## LEE ELEMENTARY MAGNET SCHOOL Title I, Part A Parental Involvement Plan

I, Joyce Miles, 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

1. 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;
2. 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)];
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)];
4. 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)];
5. 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)];
6. 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)];
7. 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)];
8. 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
9. 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 |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** Lee Elementary School of Technology/World Studies supports parent- school-community partnerships in providing all students with the knowledge and skills necessary to thrive in a global society.  |

**Review Rubric:**
Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

 Explanation of the purpose of the parental involvement program;

 Description of what will be done; and

 Description of the beliefs or value of the LEA.

**Review Status:** Adequate

**Review Comments:**

**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)].

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| **Response:** Lee Elementary has an established School Advisory Council that works together with business partners, the school faculty, and the PTA. Our SAC committee and leadership team developed our 2013-2014 School Improvement Plan and Title 1 programs. Lee Elementary will host monthly parent involvement meetings/workshops which will be scheduled at flexible times to accommodate our working parents. Two weeks in advance of each meeting, parents will receive an invitation in the Take Home Tuesday folder. Our monthly newsletter will also include upcoming meeting dates. The school website, which is updated weekly, will provide parents with a calendar of upcoming meetings and other important school events. After each meeting/workshop, we will provide our parents with a comments/feedback form. In addition, a survey will be sent home to all families specifically asking for input on Title 1 programs and parent involvement activities, and workshops. The School Improvement Plan, our Parent Involvement Policy, and information regarding all Title 1 programs will be available to parents for their review in the front office and in our Parent Resource Room. |

**Review Rubric:**
Strong responses include:

1. Identification of the group responsible for the development, implementation and evaluation of the plans;
2. Description of the procedures for selecting members of the group;
3. Explanation of how the input from parents will be documented; and
4. Description of the process and involvement of parents in the development of required plans; and
5. 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)].

**Review Status:** Adequate

**Review Comments:**

**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)].

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| --- | --- | --- |
| **count** | **Program** | **Coordination** |
| 1 | Parenting Partners Program and English Language Learners | The Parental Involvement Specialist and the ELL liaison will coordinate a Parent Action Committee to inform ELL parents about programs and workshops offered at Lee as well as in the community. |
| 2 | InSYNC Education Online | Parent Involvement Specialist will distribute information and hold an optional training for parents and faculty on how to access and use the InSYNC website |
| 3 | Curriculum Night | Parents will be invited to Curriculum Night to learn tips on how they can help their child excel in academics.  |

**Review Rubric:**
Strong responses include:

1. Identification of the specific federal programs; and
2. Description of how the programs will be coordinated.

**Review Status:** Adequate

**Review Comments:**

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, handouts, and Presentation Title 1 materials to be discussed during Curriculum Night | Assistant Principal SAC and Parent Invol. Specialist | September | Copies of Agenda and handouts |
| 2 | Develop and disseminate Annual Meeting invitations and distribute to school community | Parent Involvement Specialist | September | Invitation with date and time and posting information on school website |
| 3 | Develop sign-in sheets to document participants | Parent Involvement Specialist | September | Sign in sheets for meeting |
| 4 | Maintain documentation | Parent Involvement Specialist | September | Title 1 Documentation Box which is housed in AP’s office |

**Review Rubric:**
Strong responses include:

1. Identification of specific activities or tasks;
2. Identification of the person(s) responsible for completing the task;
3. Reasonable and realistic timelines; and
4. Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:** Adequate

**Review Comments:**

**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)].

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| **Response:** Faculty members of Lee Elementary will host both morning and evening meetings/workshops. Our meetings will coincide with other school-wide events in order to accommodate working parents. When needed, we will utilize our Title 1 funds to provide parents with useful materials and child care during the meetings. Our parent resource center will be open every school day from 8:00 - 3:00 for parents to check-out materials.  |

**Review Rubric:**
Strong responses include:

1. Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
2. Specific examples of the flexible schedule offered to parents.

