

FROST ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Anthony Montoto , 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

Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

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: Frost Elementary has established and elected a School Advisory Council (SAC). Together, with parents, business partners, PTA, and school staff, they work to plan, review, and improve our School Improvement Plan in addition to other various Title I programs. The school will invite parents in a timely manner to monthly meetings through the use of agendas, the parent link phone system, emails, Edsby, Twitter, and the school website. Monthly flexible scheduled meetings are held and one week prior to a meeting an email is sent out as a reminder and the agenda is attached. The Cougar News (The school's quarterly newsletter) also includes a summary of the SAC's work and posts an open invitation for parents to attend. The process that our school will take to invite parents to participate in SAC is through ongoing friendly and welcoming invitations. Non SAC participants are recruited at various activities, award ceremonies, parent/teacher conferences, PTA activities, and other school events. All SAC meetings are guided by an agenda and include a round table discussion where parent input is encouraged. Document of meeting is done by recorded minutes, which are placed in the T.A.S.K. box MOODLE. In addition, the opinions, concerns, and praises, of our parents are very important to Frost. The Parent Involvement section of the School Improvement Plan, surveys from past events, PTA suggestions, and SAC suggestions was given great consideration during preplanning. Through careful consideration of the barriers identified by Frost parents on the Parent Involvement Survey, the school set to improve those areas by addressing them in the School Improvement Plan. The School Improvement Plan and Parent Involvement Policy, as well as, additional information on all Title I programs, policies and community resources are always available to parents for their review in the front office.

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/HEADSTART	VPK parents are invited to all school events. Frost hosts a Kindergarten Countdown. Orientation meeting) to prepare parents for the transition into kindergarten. The VPK and Kindergarten teachers work together to prepare the students for the transition. They allow students to visit the Kindergarten classrooms.
2	ELL	The ELL staff will coordinate two annual parent meetings about programs offered throughout the district as well as events and services in the community. Information also includes how to schedule conferences with teachers and the various volunteer opportunities available in the school.
3	ESE	We will address IEP's as needed, incorporate students into classrooms whenever possible, and invite families to participate in all school activities. We also have an ESE coordinator to assist with ESE needs.
4	Title I	Parents are invited to participate in ongoing events, such as informational parent workshops, family nights, and special events to build our school culture.

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	Send home flyers inviting parents to Title 1 Annual Meeting and additional Title 1 Programs	Administration & SERVE Coordinator	throughout the year	Copy of Flyers in Task Box MOODLE
2	Maintain Parent Involvement Documentation	Administration & SERVE Coordinator	throughout the year	e-Box Compliance Documents
3	Develop sign in sheets	Title 1 Contact	September	Sign in sheets for meeting and individual classrooms
4	Distribute Title I Brochure and District Parent Involvement Policy brochure to all families in atten	Title 1 Contact	September	Copies of comment portion of District PIP that are returned to school and to District PI office
5	Develop Agenda	Administration	September	Copy of Agenda
6	Distribute multiple copies of invitations to attend the Title 1 Annual Meeting	Title 1 Contact	September	Copy of Invitation
7	Develop survey to solicit feedback in the development of the Parent Involvement Plan	Title 1 Contact	September	Copy of Survey; Number of Surveys Returned
8	Developed a handout addressing Title I requirements to send to parents	Administration	October	Parent Survey

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: Meetings throughout the year will be flexible. Some will be scheduled in the evening and others directly after school. The SAC committee and PTA board will vote on meeting times and alternate those times every other month to meet the scheduling needs of all parents. Event/activity schedules are posted on the school's web site, displayed in the front office and included on the Cougar News under "Upcoming Dates" (The School's Newsletter is called the Cougar News). Parents will also be notified of meetings via reminders in the agenda, Parent Link phone alerts, and the use of Twitter to remind parents of upcoming events.

