

OAK RIDGE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Brooke Brunner, 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: Oak Ridge Elementary School believes that having parents as partners significantly increases children's chances of academic and social success. To strengthen this partnership among all of our stakeholders, we will offer formal and informal opportunities for parents and teachers to communicate, improve participation in parenting workshops, and improve parent participation in curricular activities with their children.

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: Oak Ridge will involve parents in an organized, ongoing, and timely manner in the planning review and improvement of Title I programs. This should include the planning, review, and improvement of the school parent involvement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2). The SAC will meet on a regular basis to plan, review and provide input into the school's Parent Involvement Policy/Plan and parent activities and School Improvement Plan. The SAC will approve the Parental Involvement Budget and the School Improvement Budget, and will review the school grade information, and SPAR Report.

Success will be measured by the Spring Title I Survey and School Climate Survey results, as well as feedback from discussions in PTO meetings, SAC meetings, and parent and teacher conferences. Feedback will be used to develop the next year's School Improvement Plan and Title I Plan.

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	Orientation	Parental Involvement Committee, School Advisory Council, and Administrators will work together to coordinate these programs/efforts.
2	Open House	Teachers, staff, administrators and the PTO will work together to inform parents and solicit their involvement in school activities and their children's education.
3	School Intervention Team Meetings	The guidance counselor, administrators, teachers, and other school staff will meet regularly to determine the best way to meet the needs of children who are referred.
4	National Network of Partnership Schools	Administrators and the parent liaison will complete the annual progress report and use the Joyce Epstein model of parental involvement.
5	PTO Meetings	General and Board meetings will be held regularly and led by the PTO president or his/her designee. Administrators and teachers from each grade level team will attend.
6	Parent Workshops focused on Specific Academic Areas	Each School Improvement Team, with the support of the Parental Involvement Committee, hosts parent workshops focused on a specific academic area.
7	Parent Right to Know Letter	This letter will be sent home at the beginning of the school year and will be posted on our parent information board, which is maintained by the parent liaison, periodically throughout the school year.
8	Florida PIRC Notification Letter	This letter will be posted on the parent information board, which is maintained by the parent liaison, throughout the year.
9	Parent Resource room with computer access, telephone, coffee, and parenting information	This room is in our media center and is available to all parents.
10	SAC Meetings	Meetings will be held regularly to assist the principal with the annual school budget, and assist in the preparation and evaluation of the

		results of the school improvement plan. The council includes administrators, teachers, parents, community members, and other school staff.
11	Calendar of Activities	The principal provides a monthly calendar of school events to parents. A calendar of upcoming events is included on the front page of our monthly newsletter, and event dates and times are displayed on our school marquee and website.
12	Monthly Newsletter	Each grade level team submits an article for our school newsletter. A designated person compiles the information and it is sent home to parents monthly.
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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	Annual Title I Meeting	Principal	Aug. 2014: invitation to parents	sign-in sheet
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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: Oak Ridge will offer a flexible number of meetings in the mornings or evenings and may use Title I funds to provide transportation, childcare, or home visits, and such services related to parent involvement. To that end, meetings will be advertised and posted on the school's marquee, homepage, ListServ, monthly calendar, and school newsletter in advance to encourage parent involvement. Monthly SAC meetings and PTO meetings, school dinners, programs, assemblies, and parent workshops are used to encourage parent involvement.

