## TROPIC ISLES ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Alane Adams , 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)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** We, the parents of brilliant kids, encourage the maximum development in our children's academic and social skills by supporting the school community at Tropic Isles Elementary. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** A School Advisory Committee (SAC) is held quarterly starting in the fall with the Parent Teacher Organization (PTO). This committee is comprised of parents, teachers, administrators and community partners. Members are selected by an interest survey distributed to the entire school in August prior to the first SAC meeting. This committee will continue to monitor, evaluate and adjust goals to align with the improvement of Title 1 programs. During this meeting, input from the members on how Title I parental involvement funds will be used including but not limited to materials, training and workshops. These meetings are advertised by school calendar, newsletter, website, parentlink and marquee. Documentation of this meeting includes sign in sheets, agenda, handouts, and meeting minutes. Items will be maintained in the Title I Crate. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Headstart | Head Start teachers make two home visits and two parent conferences per year. All Head Start families are invited to attend all activities and workshops. They receive all Tropic Isles communications including Parent Link, newsletters and any other school communications. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Advertise Annual Title 1 Parent Meeting/Open House | Administrator | Fall | Copy in Title I Crate |
| 2 | Agenda, handouts and materials developed and copied | Administrator / Support Personnel | Fall | Completed copy in Title I Crate |
| 3 | School Compact copied | Support Personnel | Fall | Completed copy in Title I Crate |
| 4 | Sign in sheets developed and copied | Administrator | Fall | Completed copy in Title I Crate |
| 5 | Presentation and discussion of PowerPoint of Annual Title 1 meeting points | SAC Chairperson / Designee | Fall | Minutes placed in Title I Crate |
| 6 | Presentation and discussion of School Compact | SAC Chairperson | Fall | Minutes placed in Title I Crate |
| 7 | Discussion/Feedback from parents | All members present | Fall | Minutes placed in Title I Crate |
| 8 | Minutes taken | SAC Secretary | Fall | Minutes placed in Title I Crate |
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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)].

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| **Response:** Tropic Isles Elementary believes that the success of its students is based on the joint efforts of parents, staff and students. For instance, volunteer orientations are offered in the morning and early evening, prior to the PTO/SAC meeting. PTO/SAC meetings, which are held quarterly, are held in the evening. Parent workshops are held on a variety of topics to meet the needs and respond to the concerns of the parents. This need is determined by the use of parent surveys. Student conferences are held on an ongoing basis in addition to the two set dates for Student LED conferences per year. These conferences are at various times during the day/evening set for the convenience of the participants. As an option in reference to these meetings childcare is provided for those parents that need it. In addition, translators are present to provide translation services for any parents that may need it. Transportation is arranged for those families that cannot provide it themselves with a Title I van. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title 1 Meeting/Open House | Administrator | Increase the level of involvement of parents to become active in the decisions made at the school. Provide information to parents on expectations and how parents can help their children. | August | Postcard, sign in sheet, agenda, handouts |
| 2 | Bingo with Grandparents | Family TIES Action Team | Model how grandparents can read with their grandchildren and provide question stems to ask when reading a book. Each participant will receive a free book. | September | Newsletter, handouts, sign-in sheet |
| 3 | FSA Wizards Workshop | 3rd grade teachers/Curriculum Specialist | Provide information on how parents can support their children with state assessment testing. | September | Sign in sheet, workshop comments, agenda, |
| 4 | Parent workshops | Family TIES Goal Team | Provide information to parents on how parents can help their children. | August– May | Sign in sheet, a workshop comments, agenda, |
| 5 | Student Led Conferences | Teachers/Students | Students share leadership binders with parents that include goals, student data, and actions to meet goals. | Fall/Spring | Sign in, flyer, parentink |
| 6 | PTO/SAC Meeting | PTO President/SAC Chairperson/  Administrator | Increase the level of involvement of parents to become active in the decisions made at the school. | September– May | Sign in sheet, agenda, |
| 7 | Literacy Night | Media Specialist/Reading Goal Team | Provide information to parents on expectations and how parents can help their children with reading strategies at home. | February | Sign in sheet, workshop comments, agenda, |
| 8 | Parent Involvement Week | Family TIES Action Team | Provide information to parents on how parents can help their children. | November | Sign in sheet, agenda, |
| 9 | Career Day | Lighthouse Action Team | Parent/Community involvement and business partnerships serve time at school sharing with students the variety of careers available to them. | February | Website, marquee, sign in sheets |
| 10 | STEM Night | Science Goal Team | Provide information to parents on the content of standards. | April | Sign in sheet, workshop comments, agenda, |
| 11 | Muffins with Mom and Donuts with Dad | Family TIES Action Team | Share Title 1 and parent involvement videos | Spring | Sign in, handouts, parent surveys |
| 12 | Parent Workshop for Volunteerism | Volunteer Coordinator | Provide information to parents on how they can support students in academic achievement. | August – May | Sign in sheet, workshop comments, agenda, |
| 13 | Fall Festival | School Staff/PTO President | Improve the ability of volunteers to work effectively with parents, students and staff. | October | Sign in sheet, workshop comments, agenda, |
| 14 | Watch D.O.G.S. | Parent Involvement Specialist | Provide information to parents on how they can support students in academic achievement | August-May | Sign in sheets, workshop comments,  agenda, handouts, flyers, and marquee |
| 15 | Co-Teaching Workshop | ESE Department | Provide information to parents of ESE students on how to support their children. | Fall | Sign in sheet, flyers, workshop comments, agenda |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Faculty trainings | Administration | Improve the ability of staff to work effectively with parents. | Monthly August – May | Peoplesoft inservice record |
| 2 | Customer Service Goal Team | Chairperson | Improve the ability of staff to work effectively with parents | Monthly August – May | Sign in sheet, agenda, minutes |
| 3 | Principal meetings | Principal | Improve the ability of staff to work effectively with parents | Monthly August – May | Sign in sheet, agenda, minutes |
| 4 | Assistant Principal meetings | Assistant Principal | Improve the ability of staff to work effectively with parents | Monthly | Sign in sheet, agenda, minutes |
| 5 | Volunteer training for APPLES | Volunteer Coordinator | Improve the ability of new teachers to work effectively with parents, students and staff. | Fall | Sign in sheet, agenda, minutes |
| 6 | School Newsletter | Clerk/typist | Improve the ability of staff to work effectively with parents | Monthly | Expectation that newsletter is read by teachers |
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**Other Activities**

