

## GRIFFIN ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Terry R. Strong, 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

10/10/16  
Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** 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.

Polk County School Board Mission Statement

Response: To provide a high quality education for all students

### Griffin Elementary Mission Statement

Response: We will provide a cooperative learning environment that values all people. It will support life experiences involving risk taking & problem solving that will help us become life long learners.

### Parental Involvement Program Purpose

Response: The purpose of the parental involvement program is to ensure there is always regular, two-way meaningful communication involving student academic learning and other school activities.

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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:** Griffin Elementary will involve parents in the planning, review, and improvement of Title I programs including involvement in the decisions regarding funds for parental involvement. Parents provide their input by serving on SAC, completing Title 1 school surveys, attending School Improvement Plan meetings, Title 1 Parent Nights, School Compact meetings, and District Parent Plan meetings. When asked how 1% of the school's Title 1 money should be spent, parents voted for agendas to be provided for all students.

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## 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	Voluntary Pre-Kindergarten (VPK)	Under the guidance of the District VPK program, parents are provided assistance on how to help their children at home.
2	Florida First Start	The Florida First Start Program is a home-school partnership designed to give children at risk of future school failure the best possible start in life and to support parents in their role as their children's first teachers.
3	Individuals with Disabilities Educational Act (IDEA)	Parents meet with exceptional student educators and staffing specialists to monitor student progress and make educational goals suitable for their child.
4	Title 1, Part A	Title I, Part A, funds school-wide services to Griffin. The Title I funds provide supplemental instructional resources and interventions for students with academic achievement needs. Title I, Part A, support provides supplemental

		instructional materials, resource teachers, technology for students, professional development for staff, and resources for parents.
5	Parent University	Parent University is held twice a year. This free program provides various learning sessions such as cyber-bullying, hands-on-math, and water safety, that parents and students attend together.

## 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	A Powerpoint presentation will be presented to parents at the Annual Title One Parent Night	Title I Interventionist, Administration and Teachers	September 19, 2016(K-5)	An evaluation from every parent will be collected at the end of the program.
2	A Powerpoint presentation will be presented to parents during a second Title One Parent Morning	Title I Interventionist and Administration	October 11, 2016(K-5)	An evaluation from every parent will be collected at the end of the program.
3	Develop sign-in sheets	Title I Interventionist	September 16, 2016	Sign-in sheets for classrooms
4	Notice of meeting/newsletter, invitation, agenda labels	Title I Interventionist	September 6, 13, 19, 20, & 27 2016 and October 4 & 10, 2016	Flyer, newsletter, labels
5	Develop agenda and handouts that addresses the required components.	Title I Interventionist	September 16, 2016	Copies of agendas, PowerPoint presentation, handouts
6	Evaluation preparation	Title I Interventionist	September 16, 2016	Plus/Delta evaluation at conclusion of meeting
7	Open House Review	Title I Interventionist and Leadership Team	October 16, 2016	Parent comments on evaluation
8	Maintain documentation	Title I Interventionist	October 16, 2016	Title 1 eTASK documentation in Moodle
9	Barriers	Title I Interventionist	September 19 & October 11, 2016	Parent comments on evaluation
10	Compact Discussion	Title I Interventionist and classroom teachers	September 19 & October 11, 2016	Copy of Powerpoint

## 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:

Griffin Elementary will offer a flexible number of meetings and provide needed services,

as requested. Planned activities and meetings will be offered throughout the year with day and evening sessions. When needed, translators and childcare will be offered. If parents are unable to attend, the pertinent information from the meetings will be sent home. If further explanation is needed, the Title One Interventionist may meet one-on-one with the parent.

## 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	Title 1 Annual Meeting/ Open House	Administration, Title I Interventionist, and Classroom Teachers	Additional parent involvement resulting in increased student achievement.	September 19, 2016	Evaluation from parents
2	PBS Parent Workshop	PBS Committee, Title I Interventionist, Administration, Leadership Team	Additional parent involvement resulting in increased student achievement.	October 10, 2016	Evaluation from parents
3	Hands On Literacy Night	Literacy Coach, Title I Interventionist	Additional parent involvement resulting in increased student achievement.	November 7, 2016	Evaluation from parents
4	Hands On Math Night	Math Coach, Title I Interventionist	Additional parent involvement resulting in increased student achievement.	February 6, 2017	Evaluation from parents
5	Hands On Science Night	Science Coach, Title I Interventionist	Additional parent involvement resulting in increased student achievement.	March 13, 2017	Evaluation from parents
6	family	Title I Parent Educator	Additional parent involvement resulting in increased student achievement.	Monthly 2016-2017	Evaluation from parents