**Review Status:** Adequate

**Review Comments:**

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Curriculum, Expectations, and CommunityBuilding/Meet the Teacher | Faculty and Staff | Improve achievement scores | August | Comments |
| 2 | Title 1, AYP, NCLB/Annual Title 1 Meeting | Administration and Parent Involvement Specialist | Administration and Parent Involvement Specialist | September | Sign-Ins and Surveys |
| 3 | AYP, NCLB, Title 1/ Reading literacy workshop for parents | Parent Involvement Specialist, reading leadership  | Improve achievement scores in reading | October | Agenda and survey |
| 4 | AYP, NCLB, Title 1 Math & Reading | Agenda and survey | Improve achievement scores in math and reading. | January & March | Agenda and survey |
| 5 | Title 1, AYP, NCLB, /Math Parent Workshop | Parent Involvement Specialist, Principal, AP  | Improve achievement scores in math | January | Parent Feedback |
| 6 | Title 1, AYP, NCLB/Writing workshop for parents | Parent Involvement Specialist and writing speciali | Improve achievement scores in writing | November | Agenda and survey |
| 7 | Volunteer Program for parents/3 for Initiative | Parent Involvement Specialist/Principal/Asst. Prin | Encourage parent involvement in the school community  | Ongoing | Agenda, monthly newsletter and survey |
| 8 | Parenting Partners Program | Parent Involvement Specialist | Improve achievement scores | Monthly | Agenda and Survey |
| 9 | Title 1, NCLB/ELL meetings (PLC) | ELL department/ Site based ERT | Increase cultural awareness within the school community to improve achievement scores | Fall and Spring | Agenda |
| 10 | Fami “LEE” Breakfast | Faculty, staff and PTA | Build positive connections with the school and families | December/January | Parent feedback |

**Review Rubric:**
Strong responses include:

1. Description of the content and type of activity including the following: o The state’s academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child’s progress and work with educators to improve the achievement of their child;
2. Identification of the person(s) responsible;
3. Correlation to student academic achievement;
4. Reasonable and realistic timelines; and
5. Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

**Review Status:** Adequate

**Review Comments:**

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Faculty PLCon MTSS/PST | School Psychologist/PLC Facilitators | Teachers will gain knowledge on identifying students who are below level in core academic subjects.  | October-June | PLC documentation forms / walk through |
| 2 | Report card handbook update | Principal , Assistant Principal | Teachers will increase knowledge of best practices in assessing, tracking and communicating student achievement | October - December | Agenda |
| 3 | Independent Reading | Reading Coach | Teachers will increase students' comprehension by using the following set of skills: reader matched to appropriate level, stamina, and student interest | October | Agenda |
| 4 | Close Reading | Reading coach | Teachers will increase their knowledge on text complexity and close reading through one-on-one coaching cycles.  | October-May | Coaching Log |

**Review Rubric:**

 Content and type of activity including the following:Valuefollowing:

1. Valuing of parental involvement,
2. Communicating and working with parents,
3. Implementation and coordination of parental involvement program,
4. Building ties between home and school,; and
5. Cultural sensitivity;

 Identification of person(s) responsible;

 Correlation to student academic achievement;

 Reasonable and realistic timelines; and

 Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:** Adequate

**Review Comments:**

**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)].

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| **Response:** Parenting Partners Program-Team of faculty members work closely with parents in the school community. The people responsible for this program are Parent Involvement Specialist and Parenting partners team. This will be ongoing throughout the year. Effectiveness will be based on sign-in sheets and agendas. Parent Resource Center-Parent resource center will house materials for parents to check-out. It will also be maintained with current information. The people responsible for this are Parent Involvement Specialist and Administration. This will be ongoing throughout the year. Effectiveness will be based on Sign-in and out sheets.  |

**Review Rubric:**
Strong responses include:

1. Identification of the type of activity;
2. Specific steps necessary to implement this activity;
3. Person(s) responsible;
4. Timeline; and
5. Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:** Adequate

**Review Comments:**

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

1. Timely information about the Title I programs [Section 1118(c)(4)(A)];
2. 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)];
3. 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
4. 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)].

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| **Response:** Lee Elementary provides a monthly newsletter which provides information about our Title 1 programs and the quality curriculum that is provided to our students. In addition to these newsletters, our school shares information during the annual Title 1 informational meeting. During this meeting, parents and community members will be given brochures, parent's guide to Hillsborough Public Schools. We will share information about AYP, school choice, and SES. Together, the faculty and parents will collaborate regarding use of Title 1 funds. We will make parents aware of the District and School Parent Involvement Plans. Through conference nights, Student Agenda books, teacher websites, monthly newsletters, and open house, teachers will effectively communicate with parents regarding student expectations, proficiency levels, curriculum, and individual student progress.  |

**Review Rubric:**
Strong responses include:

1. Process for providing information to parents;
2. Dissemination methods;
3. Reasonable and realistic timelines for specific parent notifications; and
4. Description of how the school will monitor that the information was provided.

**Review Status:** Adequate

**Review Comments:**

**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)].

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| **Response:** All school related flyers, forms and publications are sent home in English and in parents' native language. For conference nights, translators are available as needed. Parents are informed about programs through the school newsletter, school website, and flyers/invitations in the Take Home Tuesday folder. Extra copies of meetings and school events are placed in the main office and in the parent resource room. Parents with special needs will be given accommodations upon request. |

**Review Rubric:**
Strong responses include:

1. Process the school will use for translating information into a parent’s native language;
2. Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
3. Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
4. Specific languages in which information will be provided; and
5. Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

**Review Status:** Adequate

**Review Comments:**

**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:

X Not Applicable

**Review Rubric:**
Strong responses include:

1. Identification of the activity which may include the following:
2. Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
3. Description of the implementation strategy;
4. Identification of person(s) responsible;
5. Correlation to student academic achievement; and
6. Reasonable and realistic timelines.

