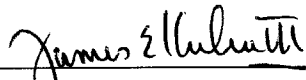


## STEPHEN FOSTER ELEMENTARY SCHL Title I, Part A Parental Involvement Plan

I, James Kuhn, 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)];
- 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

8/12/14

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** The purpose of the Stephen Foster Elementary Parent Involvement Plan is to provide a blueprint with which the school staff and parents can work together to provide a strong educational setting for children to grow and learn.

### 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:** The group responsible for the development of the Parent Involvement Plan (i.e. the Parent Involvement Committee) includes one member from each grade level within the school. This committee meets on a monthly basis to monitor the Parent Involvement goal of the School Improvement Plan and the Parent Involvement Plan. Each spring all teachers volunteer for different school improvement committees. Those who volunteer for parent involvement are considered as well as those teachers who have a true strength in parent communication and engagement. In addition the school principal, CRT, and Lead Title I teacher participate in the development of the plan. Parents and the SAC members provide input for the PIP during meetings in the second semester of the school year.

Parents are asked for input through multiple ways including surveys and at parent meetings. Once a list of suggestions is generated, parents are also asked to review and give input/comments. We use a variety of ways to gain this input including Title 1 Parent Workshops, surveys, Extended Day Enrichment Program (EDEP), School Advisory Council, and P.T.A.

## 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	Headstart	Invite Head Start families to Kindergarten Open House. Title 1 will provide "Back to School" folders for all Head Start families.

## 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	School will hold the Annual Parent Meeting in September, 2014. Multiple sessions will be held during the first semester.	Jim Kuhn, Principal and Mary McGlone - Lead Title 1 Teacher	September 2014 - December 2014, multiple sessions	Parent evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Principal, Lead Title 1 Teacher, Parent Involvement Committee	August-September 2014	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Lead Title 1 Teacher, Parent Involvement Committee	August-September, 2014	Copies of presentation and all handouts
4	Send notices in weekly Steamer newsletter, send invitations via backpacks, alert parents of meeting.	Principal, Lead Title 1 Teacher	September - October, 2014	Photograph of marquee, copy of Steamers and invitations

## 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 meetings and workshops are scheduled and held throughout the year. The same workshop is presented for an entire month and is scheduled at varied times including mornings (first thing as parents are dropping students off), mid-day if in connection with another school-wide event, after school/afternoon, and, in October and March, evening meetings. The Annual Meeting is presented October through December so parents have the opportunity to learn about Title 1. The Parent Input Meeting is presented multiple times January through April so parents are given ample opportunity to express their opinions.

Hard copies of all meeting/training materials will be available in the Parent Resource Area for those parents who are unable to attend meetings.

## 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 Workshop: Reading Activity based on Building School & Home Connections for Every Child's Success. Include Parent Guide for Your Child's Success.	CRT, FCIM Facilitator, Title 1 Team	Improve ability of parents to work effectively with students to increase student achievement in reading.	Multiple sessions October 2014 & February 2015	Parent Evaluations, Agenda, Sign-in Sheets
2	Parent Workshop: Science	CRT, FCIM Facilitator, Title 1 Team	Improve ability of parents to work effectively with students to increase student achievement in science.	Multiple Sessions in January 2015 & April 2015	Parent Evaluations, Agenda, Sign-in Sheets
3	Parent Workshop: Math Activity based on Building School & Home Connections for Every Child's Success.	CRT, FCIMS Facilitator, Title 1 Team	Improve ability of parent to increase student achievement in math.	November 2014 & March 2015	Agenda, Sign-in Sheets, Parent Evaluations
4	Parent Workshop: Writing Activity based on Building School & Home Connections for Every Child's Success and grade level rubrics.	CRT, FCIMS Facilitator, Title 1 Team	Improve ability of parent to increase student achievement in writing	December 2014	Agenda, Sign-in Sheets, Parent Evaluations
5	Parent Workshop: Parent Input	Title 1 Team	Give parents the opportunity to voice concerns and questions to be used in developing the Compact, PIP, & SIP	January 2015 through April 2015	Agenda, Sign-In Sheets, Parent Evaluations
6	Parent Workshop: A.I.R. New	CRT	Improve ability of	Fall 2014	Agenda, Sign-In

