

KIA-3

**EASTSIDE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

I, Mr. Thomas Hosford, 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 school wide 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

*[Signature]*

Date Signed

10/5/16

## Mission Statement

### Parental Involvement Mission Statement (Optional)

**Response:** The Parent Involvement Program at Eastside Elementary strives to create and maintain a family friendly atmosphere where open communication is established and information for academic success is shared by all parents, students, teachers, and administrators. Furthermore, the staff of Eastside Elementary, in collaboration with parents and the community, establishes high expectations for all students by providing a safe, nurturing environment where students have the opportunity to become productive, knowledgeable, and responsible citizens.

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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:** Parent information and opportunities to become involved is given to all parents throughout the year. Eastside Elementary will offer the following activities to all parents: Meet Your Teacher Day, Open House, Title 1 Annual Meeting, School Wide Parent-Teacher Conferences held 3 times a year, Volunteer Orientation, Parent Workshops, and PTO meetings. Information on time, dates and activities will be available in newsletters, on the marquee, automated marquee, through take home flyers, on the website, and through automated school messenger call outs.

Open enrollment for SAC will begin during our Open House in September and during our Volunteer Orientations. It will also be highlighted in the school newsletter, school messenger system and on the school website. Members will be voted on during the first SAC meeting. Parents will be encouraged to join and have the opportunity to participate in the decision making process for Eastside Elementary. SAC representatives who participate on the School Advisory Council are our decision-making entity of the school. Parents are given a survey seeking input on activities, training, and materials they need to help their child. The SAC committee will review and discuss strategies and activities for the SIP and for the PIP. The SAC committee will also be responsible for creating the School Improvement Plan and conducting a SIP midyear review. As part of SAC, the use of Parental Involvement funds will be discussed at SAC meetings. Parental input and suggestions on allocation of funds will be discussed and taken into consideration. Funding will also be discussed at the Annual Meeting held no later than the first 6 weeks of school. Our documentation will be agendas and minutes of SAC monthly meetings, as well as participation logs, surveys and sign in sheets. The SAC committee will review and report on parent attendance and evaluations for all activities at the SAC meetings.

## 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	Title III	When applicable, information will be available to parents in the language that is spoken at home.
2	Title II	The school will provide opportunities for professional development on increasing parent involvement, and provide effective activities that teach parents how to help their children at home.
3	VPK Program	VPK students and their parents will have the opportunity to participate in Family Night activities that model strategies that can be used to help their student at home.
4	Public Library Literacy Programs	The school will provide information to parents and parent organizations on literacy and parenting programs scheduled by the local library through backpack flyers and community postings.
5	Suwannee Valley 4 C's Head Start, Early Learning Coalition of Fl. Gateway and community daycares.	Community preschool children and their parents will be invited to a school tour and kindergarten screenings. Agencies will be asked to post or disseminate flyers advertising this activity to community businesses, churches, daycares, and the Public Library

## 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 (school wide 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	Conduct annual Title 1 Meeting to discuss all Title 1 requirements and the rights of the parents.	CRT/Principal	September 2016	Sign in sheets for the current year will show an increase in parent /guardian participation.
2	Develop agenda, and /or handouts that will address the Title 1 requirements	CRT	September 2016	Copies of agendas, flyers/handouts, school newsletter, and School Messenger alerts will document that parents were notified and have the opportunity to attend, which will increase their knowledge of Title 1. Survey responses will show reflect an increase in knowledge of Title 1.

3	Title 1 Brochure	CRT. District Liaison	September 2016	Increased awareness of the Title 1 program based on the program summary.
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## 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:** Eastside will offer parent workshops and parent - teacher conferences at various times during the day. Volunteer Orientation will be held in the morning and in the afternoon and on different days, to allow for parents to attend time. When applicable, Title 1 funds will be allocated for funding of the above.

When applicable, Eastside will incorporate "refreshments" for those attending the workshops.

## 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	Parent/Teacher Conferences -State and local assessments will be	CRT and Teachers	Increased student achievement and parent understanding of each	Sept. 2016 - April. 2017	100% of parents will attend at least 2 parent conferences.

