

## Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:**

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### 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:** Lake Butler Elementary School believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for developing, implementing, and evaluating the various school levels plans, including the SIP and the PIP. More than 50 percent of the members of the SAC are parent (non-employee) representatives. In addition, all parents were given surveys at the end of the school year seeking their input on activities, training, and materials they needed to help their child. Results of parent surveys are reviewed by the SAC to determine needed changes. During the SAC meeting when the PIP and/or SIP are developed the committee will decide with the input from parent and the district homeless parent liaison how the parental involvement funds will be used.

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### 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 Title 1 office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc.
2	IDEA	Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the students IEP
3	Title II	Professional development modules will be provided to schools to support the professional development needs of the staff related to parental involvement. The parent liaison will be trained by LEA staff in methods to effectively use the modules. LEA staff will provide support and monitor the implementation to ensure that training is provided as required
4	Title I Part C	Services for parents of migrant students are provided through collaboration with the Alachua Multi-District Migrant Program. Migrant families are encouraged to participate in parental involvement activities, parent-teacher groups, parent education nights, and other opportunities.
5	Title X	Parents and families of students who are served by Title X funding are informed and invited to all scheduled parent meetings.
6	Home Instruction Program for Preschool Youngsters (HIPPY)	Monthly HIPPY meetings are held at Lake Butler Elementary School. LEA utilizes district staff to coordinate parent involvement in these highly effective meetings.



## 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	Develop agenda, handouts, presentation materials that address required components	Director of Title 1/LBES Admin. Staff	May	Copies of agendas, handouts
2	Publicize meeting	School Staff	June	Newsletter/Posting on Web Site
3	Develop Sign In Sheets	School Staff	June	Sign in Sheets from Meeting
4	Maintain Documentation	Title 1 District Office	June	Documentation on file in District Title 1 Office

## 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:** The faculty and staff of Lake Butler Elementary School have a strong belief in the importance of parental involvement and have put measures in place to offer parents meetings on a flexible schedule. Our parents are also offered free childcare and other incentives to increase parent participation (i.e., snacks and/or meal if the meeting occurs around a meal time). The district Title I Director will maintain records of parent participation and modify time and schedules as needed to increase parent participation.

## 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	Assessments/Student programs discussed during individual conferences	Classroom teachers	Teachers will conduct individual conferences to discuss each child's assessments and end of each nine week progress, expectations and goals for the school year	August through May	Increase in student achievement
2	FCAT Nights 3rd/4th	LBES Principal/Classroom	Parents will gain knowledge of FCAT testing	February	Increase in FCAT scores



		Teachers	and what strategies can be used at home		
3	Climate Surveys	LBES Principal	Stronger parent-school relationship/partnership	April	Increase in student achievement
4	Student Skyward	Classroom Teachers	Parents are able to access current information relative to their child's daily academic performance	August through May	Increase in student achievement
5	Open House: Parents meet their child's teacher	LBES Principal/Classroom Teachers	Provide information to parents on expectations and how parents can help their children	September	Increase in student achievement
6	Contact parents via automated phone system	District Technology Specialist/LBES Principal	Increase communication with parents; provide updates on school functions	August through May	Increase in student achievement
7	Publish weekly school newsletters	LBES Principal/staff	Provide information to parents on expectations and how parents can help their children	August through May	Increase in student achievement
8	Kindergarten Parent Conferences	Classroom Teachers	Provide information to parents of expectations and how parents can help their child be successful	August	Increase in student achievement

## 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	Presentation of Parent Involvement Plan at Faculty Meeting	LBES Principal/Title I Director	Set clear goals of parent involvement with faculty	Fall	Sign in sheets, presentation materials
2	Communicating and working with parents	District Staff who will train school administrator	School administrators will be provided with a training module to take back to the school in an effort to improve the ability of staff to work effectively with parents	Spring	Sign in sheets, agendas, presentation materials

## 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:** Parents who cannot attend meetings in person at the school site for various reasons will be encouraged to access the school's website.

