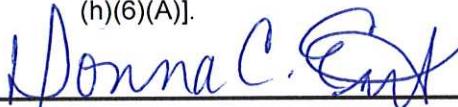


## UNIVERSITY PARK ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Mrs. Donna Entsminger, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

  
Signature of Principal or Designee

  
Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

### 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:** University Park values the participation of parents at school and encourages our parents to become involved in planning, reviewing and improving our programs. We offer membership to the School Advisory Council (SAC) and Booster Club for parents, teachers and community members. Due to low interest in membership, all parents and community members that want to participate are included. School employees are then voted on based on the number slots available. The announcement of meetings and recruitment of members takes place through the school calendar, newsletters, a Volunteer Meet and Greet, Open Houses and synservice. Members of the SAC participate in the writing and approval of the School Improvement Plan (SIP). Parents are involved in development and review of the Parent Involvement Plan (PIP) and decisions regarding how the Title I school funds allocated for parental involvement activities will be used. Parents are encouraged to participate in the Parent Survey in the Spring to provide feedback.

## 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	Step FOURward/Voluntary Pre-Kindergarten (VPK)	Title I funding supplements our VPK funding, allowing for an all day program. Parent training opportunities and transitional services are made available for students entering into the regular public school setting.
2	Title II, Part A (Improving Teacher Quality)	Professional development opportunities are provided to school staff in working effectively with parents, including a parent involvement component in one of the modules of B.E.S.T., the district wide training initiative.
3	Title II, Part D (Enhancing Education through Technology)	The Title I Contact works closely with Technology Network Associate in meeting the technology needs of the school. Title 1 funds supplement in providing the needed technology for student achievement.
4	Title III (Language Instruction for English Language Learners)	The Title I Contact works closely with the ESOL teacher to coordinate family involvement activities to meet the needs of ELL students and families. Documents are also translated for effective communication with these families.
5	Head Start	University Park was able to expand the school program this year to include a Head Start/Voluntary Prekindergarten (VPK) program for four-year-olds (or a Head Start program for three and four-year-old children). The Head Start program provides comprehensive child development services to predominately economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. Head Start promotes school readiness by enhancing the social, cognitive, and emotional development of preschool children, through the provision of educational, health, nutritional, social and other services to enrolled children and families.
6	Title X	District homeless liaisons are used to ensure students in transition receive the appropriate services.
7	IDEA Education, Title I, FDLRS	Collaboration amongst these areas is put in place to address the exceptional needs of students and families without duplicating services.

## 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	Flyers/Synervoice sent home inviting families to Title I Annual Meeting and TEAM Up Family Dinner	Sejal Shah and Michelle Bonney	August	Parent Sign-In Sheets and agenda
2	Title I Annual Meeting and TEAM Up Family Dinner Night	Sejal Shah and Michelle Bonney	August	Parent feedback given during the meetings, Title I Parent Involvement Survey, Parent Sign-In Sheets, Agenda and Parent Evaluation Forms

## 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:** University Park will offer a variety of meetings and programs for parents to attend throughout the school year. The results of the Parent Survey will be used to plan meetings and programs that are of interest to parents, to schedule events on days/times that are convenient, and to address specific needs/requests of parents to make participation possible. Meetings may be held during or after school as well as Saturdays based on parent feedback from the School Title I Parent Survey and evaluations following parent activities and trainings. Parent Involvement activities take place on multiple nights of the week over the course of the year and at different times throughout the day. Volunteer information meetings are held during the school day, while information nights take place in the evenings, ranging in times from 5:30 to 7:00. To increase parent participation, many parent events have been combined to require less time at the school but including more information.

## 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	Annual Title I Meeting and TEAM Up Family Dinner	Sejal Shah and Michelle Bonney	Families receive information on classroom procedures, homework policies,	August	Parent response at meeting.

			Title I Annual Meeting information, SAC and PTO.		
2	Science Fair Night	Sejal Shah and Michelle Bonney	Families receive information on the scientific process and how to assist students in the process of working on their science projects at home.	October/January	Feedback from parent evaluations at the event.
3	Renaissance Home Connect Training	Sejal Shah and Michelle Bonney	Families learn how to use the Accelerated Reader program at school and at home, as well as different literacy activities.	August	Feedback from parent evaluations at the event.
4	Astronomy Nights	Sejal Shah and Michelle Bonney	Sessions are set up in reading and math for families to attend to learn strategies for use at home with their students.	November and February	Feedback from parent evaluations at the event.
5	Orlando Science Center Gross Out Night	Sejal Shah and Michelle Bonney	Students and parents visit stations that include math, science and engineering	January/February	Student station cards and feedback
6	Anti-bullying Program Nights	Sejal Shah and Michelle Bonney	Student survey results indicated that bullying has highly impacted learning. Information about bullying prevention will be shared with families	October/January/May	Feedback from student and parent surveys
7	FSA Assessment Information Night	Sejal Shah and Michelle Bonney	Families receive information on the new Florida Standards Assessments.	December/January/February	Feedback on the meeting, survey and Sign in Sheets, Flyers
8	Hands-on Math and Literacy Night	Sejal Shah and Michelle Bonney	Families receive information on different Math and Reading Strategies they can help their child at home to succeed in school	January	Strategies list and ideas, Flyers and Feedback forms

