

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

I, Marcie Tucker, 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

9/30/14

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: Lake Butler Elementary School believes in involving parents in all aspects of the Title I program. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan and Parent Involvement Plan. During the SAC meeting when the PIP is developed, the committee will decide with the input of parents and the district homeless liaison how the parental involvement funds will be used for the upcoming school year. More than 50% of the members of the SAC are parent (non-employee) representatives. In addition, all parents are given the opportunity to complete a survey at the end of each school year. This survey seeks input from parents concerning school level environment, safety, and other issues at the school level. At the beginning of each school year, a Title I annual meeting is also held. This meeting is held on two different days at two different times in order to accommodate a larger number of parents. During this meeting the parent involvement plan and the parent/teacher/student compact are discussed and reviewed with changes being made as deemed necessary.

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 I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include; coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transition, etc.
2	IDEA	Supplemental instruction support provided by Title I will be discussed with parents during the development of individual student's IEPs.
3	Title II	Professional development modules will be provided to schools to support the professional development needs of the staff related to parent involvement.
4	Title I Part C	Services for parents of migrant students are provided through collaboration with the Alachua Multi-District Migrant Program. Migrant families are encouraged to participate in parent involvement activities, parent-teacher groups and parent education nights.
5	Title X	Parents and families of students who are served by Title X funding are informed and invited to all parent involvement meetings.

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 agenda, handouts, presentation materials that address required components	Director of Title I/Secretary	September - October	Copies of agendas, handouts

2	Publicize Meeting	School Staff	September - October	School Newsletter
3	Develop Sign In Sheets	School Staff	September - October	Sign in Sheets from Meeting
4	Maintain Documentation	Title I District Office	September - October	Documentation on file in District Title I Office

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 faculty and staff of Lake Butler Elementary School have a strong belief in the importance of parental involvement and have put measures in place to offer parents meetings on a flexible schedule. Our parents are offered an evening meeting at 6:00 p.m. and another meeting at 7:45 a.m. These meetings are held on different days at different times to accommodate a greater number of parents. Our parents will be offered free childcare and other incentives to increase parent participation (i.e., snacks and/or meal if the meeting occurs around a meal time). The District Title I Office will maintain records of parent participation and modify time and schedules as needed to increase parent participation.

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	Assessments/Student programs discussed during individual parent/teacher conferences	Classroom Teachers	Teachers will conduct individual parent/teacher conferences to discuss each child's assessments and end of each nine weeks progress, expectations and goals for the school year	October - November	Increase in student achievement
2	Climate Surveys	LBES Principal/Staff	Stronger parent-school partnership/relationship	April	Increase in student achievement
3	Student Skyward	Classroom Teachers	Parents are able to access current information relative to their child's daily academic performance	August - May	Increase in student achievement and parent involvement
4	Open House: Parents meet their child's teacher	LBES Principal/Classroom Teachers	Provide information to parents on expectations and how parents can help their children	September	Increase in student achievement and parent involvement
5	Contact parents via automated phone system	District Technology Specialist/LBES Principal	Increased communication with parents; provide updates on school functions	August - May	Increase in student achievement and parent awareness
6	Publish weekly school newsletters	LBES Principal/Staff	Provide information to parents on expectations and how parents can help their children	August - May	Increase in student achievement
7	Kindergarten Parent Conferences	Classroom Teachers	Provide information to parents of expectations and how parents can help their child be successful	August	Students/Parents become acclimated to the school setting, increase in parent awareness and involvement
8	FSA nights 3rd/4th	LBES Principal/Classroom	Parents will gain knowledge of FSA testing	February	Increase in FSA scores

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 Parent Involvement Plan at Grade Level Team Meetings	LBES Principal	Set clear goals of parent involvement with faculty	Fall	Team meeting agendas
2	Communicating and working with parents	District Staff	School administrators will be provided with training in order to improve the ability of staff to work effectively with parents	Spring	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: N/A

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: Lake Butler Elementary School holds an open house per grade level in September of each school year where information is disseminated concerning Title I programs, curriculum, academic assessments and grade level information. Parents learn about the school wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. The parents receive information in a general meeting from the LBES principal then are invited to visit their child's classroom and meet the teacher. During the classroom visits, teachers will provide additional information on the subjects they teach, assessments plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents who are unable to attend. The LBES Office Staff will maintain sign in sheets. If a parent is unsatisfied with the school-wide program plan they will be asked to provide their comments to the LBES principal who will then forward the comment to the Title I Director.

All parents are also asked to meet with their child's teacher at the end of the first 9 weeks grading period to go over assessments, grades and progress. Any additional meetings are upon parent and/or teacher request. Parents are encouraged to set-up meetings if there are any concerns. These meetings are conducted with the teacher, guidance counselor and principal (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 Lake Butler Elementary School Parent Involvement Policy is sent home with each student upon approval by the FDOE. Parents are also notified via the district website and schools newsletter of the availability of the PIP. Based upon need, the district will provide translation for documents, to the extent possible, for parents.

Written communication will be provided for parents in English and any other languages as necessary. If the need occurs in our small rural district, translators will be made available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. LEA and school personnel will run the language survey report as often as the need is determined based on the fluctuations in the student population.

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

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	Climate Surveys	1	700	Stronger parent/school relationship/partnership
2	Title I Annual Meeting	2	8	Parent involvement increases student achievement
3	FSA Nights	1	10	Parents will have a better understanding of the expectations associated with the FSA test and become more knowledgeable on ways to help their child at home.
4	Open House	4	800	Parent involvement increase student achievement
5	Kindergarten Meet and Greet	11	130	Acclimation of parents and student to the school setting, increased parent involvement

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	Communicating and working with parents	1	100	School principals will training staff during team level meetings ways in which to increase parental involvement

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	Working parents	Offer activities and conferences with flexible scheduling
2	Rural Area	Use technology and newsletters to keep parents and community informed
3	Limited English Proficiency	Translators available upon request for meetings, conferences to translate documents (as deemed necessary)

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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