

PALM LAKES ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Alina Q. Iglesias , 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 |
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Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission of Palm Lakes Elementary school is to Strive for Excellence in Education for Kids (SEEK) by providing out students with the tools which will enable them to become life-long, self sufficient learners. Our mission is to empower parents and community members to help prepare our students to be life long self sufficient learners. This will be achieved through the dedication and involvement of parents and community members. We are committed to this endeavor and will support, encourage, and engage our parents in meaningful activities that will promote their children's growth toward becoming independent, literate and productive citizens of the world.

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)].

Response: The parent representatives that serve on the EESAC committee will assist in the development of the master calendar, which will include the parental involvement activities for the school year. Additionally, these same parent representatives will provide input for the spending of the available funds. Parents will be recruited during the 2016-2017 school year to help facilitate parental workshops. Parents also provided input for the development of the PIP and Parent-Student Compact.

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 | Parent Workshops | Workshops provided on a bi-monthly basis. |
| 2 | Title I Parent Survey | Distributed at Open House to address the interest and needs of the parents at our school. |
| 3 | Cultural Passport Program | Provide field trip opportunities for students. |
| 4 | Room Parent Program | Identify one parent per homeroom to serve as a parent liaison. |
| 5 | Parent Resource Center | Trainings will be provided on a one to one/small group basis regarding access to the Parent Portal and other useful educational sites. |
| 6 | Common Threads Program | Provide nutritional information for families and students through curriculum based after school programs. |
| 7 | Collaborative Nutrition Initiative- Education Fund | "Plant A Thousand Gardens" activities where parents can work in the garden, attend workshops and contribute recipes to learn ways to cook healthy. |

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 | Parent Orientation Meeting Flyer | Nina Hernandez | August 18, 2016 | Flyer |
| 2 | Connect-Ed Phone Call to parents | Alina Iglesias | September 8, 2016 | Call Logs |
| 3 | Morning Announcements | Alina Iglesias | September 7-14, 2016 | Daily announcements |
| 4 | PowerPoint Presentation | Nina Hernandez/Alina Iglesias | September 14, 2016 | Presentation and Feedback |
| 5 | Title I Orientation Meeting | Alina Iglesias | September 14, 2016 | Sign in rosters |

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 workshops, conferences and required meetings, such as LEP, SST, IEP, EP, and ARC meetings will be scheduled in accordance with the parent's availability. Workshops and/or meetings will be offered in the daytime, as well as evenings to accommodate work schedules. Additionally, all meetings will be conducted in English and Spanish to serve the community of the school.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

| count | Content and Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline | Evidence of Effectiveness |
|-------|---|---------------------|---|------------------------|---------------------------|
| 1 | Parent Workshops | Administrators, CIS | Parental Involvement | Bi-Monthly | Attendance logs |
| 2 | Parent Resource Center | CIS | Parental Involvement | Daily | Sign in Log |
| 3 | Special Events | Instructional Staff | Parental Involvement | Bi-Monthly | Attendance Logs |
| 4 | EESAC Meetings | Administration | Parental Involvement | Quarterly | Sign in Log/minutes |
| 5 | Science Parent Night- FCAT and Science Fair | Math/Science Coach | Overview of 5th Grade FCAT and Science Fair | 01/26/2017 | Sign in Log |
| 6 | Florida Standards Overview | Principal | Florida State Standards | 01/11/17 | Sign in Log |
| 7 | Coffee Talk | Principal and CIS | Florida State Standards | 10/5/16 and 2/8/17 | Sign in Log |
| 8 | SAT/SESAT Parent Workshop | Curriculum Leaders | Overview of the SAT/SESAT | 02/09/2017 | Sign in log |
| 9 | Florida Standards 3rd grade Mtgs. | Administration | Florida State Standards | 11/30/2016 & 12/2/2017 | Sign in Log |