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

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| **Response:** Tropic Isles Elementary is working towards expanding and enhancing the Parent Resource Center.    Continue to build positive relationships between the school and 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)].

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| **Response:** Tropic Isles Elementary will provide information about Title 1 programming to its families by school newsletter, marquee, Parent Link, school website, and flyers.     In the fall, a curriculum night is held for all parents of third grade students to be informed of the curriculum that is used in the classroom and what material their child is expected to master for state testing in the coming year. Documentation is recorded by agendas, sign in sheets and minutes.     During the quarterly PTO/SAC meetings, parents are able to express their concerns and offer suggestions on the education of their children. These are offered quarterly and documented by agendas, sign in sheets and minutes.     The school PIP is presented to the SAC in the spring for feedback and suggestions. These suggestions are taken into consideration and the PIP is amended as prescribed. The amended PIP is then presented at the annual Title 1 meeting in the fall where it is discussed. If there are issues presented at this meeting the PIP is then taken back to the SAC for further revisions and then returned to the parents with those revisions for final vote. If the parents concerns about the PIP are still not addressed then these will be forwarded to the district parent involvement office. |

**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)].

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| **Response:** Tropic Isles Elementary will provide full opportunities for participation in parental involvement activities for all parents by providing transportation, translators including the Talk System, childcare, and any other services at the schools disposal to assist. These include assistance with homework help, dictionaries for the home use, liaison to outside agencies, internet use and all flyers are in parent friendly language in Spanish as well as English and any other languages necessary. To the extent possible, we will assist parents with disabilities have access to parental involvement activities and/or services. All reports, including report cards, are sent home in Spanish and any other language as needed. Parent Link phone calls are made in English as well as Spanish to those Spanish speaking homes. All school newsletters and school websites are written to be parent friendly and easy to understand, included in these will be helpful tips and resources for parents to help their children. These documents will be housed in the school's Title I Crate. Tropic Isles Elementary has bi-lingual front office staff available for parents. Workshops are held especially geared toward ESOL families to assist in deciphering the educational jargon so that parents are better able to assist their child. These are documented by agendas, meeting sign in sheets and minutes all housed in the Title I Crate. Every child who enters, on their first day, receives a Tropic Isles packet which includes a "Right to Know" letter identifying Tropic Isles as a Title I school. |

**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

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\kristinalr\Downloads\fileUploads\360391_2016-2017_uploadEvidenceParentInput.doc) |

**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.

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| [Uploaded Document](file:///C:\Users\kristinalr\Downloads\fileUploads\360391_2016-2017_uploadCompact.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\kristinalr\Downloads\fileUploads\360391_2016-2017_uploadCompactEvidence.doc) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Annual Title I Meeting/Open House | 1 | 753 | Increase the level of involvement of parents to become active in the decisions made at the school. |
| 2 | PTO Meetings | 8 | 160 | Increase the level of involvement of parents to become active in the decisions made at the school. |
| 3 | SAC Meetings | 8 | 160 | Increase the level of involvement of parents to become active in the decisions made at the school. |
| 4 | Parent Workshop for Volunteerism | 20 | 400 | Improve the ability of volunteers to work with parents, students, and staff. |
| 5 | Odyssey of the Mind Orientation | 1 | 40 | Provide information to parents on expectations and how parents can help their children. |
| 6 | Student Led Conferences | 3 | 780 | Provide information to parents on expectations and how parents can help their children. |
| 7 | Family STEM Night | 1 | 204 | Provide opportunities for parents to help their children at home. |
| 8 | Invention Fair | 1 | 25 | Provide opportunities for parents to help their children at home |
| 9 | Literacy Fair | 1 | 465 | Provide opportunities for parents to help their children at home |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Monthly Staff Meetings | 10 | 65 | Provide training that will allow teachers to increase parent involvement in their classrooms. |
| 2 | Customer Service Goal Team | 9 | 65 | Increase parent involvement activities to help educate parents to educate their children. |
| 3 | Staff Development Trainings | 18 | 65 | Opportunities for staff to further develop their skills to assist their parents to help educate their children. |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Communication | Increase communication opportunities |
| 2 | Advertisements | More advertisements regarding our resources available to parents like our van, childcare, and workshops. |

**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)

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| **count** | **Content/Purpose** | **Description of the Activity** |