- August-Meet the Teacher/Open House - 4:30 pm - 6:30 pm

-September Title 1 Meeting & Family Night 5:00-7:00

- Conference Nights - beginning at 3:30 pm Fall & Spring

- SAC meetings - 4:30 monthly.

- October-Fall Festival-Family Event sponsored by PTA
- November Curriculum Night 6:30-7:30
- September-Family Academic Night/PTA 5:00 pm-7:30 pm
- February-Family Academic Night/PTA 6:30 pm-7:30 pm
- Jan.-Family Academic Night/6:30 pm-7:30 pm
- May-PTA Meeting 6:30 pm-7:30 pm
- September -PTA Meeting
- December PTA Meeting
- Fall & Spring, Family Musical Performance
- Sail in to Summer-End of Year Family Night

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	Understanding student data for parents workshop	Principal and Leadership Team	Provide information to parents on how they can help their children in support of student learning.	October-Janurary	Parent Input Forms/Surveys

2	Conference Nights will be held to reinforce the parent- teacher –student assessment partnership that will result in an increase in student achievement	Classroom Teachers	Provide information to parents on their child's current level and develop a plan to reach their goals	Spring/Fall	Parent Input forms
3	FSA Parent Workshop will be conducted. Parents will receive tips, hints and strategies to assist their child in preparation for the FCAT to make gains in academic achievement	Resource Teachers	Offer FSA Strategies to parents so that they can provide support at home,	October/November	Parent Input Forms
4	Parent Workshop - Edsby and MySpot	Title 1 Contact	Provide information to parents to increase involvement in child's education and communication with teachers	October/November	Parent Surveys

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	PLCs will be conducted	Grade Teams, Resource, Coaches & Administration	Improve the ability of staff to work effectively with parents to increase academic achievement.	September-May	Survey
2	EDSBY Refresher	Title 1 Contact	Increase in student achievement through two-way communication between students/parents and teachers	Ongoing	Sign in Sheets
3	MTSS-RtI Intervention Ongoing Professional Development	Resource Teachers	Improve student achievement by building teacher capacity within MTSS/RtI	Ongoing	PLC Notes
4	Purposeful Questioning - Math Training	District Math Resource	Improve Math Core Instruction	September	Sign in sheets for meeting

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 school has a resource room where parents can go to check out educational activities, games, books and magazines. The parent contact will be available upon request to assist and guide parents when they visit the center. The resource center

is a community center funded by outside sources. With the help of business partners, PTA and SAC. Comment sheets will be collected quarterly and filed in the TASK box after comments are reviewed.

Parent volunteers & Reading Coach

Developing parent tips to increase parent knowledge and increase student academic achievement and good will towards learning.

Parent Resource Room

The center will be stocked with educational books, games, and resources that parents are encourage to check out and use as long as needed.

Parent volunteers & Reading Coach

Developing parent tips to increase parent knowledge and increase student academic achievement and positive attitudes towards learning.

Sign out Sheets and Family Recommendation forms

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: Frost Elementary School produces a quarterly newsletter, "The Cougar News" and sends it to all families. The newsletter is also accessible on the school's web page. The newsletter includes information about our Title 1 programs, description and explanations of the curriculum at the school, forms of assessment used to measure students' progress, teacher and school news, and proficiency levels students are expected to meet. Classroom teachers also share information with parents about their child's progress during conference night, through midterm progress alerts, and in their agendas. Communication is both ongoing and can be requested. Parents and teachers can schedule/request a phone or face to face conference anytime throughout the year. During conferences parents are provided opportunities to make suggestions, ask questions, and participate in decisions relating to the education of their child. These opportunities are also provided during IEP development meetings and 504 plan

discussions.

A parent mail out is sent to Frost Families prior to the school year beginning that provides general information about the start of the school year, and an invitation to the sneak peek (Open House) event.

Information about Title 1 programs is sent to parents in a timely manner through agendas, annual meetings, The Parent Link Phone System, flyers, brochures, conferences, monthly news-letters, Edsby and Twitter.

