

JAMES E. STEPHENS ELEM. SCHOOL Title I, Part A Parental Involvement Plan

I, Chandra Hall, 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: The mission of James E Stephens Elementary is to provide a high quality education in a supportive environment that will develop life-long learners.

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

The purpose of the JES Parental Involvement Program is to build parent and family capacity and foster relationships between all stakeholders. This will be accomplished by conducting various activities throughout the school that will promote parent and family engagement at the school.

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

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: The PI funds have been spent on agendas for all students, brochures and books for Kindergarten roundup, food for parents, and other resources to help build capacity with families.

Parents attended meetings on May 5, 2015, and May 15, 2015 to discuss, review, and revise Title I programs and the Stephens Elementary Compact and Parental Involvement Policy/Plan. Parents also completed questionnaires at parent meetings giving their suggestions and recommendations. At these meetings and through these parent surveys, parents provided valuable input and feedback, including suggestions which have been incorporated into the Policy/Plan. The SAC committee will review and approve the Compact and Policy/Plan Summary in the Fall of 2016, as well as discuss the use of Parental Involvement funds. All final decisions and approval regarding the 1% expenditure of funds for Parental Involvement will be finalized during the Fall 2016 SAC Meeting. The involvement of parents is documented through sign-in sheets and minutes of meetings, and through comment cards and questionnaires.

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 | ESOL | Stephens Elementary will coordinate with the ESOL department to provide translation services as needed and when available. The school will also work to provide translation for the important communication documents as needed and when available. |
| 2 | Homeless/HEARTH | Teachers will provide names to the Guidance Department of families that may qualify for assistance through the HEARTH project. Guidance will then coordinate with the district to initiate these services. |

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| 3 | ESE Services | JES teachers and staff will work collaboratively with the school level and district level ESE services department to provide the services to identified students and their families. |
| 4 | Migrant | JES will host migrant parent meetings 3 times per year. Headstart and VPK programs were removed due to low enrollment. |
| 5 | Title II | Title II funds were not directly received by JES. New teacher programs are possibly funded using this grant. |

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 | "What is Title I" Powerpoint | Administration/Parent Involvement Contact | September 15, 2016 | Evaluation Forms/Sign in sheets |
| 2 | Rights of Parents | Administration/Parent Involvement Contact | September 15, 2016 | Evaluation Cards/Sign in sheets |
| 3 | Explanation of Title I Program | Administration/Parent Involvement Contact | September 15, 2016 | Evaluation Cards/Sign in sheets |
| 4 | Annual Parent Meeting | Administration/Parent Involvement Contact | September 15, 2016 | Evaluation Cards /Sign in sheets |
| 5 | Parent Annual Meeting Information to School Website for non-attendees | Administration/Parent Involvement Contact/Network Manager | September 15, 2016 | Parent Comment Cards/Surveys |
| 6 | List Annual Meeting Date on Calendar | Parent Involvement Contact | September 15, 2016 | October Calendar |
| 7 | Parent Flyer | Parent Involvement Contact/Classroom Teachers | September 8 and 13, 2016 | Parent Flyer/Invitation |
| 8 | School Marquee | Administration | September 13, 2016 | Picture of Marquee |
| 9 | "What is Title I?" Powerpoint for JES Staff | Administration | September 14, 2016 | Handouts/email attachments/sign in sheets |
| 10 | Discussion of Compact | Teachers in Classrooms | September 15, 2016 / ongoing throughout the year at conferences | evaluation forms/conference logs |
| 11 | Barrier: Translation | Spanish Speaking Staff Members | September 15, 2016 | Spanish Agendas and Evaluation Forms |
| 12 | Parent Input / Evaluations | Administration/Parent Involvement Contact | September 15, 2016 | Completed Evaluation Forms |
| 13 | Assessment/Curriculum Information for Parents | Teachers in classrooms | September 15, 2015 | evaluation forms |

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: Parent meetings, in addition to the Annual Meeting, will be offered at varied times throughout the school year. Information can be accessed through the school website for those parents and families that were not able to attend events. Translation services will be provided, upon request and when feasible. *non English speakers and hard of hearing). JES is within walking distance from boundary areas so transportation should not be an issue. Child care and refreshments will be provided as the budget permits. Additionally, there are three Report Card Dinner Nights scheduled, one for each of the grading periods (excluding the 4th) to ensure that parents understand how to read report cards, progress monitoring data, and receive information on ways in which they can assist their child at home. Information specific to the Title I program, SIP, and school grades will be available in the PIN Notebook located in the main office by October 3, 2016.

