

East Lake Elementary SCHOOL Title I, Part A Parental Involvement Plan

I, Hilary DeLuca, 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 school wide 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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: East Lake Elementary aims to involve parents with their child's education through a supportive environment that engages parents in educational activities and events that will inspire all to their highest potential.

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: East Lake Elementary School strives to involve all parents in the planning, review, and improvement of the Title I programs and our Parent Involvement Plan. All Parents are invited to help and evaluate both the School Improvement Plan and Parent Involvement Plan. Since parent involvement is historically low at our school, any interested parent will be selected to participate in the group.

All parents are asked for their input on activities, training, and materials provided by the school. Parent input will be documented by a written summary of parent comments on various surveys and/ or by recording of minutes to record parent comments during meetings. Parents are invited to attend meetings regarding the development of the required plans through flyers, the school marquee, electronic notices via our website and dial out system. Parents then review the previous year's plan and then participate in a group discussion as to what should remain in the plan, as well as what they would like to see added and/or changed. The school uses the notes from the group discussion to guide writing the plans. East Lake Elementary provides snacks and refreshments at the activities and events.

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	VPK	The district's Pre K Department coordinates this program to help students achieve school- readiness before entering Kindergarten.
2	Title III	The East Lake Leadership Team and staff from the Multicultural Department work together to provide translation for parent activities & communication at the school level throughout the year.
3	Individuals with Disabilities Education Act (IDEA)	The benefits of programs used to provide supplemental instruction at East Lake are discussed with parents developing an Individual Educational Plan(IEP)
4	Title X	Through our guidance department, families identified as FIT are provided supplies, clothing, and other services as needed.
5	Title II	Professional activities are facilitated and monitored by ELES resource teachers, as well as, district level professional development staff in relation to increase parental involvement.

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 (school wide 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	Maintain Documentation	Literacy Coach/LRS /LRS Title I/ Math and Science Coach	August	All documents will be uploaded to the Share Point and hard copies will be kept at the school.
2	Develop Sign-In Sheets	Literacy Coach/LRS /LRS Title I/ Math and Science Coach	August	Sign-in sheets for meeting
3	Advertise/publicize event	Literacy Coach/LRS /LRS Title I/ Math and Science Coach	August	Post on school website, marquee and create dial-outs
4	Develop and distribute invitations/flyers	Literacy Coach/LRS /LRS Title I/ Math and Science Coach	August	Flyer with date was distributed
5	Develop agenda & handouts that address the required components	Literacy Coach/LRS /LRS Title/ Math and Science Coach/Principal/ Assistant Principal	August	Copies of agenda, handouts, meeting notes

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€(2)].

Response: Parent meetings are held at various times throughout the school year. Usually these meetings are held in the early evening (around six or seven o'clock at night). Our annual meeting will be held during the first nine weeks with one session in the AM and one in the PM. Most academic activities are scheduled during the evening hours.

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€]. 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€(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€(14)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Individual Parent/Teacher Conferences	Classroom Teachers Mrs. DeLuca-School Principal	Teachers will conduct individual parent conferences to discuss each child's assessment results, Title I Compact, expectations and goals for the current year.	December	Parent Contact Logs and Signed Compacts
2	Parent Resources Night/ Understanding Grade Expectation	Literacy Coach/LRS /LRS Title/ Math and Science Coach/Principal/ Assistant Principal	An overview of Parent Portal access, school and district resources available. State (FSA/FCAT) and local assessments Information will include grade level expectations, Florida Standards, Science NG-SSS, and strategies parents can implement at home to help their child.	September	Sign-in sheets, agenda, flyers, meeting notes
3	Family Literacy & Math Night	Literacy Coach/LRS /LRS Title/ Math and Science Coach/ Media Specialist/ Principal /Assistant Principal	Children will interact with their parents learning age-appropriate reading and math strategies.	January	Sign-in sheets, agenda, flyers, meeting notes
4	Family STEM Night & Osceola Mobile STEM Lab	Literacy Coach/LRS /LRS Title/ Math and Science Coach/Principal/ Assistant Principal	Children and parents will participate in hands-on STEM activities that reinforce required academic skills.	Feb.-March	Sign-in sheets, agenda, flyers, meeting notes

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	Cultural awareness	Mrs. DeLuca	Provide framework for developing cultural awareness to help the culture gap.	Annually	Handouts, Sign in sheets, agendas, power point presentation.
2	Different Levels of Parent Involvement and Requirements of Section 1118	Mrs. DeLuca	Provide information about the 5 levels of parent involvement and parents' rights	Annually	Handouts, Sign in sheets, agendas, power point presentation.
3	Communicating and working with parents	Mrs. DeLuca	Provide tools for teacher to be better able to communicate with parents to help improve student achievement	On-going throughout the year	Compact documentation, meeting agendas, sign in sheets,

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: FSA (state assessments) information nights addressing Reading, Math Writing, and Science will be provided.