Curriculum: The curriculum is designed to ensure students will meet the Florida Standards. The curriculum is explained to parents during the annual meeting, curriculum nights and parent/teacher conferences. Personal invitations are sent to parents in agendas, through flyers, newsletters; parent Links and web postings, monthly news-letters and Edsby.

Academic Assessment: Students are assessed using teacher created materials, oral questioning/interviewing/conferencing, student work samples, district and state tests, FAIR, Think Link, teacher observations, reading series test, DRAs, Running Records, and Content area pre/posttest.

Proficiency Levels: The Florida Standards outline what students should know and be able to do in each grade level.

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: An ELL resource teacher and & three ELL paraprofessionals are here to assist parents of ELL students with language needs. Also, parents of English Language Learners (ELL) are invited to attend a fall and spring ELL parent information meeting. The meetings are led by the bilingual ELL resource teacher who is able to present information to parents in both English and Spanish. This meeting shares with parents the many resources that are available at the school and within the community. Information is also shared with parents regarding our curriculum, benchmarks, assessments used, and levels at which students are expected to reach. Faculty and staff members are present to introduce themselves and share various contact information with parents. A bilingual professional is available to assist with any incoming phone calls to the office. A calendar of activities and events is also provided to encourage further involvement with the school. In addition, a bilingual Para-professional translates documents into families' native language throughout the school year to ensure parents are able to understand the materials received. The Parent Link phone system is also utilized to aid in communicating school events and other import information.

Individual meetings are scheduled at various times throughout the year for parents of students with disabilities (ESE). A full time ESE Parent Resource is at the school full time to aid with parents concerns. School wide programs and events are discussed during these meetings. Parents with any special needs themselves can contact our school social worker and accommodations will be provided for meetings, activities and events.

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:
X Not Applicable

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	Open House/Curriculum and Expectation	1	503	Provide information to parents on curriculum expectations and how parents can help their children to improve student achievement in reading & math
2	Title 1 Annual Meeting	1	98	Increased parent knowledge of how to help children with homework and programs available to assist students and families - overall positive impact on student achievement
3	ELL Parent Meeting	1	27	Parents better understand the ELL program and how to communicate with teachers and be involved in the school community
4	Family Reading Night	1	62	Increased student achievement through teacher modeling and suggested activities to use at home to further the home-school connection and impact student achievement
5	Conference Nights	2	657	Increased communication on student progress and understanding child's strengths and weaknesses will lead to a stronger connection to ensure high levels of student achievement
6	FSA Parent Night	1	83	The achievement of students will increase when parents are shown and implement a variety of activities; Parents will be empowered to utilize websites and resources presented to help students at home ensures higher levels of student achievement
7	Kindergarten Round-Up	1	15	Increased student achievement through educating parents on kindergarten entry requirements to ensure children are prepared to successfully enter kindergarten
8	Sail into Summer	1	439	Student achievement will increase through the implementation of activities intended to reduce the "summer slide" and to prepare students to be ready for the next grade level

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	Parent Resource Room Overview-Faculty Meeting	1	58	Positive impact on student achievement through teacher knowledge of available resources for parents and families

2	Faculty Book Studies	2	12	Increase in teacher knowledge of how to work with families and educate parents on student performance will lead to higher levels of student achievement
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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	Language (translation needs) was an issue for many of our ELL families.	Incorporate ELL Translators into future events
2	Many of our low SES families did not have transportation to or from various events.	Work with school social worker to provide transportations to families that need it
3	Communication and Marketing (Many of our economically disadvantaged families are busy and do not have time to check agendas)	Use multiple means of communication to alert families of important information and upcoming events, including agendas, personal phone calls, Parent Link, Edsby, school website, Twitter, and monthly newsletters
4	Time (Many economically disadvantaged families are unable to attend school events due to busy work schedules)	Hold various events at different times and more frequently to increase participation and involvement
5	Childcare for children who are economically disadvantaged	Offer free childcare during parent meetings

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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