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 | Three Report Card Dinner Nights with a focus on the following topics: FSA, ELA, Reflex Math, Tips for Summer. | Administration, Staff, Parent Involvement Contact | Increase the level of involvement of parents in working with their children at home in reading/math/science/writing by providing individualized parent-teacher conferences. | November 2016 - June 6, 2017 | Parent Evaluations/Sign In Sheets/Conference Sheets |
| 2 | Holiday Show and Second Semester Update | Administration, Staff, Parent Involvement Contact | Increase the level of involvement of parent and families engagement with the school system. | December 2016 and May 2017 | Parent Evaluations/Sign In Sheets |
| 3 | Title 1 Annual Meeting/Open House | Administration, Staff, Title 1 Contact (Parent Involvement Facilitator) | Increase the level of involvement of parents by providing information regarding the Title 1 Program, PTO, and grade level expectations. | September 15, 2016 | Parent Evaluations/Sign In Sheets |
| 4 | Title 1 Parent Conferences | Administration, Teachers, Title 1 Contact | Increase the level of involvement of parents by providing them with up to date information about their child's progress during a required face to face parent conference. | Fall 2016 through Spring 2017 | Parent Evaluations/Conference Logs/Conference Sheets |
| 5 | Orientation | Administration, Teachers, Title 1 Contact, Staff | Provide opportunity for parents and students to meet the teacher and gain | August 11, 2016 | Parent Evaluations/Sign In Sheets |

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| | | | important information about upcoming school year. | | |
| 6 | Award Ceremonies | Leadership Team, Teachers, Title 1 Contact | Opportunities for staff, students, and parents to celebrate successes and to provide parents with updated information on school initiatives. | Each Quarter | Sign in Sheet/Evaluations |
| 7 | Family Engagement Activity: Reading Workshop | All Staff including teachers and support personnel | Opportunities for JES staff to interact with families and provided then with information, hands-on learning, and support for working with students at home in Language Arts related skills. | October 11, 2016 | Sign in Sheet/Evaluations |
| 8 | Family Engagement Activity: Science and Math Workshop | All Staff including teachers and support personnel | Opportunities for JES staff to interact with families and provided then with information, hands-on learning, and support for working with students at home in science and math related skills. | February 7, 2017 | Sign in Sheet/Evaluations |
| 9 | Family Engagement Activity: Technolo Night | All Staff including teachers and support personnel | Opportunities for JES staff to interact with families and provided then with information, hands-on learning, and support for working with students at home in technology and academic related skills. | April 25, 2017 | Sign in Sheet/Evaluations |

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 | Parent Involvement Professional Development | Leadership Team/Administration | Help teachers understand how to make parents feel more welcome and increase parent participation in Building Capacity activities. Information will include topics on communicating with different groups of parents, parent conferences, communication in agenda, and documentation of parent communication. | September 2016 - May 2017 | Sign in and/or Acknowledgement forms, CWTs, Parent Evaluations, Surveys, Family Activity Sign-In Sheets/Parent Conference Logs |

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| | | | Information will be shared through the use of emails, handouts, and PowerPoints. Information will also be shared with Paraprofessionals and other staff members. | | |
| 2 | Effective Parent Conferencing/Dealing with Diverse Parents | Leadership Team, Title I PI | Increase the level of involvement of parent and families engagement with the school system. | October 5, 2016 | Teacher product-self-efficacy project based |

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 staff of our school facilitates and supports parents and family members using the Parent Portal which gives parents access to their child's school records (i.e. grades, lunch account, attendance, and discipline). Evidence of effectiveness will be collected at the end of the year via a parent survey. Additionally, Quarterly Awards ceremonies will be held for grades K-5. At these events, parents will be invited to come to the school to celebrate the academic accomplishments of their children, meet and greet staff members, and receive current information about school-wide academic and behavioral expectations and successes. Additionally, information regarding Parent Resource Centers will be distributed to families as received by the district Title I office throughout the school year. These will also be accessible through the Polk County Schools Title I and JES websites. JES will also participate in the WE3 Expo at the Lakeland Center in November 2016. Parent resource centers and Parent Universities are available in Mulberry, Frostproof, Lakeland, and Poinciana. There Rosetta Stone classes available at the school for parents. There is also a Book Bridge bus that visits the school regularly. Families are encouraged to sign up for the Parent Portal to keep track of student information, grades, attendance, etc.