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	PTO Meetings	Principal, PTO Board	Parents informed about grade level expectations	5 general meetings per year	sign-in sheets, increased involvement
2	Parent Resource Room	Principal, Parent Liason	Parents given resources to help students at home	ongoing	parent feedback
3	Open House	Principal	parents given information about promotion criteria	September 2014	sign-in sheets, parent feedback
4	Report Card Pick Up & Resource Fair	Parental Involvement Committee	Parents pick up student report cards	3 times per year (Fall, Winter, Spring)	parent feedback
5	Volunteer Opportunities for classroom assistance, etc.	Administrators, faculty, and staff	improved relationship between parents and school have a positive effect on student achievement	ongoing	improved parental involvement
6	FCAT Night Workshops	Parental Involvement Committee	FCAT Strategies used at home	February 2014	student performance feedback
7	Muffins for Mom	Parent Involvement Committee	Discussion forum	September 2014	parent feedback
8	Doughnuts for Dad	Parent Involvement Committee	Discussion forum	September 2014	parent feedback
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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	National Network of Partnership Schools	Principal	Increased parental involvement leads to improved academic achievement	ongoing	improved student performance
2	PTO Meetings	Principal, PTO Board	Parents teaching parents about how to support academic achievement	5 general meetings per year	Improved student performance
3	Faculty Focus Groups	Principal	effective communication positively impacts student achievement	on going	Improved communication among teachers and parents
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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: Oak Ridge has a Parent Resource room that is open throughout the year. This room is open to parents who can receive information about helping their children to succeed as well as receiving additional information about community resources. This will be monitored by the Parental Involvement Committee. This is intended to improve communication and parental involvement.

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: Oak Ridge will provide parents of participating children timely information about the Title I programs, 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 at the annual Title I meeting at the beginning of the year. We will also provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. We will provide LCS promotion/retention requirements to parents during Open House, at least one parent-teacher conference will be held for students in grades K-5, during which assessment and grade level proficiency levels will be shared, student progress reports and report cards will be sent home regularly, as well as FSA/FCAT parent workshops. The Annual Title I Parent Survey will be used to improve and plan Parent Involvement activities for the following school year.

Success will be measured by the Spring Title I Survey and School Climate Survey

results, as well as feedback from discussions in PTO meetings, SAC meetings, and parent and teacher conferences. Feedback will be used to develop the next year's School Improvement Plan and Title I Plan.

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: Oak Ridge will involve parents during regular School Advisory Council (SAC) meetings. The SAC will meet regularly to review, revise the Title I plan, and be involved in deciding how funds for parental involvement will be used. Specifically, we will convene an annual meeting at a time convenient for parents of participating children. All parents shall be invited and encouraged to attend. The school will provide information and explain the requirements of Title I and the rights of parents. We will also hold regular PTO meetings. We will distribute the Parent Right to Know and Parent Information Resource Center (PIRC) letters, and post them in the front office, and inform parents of their rights and Title I requirements via our monthly newsletter, ListServ, school website, marquee, flyers, and ITV. In the event parents need special accommodations, we will coordinate with FDLRS/ESE to ensure these needs are met.

Administrators or Team Leaders will facilitate meetings between bilingual teachers and LEP parents to make sure parents understand written information and are able to ask questions related to their children's academic progress and behavior, and school programs, functions and 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:

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)];	events and workshops will be held during mornings, evenings, and on weekends	Parental Involvement Committee	More parents will be able to gain access to information related to helping their children learn.	meetings and workshops scheduled through the year.
2	Adopting and implementing model approaches to improving parental involvement [Section	TEAM provided training for administrators and teachers for	Principal, Parental Involvement Committee	Increased parent participation leads to improved academic	ongoing

	1118(e)(11)); and	increasing parental involvement		success.	
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	businesses, agencies, and community-based organizations will be invited to be involved as partners	Principal, Parental Involvement Committee	Parents are aware of resources that support positive home environments and academic success	ongoing

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](#)

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	Annual Title I Meeting	1	351	Parents were informed about grade level expectations. This build a strong home school connection in setting expectations for student achievement.
2	Spooky Science Night	1	100	Parents had an opportunity to learn grade level science standards through an authentic approach. This will help parents have a better understanding of science benchmarks and they will better be able to assist their students at home.
3	End Of Year Parent Workshop	1	84	Parent had an opportunity to learn about summer academic tips as well as safety tips for the summer. Continued academic support during the summer will help students to come back to school ready to learn.

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	Professional Development through Faculty Meetings	3	36	Building a strong home school connection positively impacts student achievement. Through professional development, staff members gained a better understanding of building relationships that impact the home school connection.

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	Parents working jobs at various times	Offering workshops and opportunities at various times
2	Communication between home and school	Messages sent home on hard copy, marquee, list serve, phone calls

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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