	State Assessment (replaces FCAT)		parents to increase student achievement on computer based math assessments		Sheets, Evaluations
7	Parent Workshop: Achieve 3000	CRT, FCIMs Facilitator	Improve ability of parents to increase student achievement based on the new Common Core Curriculum	Fall 2014	Agenda, Sign-In Sheets, Evaluations
8	Parent Workshop: School Success (organizational skills with Title 1 provided student planner, passwords for various computer programs, how to help your child with homework, where to find additional homework help), tour of the parent room and available resources. Include Parent Guide for Your Child's Success.	Title 1 Team	Improve ability of parents to work effectively with students to increase student achievement in all school subjects.	Multiple sessions September 2014	Parent Evaluations, Agenda, Sign-in Sheets

## 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	PLC Book Study - Enhancing the Art and Science of Teaching with Technology by S. Magana & R. Marzano.	Principal	Improve ability of staff to understand and work with students and parents, increase the use of technology, and impact student achievement.	October 2014- May, 2015	CREATE surveys, Sign-in Sheet
2	Modified presentation of the four (4) Modules of Parent Involvement	Title I Lead Teacher	Improve ability of staff to work with parents to impact student achievement.	School Year 2014-2015	Agendas, Sign-In Sheets, Evaluations
3	Training on the Title 1 provided student planner based on Steven Covey's 7 Habits of Highly Effective People.	Principal, CRT, Title 1 Lead Teacher	Improve ability of staff to work with parents and students to impact student achievement	Fall 2014	Agenda, sign-in sheets, evaluations.

## 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:** Maintain Parent Resource Area throughout the school year to provide materials and supplies to encourage parent academic involvement in the home.

Provide faculty assistance to arrange meetings with parents, answer parent questions, check out or give away materials housed in the parent resource room, run parent workshops, assist parents with their child's homework, and keep their child's academic skills sharp over the summer.

Persons responsible for this activity include the Lead Title 1 teacher and other Title 1 teachers. Steps to implement this activity include comparing existing inventory with items needed (e.g. flash cards, parent handouts, loaner materials) and then resupplying as needed throughout the year.

Evidence of effectiveness: Parent Involvement Room Sign-in Sheets

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## 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:** Information on all Title 1 services and programs are sent home with all children at the beginning of the school year and reviewed at the Annual Title I Meeting. The "Beginning of School" packet's cover letter is signed by the parent and kept as documentation that families received the information pertaining to the school-wide Title I program.

Parents are asked to attend multiple meetings for their child throughout the year and especially encouraged to attend three meetings for the development and monitoring of each child's Progress Monitoring Plan for those children being monitored. Parents of any child being monitored through RTI are also invited to attend all conferences and participate in the data review meetings. Parents receive four report cards per year in addition to four interim reports concerning academic progress. Parents are able to give input into development and review final drafts of the following:

- School Improvement Plan

- Parent Involvement Plan

- Parent Compact. Parents are required to attend one parent conference during the school year. The Title 1 Home School Compact will be referenced at this time.

Parents of ESE students will be invited to annual IEP meetings.

Parents are also provided information through the school website, weekly Steamer newsletter, phone home, and classroom/grade-level newsletters.

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## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities

for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

**Response:** The ELL Report will be printed four times each year to keep all staff updated on ELL students at our school. This report becomes part of the Title 1 Audit Documentation kept at the school. The ELL Handbook located in the front office is used to assist families with examples of registration forms in various languages. Non English speaking parents will be given access to information via district, state, and school websites about materials in various languages. Every reasonable attempt is made to provide information in a language parents can understand. We have multiple staff members who are fluent in Spanish. We ensure that a Spanish speaking staff member is available at any conference held with a parent who is a Spanish speaker.

## 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)];	Schedule Parent Involvement Activities at a variety of times to accommodate parents.	Principal, CRT, and Lead Title I	Increased parent involvement leads to increased academic achievement.	2014-2015 School Year