

PINE CASTLE ELEMENTARY Title I, Part A Parental Involvement Plan

I, Elizabeth Theis, 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)].

Elizabeth Theis

10-20-16

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Pine Castle Elementary strives to help students become lifelong learners. We believe each student deserves opportunities to be successful. To promote student success, Pine Castle Elementary will work cooperatively with all stakeholders to increase and strengthen home and school partnerships.

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: Pine Castle Elementary will involve parents in making decisions in regards to the Title I Program, including how the funds for parental involvement will be used. This will be accomplished through the School Advisory Council (SAC). Parents and community members will be informed about the program during our annual Open House/Title I Meeting held in September. During this meeting, we will also take the opportunity to recruit parents to join our SAC and PTA. The SAC will meet monthly to provide input into the development, implementation and evaluation of the school's Parental Involvement Plan and School Improvement Plan.

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	Pre-Kindergarten (VPK)	VPK is offered as a full day program with the use of Title I funds. The VPK teacher follows the district guidelines.
2	Title I	Title I provides the needed support for the building capacity activities planned throughout the school year.
3	Title II	Funds will be used for professional development of instructional personnel.
4	Title X	Used in assisting families in the McKinney Vento Program (MVP) with transportation, school supplies, uniforms and field trips.
5	Title III	Curriculum Compliance Teacher to assist teachers of ELL students.

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	Advertise meeting	Principal, Asst. Principal, CRT	August 2016	marquee, School Messenger
2	Create handout/flyer to remind parents/families of meeting	CRT	September 2016	copy of handout/flyer
3	Distribute handout/flyer to remind parents/families of meeting	CRT	September 2016	copy of handout/flyer
4	Prepare presentation	Principal, Asst. Principal and Title I contact	September 2016	sign in sheets, copy of agenda, copy of PowerPoint presentation
5	Hold Annual Parent Meeting	Principal, Asst. Principal and Leadership Team	September 2016	PowerPoint presentation

6	Maintain documentation	Title I contact	September 2016	sign in sheets
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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: Leadership Team members will discuss and schedule events for the upcoming school year ensuring the events take place either before or after school. These events include: Meet the Teacher, Open House/Title I Annual Meeting, Literacy Night, Math and Science Night, Pastries for Parents, Multicultural Night, Testing Information Night and MPLCs. Parents will be notified of all events via newsletters, School Messenger, handouts, labels and/or announcement on marquee.

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	Open House	Principal, Leadership Team	Information on Title I program, school procedures and classroom expectations in behavior and academics.	September 2016	Sign in sheets
2	Title I Meeting	Principal, Leadership Team	Information on Title I program, school procedures and classroom expectations in behavior and academics.	September 2016	Sign in sheets
3	Parent-Teacher Conferences	Principal, Leadership Team, Teachers	Individual conferences are conducted and parents are informed of student progress in all academic areas.	October 2016	Sign in sheets
4	Literacy Night	Literacy Committee	Parents are provided with information to help students	November 2016	Sign in sheets, advertisement
5	Multicultural Night	MPLC Committee	Families and school build relationships by sharing about and embracing different cultures	April 2017	Sign in sheets, advertisement
6	Math & Science Night	Math Committee	Families participate in math and science related activities	March 2017	Sign in sheets, advertisement
7	Pastries for Parents	PTA, Leadership Team	Relationship building between school and families.	May 2017	Sign in sheets, advertisement

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	Title I Staff Training Module 1: The Importance of Parental Involvement	PI Contact	Improved ability of staff to work effectively with parents in order to increase student achievement.	October, 2016	exit slips
2	Title I Staff Training Module 2: Building Ties Between Home & School	PI Contact	Improved ability of staff to work effectively with parents in order to increase student achievement.	November, 2016	exit slips
3	Title I Staff Training Module 3: Coordination of Parental Involvement Programs	PI Contact	Improved ability of staff to work effectively with parents in order to increase student achievement.	January, 2017	exit slips
4	Title I Staff Training Module 4: Communicating with Working with Parents	PI Contact	Improved ability of staff to work effectively with parents in order to increase student achievement.	February, 2017	exit slips

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 media center will be open to parents during family events. Library books and computers will be the resources made available to families.

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 the Title I program at Pine Castle Elementary will be made available during the annual meeting which will take place September, 2016. Teachers will further describe and explain grade level curriculum and assessments during Open House and Parent-Teacher Conferences. Parents will also be invited and recruited to attend and be members of the School Advisory Council (SAC) and Parent Teacher Association (PTA).

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: Flexibility of time and days for school events will be provided to families in order to assist families in participating. Communication of activities will be provided in English and Spanish and may be requested and provided in other languages. Translation for all parent conferences and school meetings/events will also be provided in English and Spanish and in other languages upon request. In addition, accommodations will be made for any parent(s) with disabilities to participate in any and all school events.

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)];	Conferences will be held at various times in order to accommodate parents and their work schedules	Principal, Asst. Principal, Leadership Team, Teachers	Communication between school and parents will build a stronger home-school connection which will support student's success	November, 2016 and January, 2017
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Information communicated (written and via School Messenger) will be provided in both English and Spanish and upon request in other languages	Principal, Asst. Principal, Leadership Team, Teachers	Parents need to be informed of their child's academic progress and of events taking place at school	August 2016-May 2017

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	Dramatic Education- grade level performances	3	192	Building relationships between home and school.
2	Multicultural/Literacy Night	1	82	Experience reading activities along with building relationships among schoolstaff and families.
3	Title I meeting	1	225	Informational meeting om Title I program and grade level standards and assessments.
4	FSA Night/OCPS Virtual Parent Academy	1	64	Information on state assessments provided for all parents.
5	Parent Conferences	1	219	Increased understanding of curriculum and student progress

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	Staff Training Title I Module 1: The Importance of Parental Involvement	1	34	Enhancing home-school relationships
2	Staff Training Title I Module 2: Building Ties Between Home & School	1	34	Enhancing home-school relationships
3	Staff Training Title I Module 3: Coordination of Parental Involvement Programs	1	34	Enhancing home-school relationships
4	Staff Training Title I Module 4: Communicating with Working Parents	1	34	Enhancing home-school relationships

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	Transportation for off campus events such as Parent Academy (ELL, EcoDis, ESE)	Attempt reserving buses for events off campus such as OCPS Parent Academy.

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	Effective Communication	All School Messenger announcements and flyers are translated in Spanish