## 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	Effective Parent Conferences	Administration, Title I Interventionist	Effective communication with parents resulting in increased student achievement.	October 2016	parent conference logs

2	Effective Parent Conference - Follow up	Administration, Title I Interventionist	Effective communication with parents resulting in increased student achievement.	November 2016	parent conference logs and notes
3	Family Friendly Schools	Administration, Title I Interventionist	Effective communication	January 2017	evaluation from parents

## Other Activities

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

**Response:** Our school website will include parent resource curriculum links. The front office has Parent Pamphlets on display for resources to assist parents. Parents will also be provided with opportunities to check out library books from the Media Center during school hours. In addition, parents will be able to access the Parent Portal and use email to communicate with teachers and staff members. Parents are encouraged to become a part of the School Advisory Council (SAC) and become involved with school sponsored activities.

Additional information will be available for parents in the newly established Parent Informational Resource Centers located in the west region (Sleepy Hill Elementary), north central region (Combee Elementary), northeast region (Garner Elementary), and southwest region (Frostproof Elementary). Parents will also partake in the PLUG (Parent Learning University and Growing) where workshops and classes will be offered. At the newly established centers, parents will be able to check out materials to use at home when helping their child, a parent resource library, ACT/SAT Test prep materials, GED study guides, etc.

\*Parent Nights: In order to build a shared understanding between parents and teachers, monthly parent nights are hosted. Parents not only visit the school but leave equipped with a plethora of support to help their child be more successful in school.

## 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:**

\*Title I information will be provided at our Annual Meetings in September and October, as

well as throughout the year in our monthly newsletters, Tuesday Communicator, and district/school website.

\*Face-to-face Parent/Teacher conferences are held at least twice a year to address the proficiency levels that students are expected to meet and assessments that will be given throughout the year.

\*Parents are a vital component to Griffin Elementary school. Parents may participate by offering suggestions and aid in making decisions by joining SAC. SAC meetings are held four times a year.

\*Communication is a key part of Griffin's success. Teachers and parents communicate through student agendas and email. Parents can sign up for parent portal through the school's network manager to receive additional information. Parents may also visit the school's and district's website for information.

\*Calendar of events are included on the monthly newsletter, on the school's marquee and flyers are sent home giving parents advance notice of activities.

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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:** \*Griffin Elementary uses monthly school newsletters or flyers pertaining to the event to inform parents of school functions. Spanish translation is available upon request. We offer babysitting and translation for our parent meetings when necessary. Also, our campus is wheelchair accessible.

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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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	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)];	Offering meetings/conferences at a variety of times, as well as, scheduling one-on-one meetings with the Title I Interventionist to meet with parents for further explanation of pertinent information.	Title One Interventionist	Additional parent involvement resulting in increased student achievement.	On-going

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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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Title 1 Annual Meeting Open House	1	126	Additional parent involvement resulting in increased student achievement.
2	Math Night	1	24	Increase student interest and raise math achievement scores
3	PBS Night	1	10	Additional parent involvement resulting in increased student achievement and less undesirable behaviors.
4	Literacy Night	1	24	Additional parent involvement resulting in increased student literacy.
5	Science Night	1	21	Additional parent involvement resulting in increased student achievement in science.

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Collaborative Structures	1	35	Teachers will plan collaboratively with each other and coaches to help increase student achievement across all content areas.
2	Precious not Prickly	1	50	Staff will understand how to use appropriate language to motivate students which will help with student achievement.
3	Setting the Stage on Classroom Management	1	5	Teachers will understand the importance of consistent classroom management which will help decrease undesirable behaviors and office referrals and increase student time in class on task.
4	Griffin Expectations	1	35	Teachers will understand the rules and expectations set forth by administration.

### **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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
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1	Limited English (Hispanic)	Provide translators at all parent nights, Send Spanish correspondences home with students
2	Work Schedules (ED)	Provide parent workshops at different times
3	Lack of Parent Resources	Advertise and promote District Parent Resource Centers

### **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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