**Review Status:**

**Review Comments:**

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C%3A%5CUsers%5Cwhalema%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5C9ELBLUTH%5CfileUploads%5C292401_2013-2014_uploadEvidenceParentInput.docx) |

**Review Rubric:**

**Review Status:** Adequate

**Review Comments:**

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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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cwhalema%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5C9ELBLUTH%5CfileUploads%5C292401_2013-2014_uploadCompact.docx) |

**Review Rubric:**
School-Parent Compact must include the following components:

1. Description of the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State’s student academic achievement standards;
2. Identification of ways parents will be responsible for supporting their children’s learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child’s classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
3. Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child’s achievement; Frequent reports to parents on their child’s progress; and Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and
4. Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

**Review Status:** Adequate

**Review Comments:**

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| 9/28/2013 7:19:19 PM |   | Compact needs to be uploaded |
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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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cwhalema%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5C9ELBLUTH%5CfileUploads%5C292401_2013-2014_uploadCompactEvidence.docx) |

**Review Rubric:**

**Review Status:** Adequate

**Review Comments:**

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## Evaluation of the 2012-2013 Parental Involvement Plan

**Building Capacity Summary**

Provide a summary of activities provided during the 2012-2013 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.

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Curriculum, Expectations, and CommunityBuilding/Meet the Teacher | 4 | 150 | Improve achievement scores |
| 2 | Title 1, AYP, NCLB/Annual Title 1 Meeting | 1 | 50 | Administration and Parent Involvement Specialist |
| 3 | AYP, NCLB, Title 1/ Reading literacy workshop for parents | 1 | 75 | Improve achievement scores in reading |
| 4 | AYP, NCLB, Title 1 Math & Reading | 1 | 50 | Improve achievement scores in math and reading. |
| 5 | Title 1, AYP, NCLB/Writing workshop for parents | 1 | 50 | Improve achievement scores in writing |
| 6 | Volunteer Program for parents/3 for Initiative | 4 | 100 | Encourage parent involvement in the school community  |
| 7 | Fami “LEE” Breakfast | 4 | 250 | Build positive connections with the school and families |

**Review Rubric:**
Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**Review Status:** Adequate

**Review Comments:**

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| **createDate** | **modifyDate** | **comment** |
| 9/28/2013 7:20:23 PM |   | Building Capacity Summary with data from last year's activity |
| 10/2/2013 2:47:22 PM |   | Modified 10/2/13 |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the 2012-2013 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)].

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Creating Family Friendly Schools – PLC training | 2 | 26 | Increase student achievement across all subjects |
| 2 | Lee’s Parenting Partners Program (Parent Involvement) | 1 | 26 | Staff will work collaboratively with parents to educate each other about building ties between home and school |
| 3 | Report card handbook update (Accurate Grading Practices) | 1 | 26 | Teachers will increase knowledge of best practices in assessing, tracking and communicating student achievement |
| 4 | Close Reading (Reading) | 1 | 26 | Teachers will increase knowledge on the close reading model.  |
| 5 | Math Norms (Math) | 1 | 26 | Teachers will increase the use of math norms in their classrooms.  |

**Review Rubric:**
Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**Review Status:** Adequate

**Review Comments:**

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| **createDate** | **modifyDate** | **comment** |
| 9/28/2013 7:21:11 PM |   | Staff Training summary needed gathered from last year's training |
| 10/2/2013 2:47:51 PM |   | Modified 10/2/13 |

**Barriers**

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Attendance low at Curriculum Night. | Use three ways to communicate Curriculum Night (ListServ, ParentLink, and Flyers) |
| 2 | Low attendance at school conference nights | Teachers call parents to personally invite if return slip is not sent back to school.  |

**Review Rubric:**
Strong responses include:

1. Identification of barrier which hindered participation by parents in parental involvement activities (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); and
2. Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

**Review Status:** Adequate

**Review Comments:**

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| **createDate** | **modifyDate** | **comment** |
| 9/28/2013 7:22:04 PM |   | Summary of barriers needed from last year's activities.  |
| 10/2/2013 2:48:21 PM |   | Modified 10/2/13 |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| --- | --- | --- |
| **count** | **Content/Purpose** | **Description of the Activity** |

**Review Rubric:**
Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

**Review Status:** Adequate

**Review Comments:**