	discussed during individual conferences held at least 2 times a year.		child's progress.		
2	Opportunities will be provided for parents to learn about grade level expectations, assessments, and strategies to use at home.	Grade level teams, Instructional Coach, CRT	Increased parental understanding of strategies to use with their children at home.	Sept.2016-March. 2017	Participation in Family Workshops focused on increasing parent understanding of grade level expectations will increase by at least 2%.
3	Kindergarten Orientation where parents are informed about the Kindergarten Curriculum.	CRT, teachers and, Principal	Provide information to parents on what is expected and what is tested in Kindergarten.	Spring 2017	Sign-in sheets from K Round Up, flyers, and Kindergarten handbook given out at the program.
4	SAC Meetings where explanation of state and local assessment results are discussed, and input from parents is encouraged on issues such as: funding and school programs.	Teachers and staff, Principal, Curriculum Resource Teacher.	Improve the ability of parents and school staff to work effectively together.	Fall 2016-Spring 2017	Flyers, minutes, and sign-in sheets will show an overall increase in attendance. Improved parental knowledge of state and local assessments will improve as noted in yearly Title 1 surveys.
5	Volunteer Orientation - Parent Meeting	CRT	Provide information to parents on what they can do to assist the teacher in the classroom. Student achievement will be supported when additional support is available.	September and when needed throughout the year	The number of volunteers in the classroom will increase by at least 2%.
6	Annual Title 1 Meeting - discussion of Title 1 requirements and school activities that support the home school connection.	CRT	Increasing parent knowledge of their rights and the resources available will result in an increase in student achievement.	Sept. 2016	Sign in sheets will show an increase of parents attending the Title 1 meeting.
7	Open House - parents have the opportunity to increase their knowledge of grade level expectations, state and local assessments, and ways to become involved in their child's education as evidenced in Title 1 surveys.	Teachers, CRT, Principal	Parents will gain knowledge and increase understanding of ways in which they can support their student's achievement through available Title 1 resources.	Sept. 2016	Sign In sheets and /or evaluation forms will show an increase in participation and evidence of parent satisfaction.
8	Publish and distribute newsletters, which will increase parents' knowledge of the curriculum, instruction, and assessments used at	CRT	Enhanced student achievement as a result of providing specific strategies for parents such as homework strategies and	Throughout the year	At least 4 out of 8 newsletters will include information to parents on local and state assessments and strategies that parents can do at

	school, and increase awareness of the strategies that parents can do at home with their child.		reading/math strategies to use at home with their student.		home with their children in reading and math.
9	Notify parents about school functions via automated phone system.	School personnel	*Increase communication with parents: provide updates on school functions and reminders of upcoming events.	Throughout the year.	Increase participation of school functions as documented by log of calls from School Messenger callout system.
10	Parent Involvement Paraprofessional located in the Parent Resource Room	Parent Involvement Paraprofessional	The Parent Involvement Paraprofessional will be available to assist Title 1 CRT with the Parent Resource Room which houses school to home activities and games for check out.	Ongoing	Increase in parent contact through activities such as newsletter, parent packets, and available resources in the Parent Resource Room will show an increase as noted in yearly Title 1 Survey.
11	Parent Resource Room	CRT/Para Professional	Provide parents with information and materials available to assist their children academically.	Ongoing	Check out list will show an increase in participation and use of materials.
12	Parent Involvement Family Council	Yvette Hooper, VPK/Family Engagement Director and when applicable, additional district personnel, CRT	Heightened awareness of programs/activities that are being sponsored and held by the County and school.	Ongoing	Evidence of parental knowledge of available school resources will be noted in yearly Title 1 surveys.
13	Fall Festival/Science Focus	School personnel	Increased student involvement in hands on Science and in achievement in Science.	October 2017	Increased student achievement as shown by student grades and performance on Science assessments.
14	Family Reading Night	Media Specialist/teachers	Increase student achievement in reading comprehension as a result of more time spent on reading with parents.	On going	Sign in sheets will show an increase in attendance and evidence of parent satisfaction of the extended time spent on reading. Student growth and achievement will increase as indicated on AR reports and student grades.

## 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	The importance of parent involvement.	CRT	Increased student achievement and attendance at school.	Ongoing	Increased communication between parent and teachers as indicated on sign in sheets and signed parent conferences.
2	Building ties between home and school	CRT	Increased student achievement and behavior at school.	Ongoing	Increased favorable responses to surveys indicating communication takes place.
3	Volunteering	CRT	Increased student achievement.	Ongoing	Increase in volunteer hours, by at least 1%, as indicated by sign in sheets.
4	Communicating and working with parents.	CRT	Increased student achievement and behavior.	Ongoing	Increased communication between parent and teachers indicated by parent comments in Student Planners and on Title 1 Surveys.

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:** The following activities will be implemented:

Parent Resource Room will be open where parents may check out materials to be used at home in support of reading, math, science, and writing. Student packets will be available upon request for additional practice in math and reading.

Fall Festival will be scheduled for families to attend and build relationships with school personnel.

A computer will be available in the Media Center for parent use.

Literacy Week will support reading. Volunteers will be scheduled to come into the school to read to the students.

Newsletter - monthly publications will be sent home to enhance communication between

School and home, and to include tips for parents to use at home to help their children with reading and math.

School Website will be updated regularly for parents to access school events and important dates and to keep them informed on current reading, writing, math, and science standards.

Ongoing workshops/meetings will be held to address and discuss parent concerns, support reading and math, and answer any

parent questions. These workshops will be based on parent input gathered from surveys given in the spring.

Reading Night will be held each month for students and parents to read together in the media center.