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 | Faculty Meetings | Principal | Remind faculty of School Board Rules and Student Progression Plan as it relates to Parent Communication | 8/18/16-6/9/17 | Sign in rosters |
| 2 | Teacher Workshops | PD Liaison | Core subjects | 8/30/16 & 11/8/16 | Teacher participation/registration |
| 3 | Leadership Team Meetings | Administrators | Core subjects | Monthly meetings | Teacher participation/implementation |
| 4 | Data Chats with teachers/students/parents | Administrators/Curriculum Leaders | Parents will understand the specific needs of their children and the areas needed for remediation. | 9/2016-Ongoing | Teacher Participation/Parent & Student Conferences |
| 5 | Reading Standards/Florida Standards | District Staff | Core Subject- Reading | Ongoing | Teacher Participation/Implementation of standards |
| 6 | Mathematics Standards/Florida Standards | District Staff | Core Subject- Mathematics | Ongoing | Teacher Participation/Implementation of standards |
| | | | | | Sign in roster/Student |

| | | | | | |
|---|--|---------------|------------------|---------|-------------------------------------|
| 7 | Wonderworks e-assessments Training-3rd/4th/5th | Reading Coach | Core Subject-ELA | 9/19/16 | Roster entered/Assessments assigned |
|---|--|---------------|------------------|---------|-------------------------------------|

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: Open House, Special Events, Science Fair, Reading Family Nights, Book Fairs, PTA meetings, EESAC meetings, and City sponsored events will be held throughout the school year to promote parental involvement.

The Parent Resource Center will be open on a daily basis to check out materials and for community referrals.

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: 1. Annual Title I Parent Meeting held at the beginning of the year.

2. The instructional staff follows the Florida Standards to plan and deliver instruction. M-DCPS Pacing Guides are utilized by the instructional staff to deliver weekly instruction. The State Adopted textbooks and materials are utilized for the delivery of instruction as well as research based programs. A variety of assessments, such as Baselines, I-Ready Diagnostics, Interims, WIDA/CELLA, SAT/SESAT and FSA are administered on a yearly basis. The data gathered from these assessments is utilized to target instruction and provide remediation and/or enrichment to students.

3. Parents are invited to parent conferences, LEP, SST, Staffings and ARC meetings to assist in the development of the educational plan of the child. Also, targeted students are required to have a Progress Monitoring Plan which also requires input from the parent.

4. Parents are informed as required by law of the different options available to their children. Transfers are granted to families who complete the required documentation and submit it to the appropriate district 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)].

Response: Parent workshops, conferences and required meetings, such as LEP, SST, IEP, EP, and ARC meetings will be scheduled in accordance with the parent's availability. Workshops will be offered in the daytime, as well as evenings to accommodate work schedules. Additionally, all meetings will be conducted in English and Spanish to serve the community of the school. Open House, Special Events, Science Fair, Reading Family Nights, Book Fairs,

PTA meetings, EESAC meetings, and City sponsored events will be held throughout the school year to promote parental involvement.

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 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | PAC/DAC Meetings | CIS, Parent Representatives | Parental Involvement | 121/16 (DAC) 11/16/16, 1/18/17 & 4/26/17(PAC) |
| 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)]; | Conferences or Home Visits | Teacher, CIS | Parental Involvement | Ongoing- August to June |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Housing community agencies | Student Services | Community Involvement | Ongoing- August to June |

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 | Open House | 1 | 716 | Increase parent involvement/communication |
| 2 | Kindergarten Orientation | 1 | 57 | Facilitate smooth transition from Pre-K/Home to School |
| 3 | Coffee Talk | 1 | 14 | Develop SIP/PIP & Review School Data |
| 4 | Common Threads Family Night | 2 | 140 | Promote Health and Nutrition |
| 5 | FSA/FCAT Parent Workshops- Reading/Math/Science | 2 | 319 | Improve Student Achievement in Core Subjetcs |
| 6 | 3rd Grade Parent Meeting | 2 | 63 | Improve Student Achievement in Reading |
| 7 | Other Activities | 4 | 496 | Student Performances & Family Nights |
| 8 | Title I Meeting | 1 | 67 | Increase parent involvement/communication |

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 | Opening of School Meeting | 1 | 75 | Improve communication with parents and stakeholders |
| 2 | Faculty Meeting | 20 | 72 | SIP/PIP, Parent Communication, Home Learning Policy |

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 | ELL Parents- Language gap | Provide workshops in Spanish as well as in English. |
| 2 | Time constraints for parents | Provide workshops/meetings at flexible hours (AM and PM) |

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous schoool 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 |
|-------|-----------------|-----------------------------|
|-------|-----------------|-----------------------------|