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 about Title I programs is given to parents during the Title I Annual Parent Meeting, in newsletter articles, in the Parent Involvement Plan Summary, the complete Parent Involvement Plan, and on the school website.

A description and explanation of the curriculum, the forms of academic assessments,

and the proficiency levels expected, as well as information related to the MyPolkSchools Parent Portal are explained during Parent Conference Nights, these conferences include information on Florida Standards Assessments (FSA), End-of-Year assessments, District Progress Monitoring, Florida State Standards (K-5) and best practices for core subject areas (ELA, MATH, SCIENCE, and SOCIAL STUDIES). Parents are informed of the procedures for checking their child's progress online. Parents serve on the School Advisory Council and other committees to give input on the development of the Compact, Parent Involvement Policy/Plan, the expenditure of funds, and other pertinent decisions.

Messenger messages will be utilized to notify parents of upcoming events and important information related to their child's education when it becomes available for use. These messages will be in both English and Spanish.

Monthly newsletters and calendars are sent home to keep parents informed about past and upcoming events and information related to their child's education.

Title 1 information is also posted on the school's website and in the PIN Family Engagement Notebook located in the front office. There is a suggestion box available. School staff is available for conferences and reporting of concerns. Surveys/Evaluation forms are completed after events. Calendar dates are posted on the website. Report cards, interims, and weekly grades are accessible to parents.

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: Documents are translated into Spanish, and Haitian Creole, as needed. Interpreters will be provided for those who cannot speak English, as requested and when feasible. All school messages will be recorded in both English and Spanish. The school is wheelchair accessible. Additional accessibility concerns/issues will be resolved in a timely manner whenever necessary and possible. Parents have opportunities to participate in PTO, SAC, and provide input on PIP/compacts. A staff directory is available on our website. Parents have access to ESE and Migrant, as well as , translation and interpretation services.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

| count | Activity | Description of Implementation Strategy | Person Responsible | Anticipated Impact on Student Achievement | Timeline |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------|----------|
| 1 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | parents can attend Rosetta Stone classes | ESOL Para/Assistant Principal | Educated parents will be able to assist and support students in the home and at school with their education. | all year |

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|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------|
| 2 | Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Teachers will be available to conference with parents before school, after school, and during their planning blocks. Parent nights and activities will be scheduled at times that promote the most parent participation (i.e. after 5 on weekdays) | Administration, Program Facilitator, Classroom Teachers | As parents have an opportunity to become involved in their child's education, student achievement scores will improve. | All year |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------|

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.
[Uploaded Document](#)

Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.
[Uploaded Document](#)

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.
[Uploaded Document](#)

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

| count | Content and Type of Activity | Number of Activities | Number of Participants | Anticipated Impact on Student Achievement |
|-------|------------------------------|----------------------|------------------------|---------------------------------------------------------------------------------------------------|
| 1 | Orientation | 1 | 65 | Parents met their child's new teacher and gained information about the upcoming school year. |
| 2 | Title 1 Annual Meeting | 1 | 148 | Parents learn information about Title 1 Program and how it supports the school. |
| 3 | Academic Focus Night - ELA | 1 | 100 | Parents meet the teacher and learn information about grade level expectations in ELA curriculum.. |
| 4 | Academic Focus Night - ELA | 1 | 105 | Parents meet the teacher and learn information about grade level expectations in math curriculum. |

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 | BOY Staff Title 1/Parent Involvement Training | 1 | 60 | Staff updates to Title 1 Program and Parent Involvement Requirements including expectations for parent conferences |
| 2 | Title I Notebook Accesible to teachers in common area. | 1 | 60 | Staff will have something to reference for more information. |

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 (Spanish) | Make Spanish translators available for parents |
| 2 | Time/Work Schedules | Conduct parent meetings and events at varied times/days (on weekends) throughout the year. |
| 3 | transportation | This is a local school and this is not an issue. |
| 4 | childcare | This is not needed because children were allowed to participate with families and parents. |

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 |
|-------|---------------------------------|-----------------------------|
| 1 | Increasing Parent Participation | quarterly awards ceremonies |
| 2 | Increasing Parent Participation | lunch with students |