Academic Family nights will encourage interaction between parents and the students. Information will be provided to parents about expectations regarding the Florida State Standards and Science Standards.

A parent STEM Night will introduce families to the new technology and the implementation of iPads and the Bring Your Own Device County initiative as known as BYOD.

The leadership team completes an in-house Title I check list prior to each family event. This ensures that proper environment and communication is fulfilled. It also ensures that flyers and advertising are completed in a timely manner.

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 school wide 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: The Meet the Teacher event or Open House provides an opportunity for parents/guardians to visit the school and become familiar with the resources that are available to students and families. The Title I packets are distributed at The Meet the Teacher Event or Open House. For families that register after the Open House, or who did not have the opportunity to attend, Title I packets are sent home in the beginning of the year packets or upon student registration throughout the year.

East Lake Elementary School will distribute flyers, Remind notices, Dial Outs (in English and Spanish) that will be sent with students to notify the parents of all upcoming parent meetings and events.

The annual Title I information meeting with parents will include: a general overview of the Title I program at East Lake, how to schedule parent/ teacher conferences, as well as information on how to participate in decisions related to the education of their child. Sign-in sheets, meeting agendas, and copies of the flyers will be uploaded to the Title I Share Point.

Teachers are reminded throughout the year to ensure that all compact meetings are being held in a timely manner, and teachers are encouraged to maintain a high-level of parent communication making them aware of all of the events and activities here at East Lake Elementary School.

Furthermore, teachers will hold parent/teacher conference to inform parents of grade level curriculum, forms of assessment that will be used, student progress, Florida State Standards for Reading, Mathematics, Science, and grade level expectations. Individual teachers will maintain records of parent conferences in their Parent Contact Logs. These conferences will be going on throughout the year.

Curriculum and standards are discussed with parents, not only in individual meetings, but also during parent nights including FSA (state standards) Parent Night.

A Title I PowerPoint is presented at each annual Title I meeting and discussed with parents to clarify any concerns or questions.

On our school's website, a Title I access menu will be available with links to pertinent Title I information.

Parents are encouraged to contact teachers via: email, phone, or by writing a note in their child's agenda. Every child, K-5 has an agenda to encourage parent-teacher communication regarding behavior, expectations, and student academic progress. Teachers make themselves available for face-to-face conferences (AM and PM), phone conferences, and Open House events. Although we prefer parents to provide adequate notice for a meeting request, our teachers often meet with parents promptly even if they are contacted on the same day. All communication between parent/guardians and the school will be returned within 24 hours upon receipt.

East Lake Elementary School will send home a Student/Parent Handbook outlining school procedures and policies. The Title I Summary and Compact will be included in the student packet.

East Lake Elementary School contact information is available to our parents on our school's website.

SAC meetings are held comprising of both parent volunteers and faculty members. This group meets monthly and receives administrative updates, as well as, information regarding school achievement and events.

An End of the Year Survey is provided to parents, staff members and students to provide feedback for school improvement. A link to the survey is located on our school website. The results of the survey are presented to the SAC Committee.

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: Written communication will be provided in English and Spanish. The District Title I Parent Involvement Plan/Policy brochure and Title I Booklet will be sent home with each student at the beginning of the year.

To ensure that parents of every student in East Lake Elementary receives the Title I brochure, it will then be given to parents upon enrollment throughout the year.

Translators will be available when feasible, at parent meetings/nights, and in school offices to provide translation services so parents are able to fully participate in parent meetings. East Lake Elementary will contact the LEA if translation services in languages other than Spanish are required (this includes sign language).

Documentation of parent notices, translated information and newsletters will be kept in the Title I Documentation Share Point.

All parental involvement activities will be accessible to parents with disabilities.

East Lake Elementary will also utilize an automatic dial out system to contact parents and make them aware of events, as well as, to provide information in case of emergencies.

East Lake Elementary maintains a website. This site allows us to communicate with parents and provide a notice of events, important news with updated information, documents and newsletters as needed.

East Lake Elementary has a marquee facing the front of the school. The marquee is updated frequently to notify parents of various times and dates of events.

A summary of the Parent Involvement Plan (PIP) and Compact will be available to parents and will be included in the beginning of the year packet. The PIP will be available in its entirety on East Lake's website.

The school does not currently serve any migrant children. Accommodations will be provided as needed to support any new students/families.

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:
☒ Not Applicable

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

Upload Evidence of Input from Parents

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

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.

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.

Evaluation of the 2017-2018 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2017-2018 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

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2017-2018 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

Barriers

Describe the barriers that hindered participation by parents during the 2017-2018 school year in parental involvement activities. Include the steps the school will take during the 2017-2018 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

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2017-2018 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