different grades | Flexible meetings and/or times |
| 3 | Language | Spanish and Haitian-Creole translators |

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 |
|-------|-----------------|-----------------------------|
|-------|-----------------|-----------------------------|