## 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:** Lake Butler Elementary School holds an open house per grade level in September of each school year where information is presented about Title 1 programs, curriculum, academic assessments and grade level information. Parents learn about the school wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. A copy of the parent handbook, which each parent received in the take home packet on the first day of school, is reviewed at this time. Upon conclusion of the general meeting, parents are invited to visit their child's classroom and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teacher, assessments plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents unable to attend. Teachers will maintain sign-in sheets and provide a copy to the front office who also maintains documentation on the dissemination of information, distribution methods and timelines. If a parent is unsatisfied with the school-wide program plan they will be asked to provide their comment to the LBES principal who will then forward the comment to the Title I Director.

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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 Lake Butler Elementary School Parent Involvement Policy is sent home with each student upon approval by the FLDOE. Parents are also notified via website and school newsletters of the availability of the PIP. Based upon need, the district will provide translation for documents, to the extent possible, for parents.

Written communication will be provided for parents in English and any other languages as become necessary. If the need occurs in our small rural district, translators will be made available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. LEA and school personnel will run the Language Survey report as often as the need is determined based on fluctuations in the student population.

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## 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

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### Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.  
[Uploaded Document](#)

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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.  
[Uploaded Document](#)

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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.  
[Uploaded Document](#)

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## **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	Climate Surveys	1	700	Stronger parent/school relationship/partnership
2	Title I Annual Meeting	1	6	Parent involvement increases student achievement
3	FCAT Nights	2	50	Parents will have a better understanding of their individual child's learning style and become better able to help their child at home
4	Open Houses	4	800	Parent involvement increase student achievement

### **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	Communicating and working with parents	1	50	School administrators will be provided with a training module to take back to the school in an effort to improve the ability of staff to work effectively with parents

### **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 current 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	Busy parents	Offer activities and conferences with flexible scheduling
2	Rural area	Use technology and newsletters to keep parents and community informed
3	Limited English Proficiency (Hispanic)	Translators available on request for meetings, conferences, etc.; translate documents when necessary

## Best Practices (Optional)

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

count	Content/Purpose	Description of the Activity
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May 20, 2014

5:30 p.m.

Linda Johns, Director of Curriculum and Accountability, welcomed all parents, staff and community members in attendance.

Mrs. Johns gave a brief overview of the Title I federal program explaining Lake Butler Elementary is a Title I school and during the upcoming 2014-15 school year Title I funds pay for 3 1/2 reading interventionists, 3 paraprofessionals, supplemental supplies and professional development. She also explained to the parents Title I funds can only be used to supplement parent involvement.

Copies of the Lake Butler Elementary parent involvement plan, along with copies of the results from last years Title I annual parent involvement survey were passed out. Parents were given a few minutes to review the plan and the surveys. Mrs. Johns discussed each section of the plan (needs, goals, etc) with the floor open for questions from parents during the discussion. Parents were very satisfied with parent involvement at the school and appreciated the "open door" policy at the school and the district office. Parents noted again that job issues, time issues and childcare were barriers that hindered participation. Mrs. Johns indicated that each year free babysitting is offered during the meetings and light refreshments are also being offered if a parent involvement meeting falls near a "normal" mealtime as an incentive for parents to participate. Mrs. Johns also indicated meetings are scheduled on different days/times to accommodate more parents. Parents still liked the idea of "prizes" (free books, etc) at meetings. Mrs. Johns stated this practice would be continued in the 14/15 school year. No further suggestions for revisions was made. The plan was approved.

Copies of the teacher/parent/student compact were distributed. Mrs. Johns explained the compact is a federal requirements and the teachers have the parents sign the compact when during the first report card meeting of the year. Several parents commented they were familiar with the compact. No changes were made to the form and the form was approved.

Mrs. Johns thanked the parents for taking time out of their busy schedules to come to the meeting. She opened the floor for questions or voice any concerns. No comments, questions, or concerns were voiced so the meeting was adjourned.