## 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
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1	Edline/Gradequick Training	Annie Miller	Teachers are trained in communicating with parents through Edline on upcoming events and student achievement.	Continuously throughout the year	Training evaluations and sign-in sheets
2	Professional Learning Community	William Svendsen	Facilitators will lead Professional Learning Community meetings to brainstorm and lead discussion in different subject areas to learn from each other and use with students.	Continuously throughout the year	Training evaluations and sign-in sheets
3	Teacher Mentors	William Svendsen	Teacher mentors are assigned to new teachers to observe and guide in the teaching process.	Continuously throughout the year	Training evaluations and sign-in sheets
4	Common Core Training	William Svendsen	Participants will learn about the Common Core standards and how to transition to using them.	October/February	Training evaluations and sign-in sheets
5	Renaissance Training	William Svendsen	Participants will learn about the Accelerated Reader/Accelerated Math programs.	October	Training evaluations and sign-in sheets
6	Crisis Prevention Intervention	William Svendsen	Participants will learn strategies to de-escalate students and to use hands on only when necessary.	October/November/December	Training evaluations and sign-in sheets
7	Standards Based Instruction Training	Donna Entsminger	Teachers will be guided in using the standards to drive instruction effectively	September	Lesson Plans and Mentor meetings
8	CPALMS	William Svendsen	Participants will learn how to navigate and use CPALMS as an additional resource for standards-based instruction	October	Lesson plans, Assessment, Curriculum Maps

## 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:** University Park has a Volunteer Meet and Greet to welcome parents and community members and share the different opportunities available for volunteers to be involved with. Resources are available from the school library for check out for families. Information and links are on the school website. The ELL department invites parents to meetings throughout the year to provide parents with resources and information. Feedback is received from parents through evaluation forms, e-mail messages and sign-in sheets.

University Park was able to expand the school program this year to include a Head Start/Voluntary Prekindergarten (VPK) program for four-year-olds (or a Head Start program for three and four-year-old children). The Head Start program provides comprehensive child development services to predominately economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. Head Start promotes school readiness by enhancing the social, cognitive, and emotional development of preschool children, through the provision of educational, health, nutritional, social and other services to enrolled children and families.

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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 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:** University Park shares information with families in a variety of ways. Title I information is shared with families at the beginning of the school year during our Annual Title I Meeting/Team Up Family Dinner Nights.

-Parent-Teacher Conferences

-school website

-Edline/teacher websites

-student handbook/calendar

-student planners

-student folders

-Response to Intervention

Information given in a presentation will be documented by the agenda for the agenda and parent evaluation forms. Items dissmentated to parents will be documented by class roster sheets signed by classroom teachers when all students have received the information.

## 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:** University Park will provide full opportunities for the participation of parents with limited English proficiency and parents with disabilities. School brochures and informational flyers are sent home in Spanish whenever possible. Teachers work with the ESOL teacher and assistant to translate documents sent home on a regular basis. Our Spanish speaking and Arabic speaking assistants meet with parents and families whenever possible for translation. Synervoice messages are also sent home in Spanish. Meetings and activities are offered at various times and child care is available during certain activities.

## 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

## Upload Evidence of Input from Parents

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

Uploaded Document

## Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

Uploaded Document

## Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

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

## Uploaded Document

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and the role of the accounting system in providing reliable financial information.



## **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	Astronomy Night	1	30	Students and Parents explored and talked about the Solar System. The parents were given strategies they can use at home
2	Renaissance connect	1	40	Parents were shown how to use Accelerated Reader and Accelerated Math at Home
3	Science Fair Night	1	70	Parents and Students worked in the media center to build their science Fair projects
4	Orlando Science Night	1	40	Parents and Students explored hands-on science activities

### **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	Ruby Payne training	1	30	Teachers use Strategies discussed in the Classroom
2	Differentiated Instruction	1	30	Teachers use Strategies in the classroom to improve Student Achievement

### **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	Transportation	Supply families with resources/services available
2	Time of events	Provide flexible scheduling of events

### **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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