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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 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:** Information on Title 1 programs will be made available to parents at Open House and Annual Title 1 meetings which occur in the fall. The Annual Title 1 Meeting will be held at 2 varying times so that all parents have an increased opportunity to attend. Information will be made available throughout the year via the school website and newsletters which are distributed each month. A description of the curriculum, assessments and grade level expectations that are used to measure student progress and proficiency levels will be made available in the District Pupil Progression Plan. Student and school assessment results will be shared at conferences which are held 3 times a year. Student Compacts will be signed and used as a means to aide in understanding of student achievement and enhance parent teacher communication. Student Compacts will include comparison graphs which will help parents understand their child's progress and proficiency in reading and math. Progress reports will be sent home each nine weeks, and mid nine weeks reports will be sent home to all students. Reports following quarterly reading assessments will be sent home to students, as well as weekly reports on student progress via agendas and student folders. SAC meetings will be held in which parents may participate in the decisions relating to the education of their children. Newsletters will contain tear off slips as a way for parents to pass on timely concerns, questions, and requests. Parents will have the opportunity to submit comments on the school's progress via a school survey in the spring. A Title 1 Notebook will be available in the school office. It will contain information on state standards, testing schedules, Title 1 requirements, Parents' Right to Know, The Complaint Process, Principal Attestation, and information on Title VI, Title II and the SIG Grants. Informative handouts on the above will be available at the Annual Title 1 Meeting and Open House in the fall. Request for further information can be made via a parent request form contained in the Title I Notebook which will be located in the front office.



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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:** When applicable, all mailings, Title I information and school documents will be made available to parents in English. Other languages are available upon request. Parent conferences and meetings will be translated as needed. Family workshops will be translated as needed. The PIP will be posted on the school's website. If needed, American Sign Language and Braille translations can be provided for those families who would benefit from the services.

Eastside will provide opportunities both during and after school to encourage parent involvement. Activities will be advertised on the school marquee, school newsletter, automated callout system, and through notes or flyers sent home with students. The automated school messenger phone call out system will be used to promote family involvement activities. A monthly newsletter is distributed to all parents. Parents are also encouraged to utilize the school website where activities and parental resources are available electronically. We also utilize the school agendas and take home folders in grades K-5 for announcements and parent communication.

Parents are also provided regular reports of academic progress through report cards, progress reports and weekly progress on completed assignments. Results from state and local tests will be sent home after beginning, mid, and end of the year assessments. Invitations to school meetings and conferences go home by backpacks. If needed a Progress Monitoring Plan is developed between the teacher and parent. Regular meetings are encouraged as follow up to the strategies outlined to check on progress. If an interpreter is required, assistance from the District will be requested.

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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:

☒ Not Applicable

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### **Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.

Uploaded Document

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### **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

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### **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

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**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 Title 1 Meeting	2	150	Increased awareness of expected outcomes.
2	Family Council Meeting	3	7	Increased awareness of community and school support for helping their student achieve.
3	Reading Nights	9	301	Increased opportunities for parent and student to read together and take AR quizzes which enhance student achievement.
4	Science Night	1	99	Increased awareness of science expectations and in return increased student achievement in class and on assessments.
5	Literacy Night	1	40	Increased student achievement in reading AR scores.
6	School Newsletters	8	4759	Increased parent awareness of school opportunities to support student achievement. Strategies included in newsletter used to enhance student achievement at school as measured by school assessments.
7	Title 1 Brochure	1	600	Increase parent awareness of opportunities provided by school and the community.
8	Parent Teacher Conferences	3	1050	Increase parent awareness and provide assessment results to all parents. Ways to help their child will be shared, and implemented at school. These will support student achievement.
9	PTO Meetings	3	30	Increase parent awareness of school activities and ways that they can support their child's academic success.
10	SAC Meetings	6	73	Increase parent awareness of school activities and ways that they can support their child's academic success.
11	VPK, Graduation, Festivals, Book Fair, Open House, Volunteer Orientation, Resource Room Checkout	17	2299	Increase parent awareness and build school ties.

**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	Grade Level meetings focused on implementing strategies for positive parental involvement.	1	45	Positive parental and teacher satisfaction as evidenced on Title 1 surveys.

## 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 parent activities at various times. The school surveys showed that parents preferred meetings in the afternoon.
2	Parents do not always understand their child's homework.	Have similar homework across the grade level. Homework will be used as review of information previously covered in class. Teachers will be present during Reading Night to help with homework. A family workshop is planned to inform parents on resources that are available to them via the computer. We will also have packets that are skill based available to parents as requested by the parent or teacher.
3	Knowledge of available resources.	We will include tips in each monthly newsletter of what is going on and available for parents. Identify Parent Resource Room and remind parents of what is available to them in resources.
4	Child Care	We will offer child care when appropriate during family workshops.
5	Limited Proficiency	We will offer assistance when appropriate through the county to interpret for parents of limited English proficiency.
6	Economically Disadvantaged	We will increase the number of parent teacher conferences in order to reach all our parents at the most convenient time. When necessary, home visits will occur to reach out to those unable to make it to school.
7	Resource Room not used enough.	Include Student Packets with supplemental practice sheets for at home practice in reading and math.

## 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)