

## LENA VISTA ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Cheryl Rutenbar, 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

**Response:** District and school-based Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. Lena Vista strongly encourages the support of every family in order to create a positive challenging learning experience for our students.

### 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:** Lena Vista will involve parents in the planning, review, and improvement of Title I programs including involvement in the decisions regarding funds for parental involvement. Our School Advisory Council, SAC, met on October 10, 2013 to approve the Parent Involvement Plan, the 2013/2014 School Parent Compact and the Parent Involvement Funds. SAC met again on May 8, 2014 to conduct a peer review of the the 2014/2015 School Parent Compact. Each year, the Parent Involvement Coordinator, the administration and the PTO/SAC members discuss parent involvement needs and brainstorm ideas for the use of the 1% expenditure. These representatives are selected according to the by-laws at the Annual Title 1 meeting and at a faculty meeting. All parents have input by way of grade level Family Night events, survey responses and an office suggestion box. Something new for our grade level Family Nights in 2014 is to have PTO briefings at each Family Night, to update parents on current PTO involvement within the school and encourage further parent involvement in future activities.

## 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	Hearth	The Hearth program, funded through Title X, provides support for identified homeless students. Title I provides additional support for this program, and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
2	MEP	Migrant students enrolled in Lena Vista will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates, assigned to schools with high percentages of migrant students, monitor the progress of these high need students and provide or coordinate supplemental academic support. Migrant Home-School Liaisons identify and recruit migrant students and their families for the MEP. They provide support to both students and parents in locating services necessary to ensure the academic success of these students whose education has been interrupted by numerous moves.
3	VPK	Sharing a campus with our VPK unit allows the students to be included in school-wide events such as Open House, Season's Readings and Book Fair throughout the year. These events are funded through our Title I and PTO budgets.
4	Title I, Part A	Coordination: Services are provided to ensure students requiring additional remediation are assisted through after school programs or summer school. The district coordinates with Title II in ensuring staff development needs are provided.
5	IDEA	Lena Vista's MTSS team works in conjunction with district personnel to write Individual Education Plans for students under the Individual with Disabilities Education Act ensuring that any student with academic/social or physical needs receives the necessary 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	Newsletter	Title I Personnel	August 29, 2014	Annual Meeting Attendance
2	Announcement Flyer	AP	September 2, 2014	Annual Meeting



				Attendance
3	Labels for Agendas	Title I Personnel	September 5, 2014	Annual Meeting Attendance
4	SchoolMessenger	Principal	September 7, 2014	Annual Meeting Attendance
5	Annual Meeting PowerPoint	Title I Personnel	September 8, 2014 @ 5:45 and September 9, 2014 @ 8:00	Parent Surveys
6	School Achievement Data Sessions	Principal	September 8, 2014 @ 5:45 and September 9, 2014 @ 8:00	SAC Feedback
7	Review and Presentation of Parent Involvement Plan	Title 1 Personnel	September 8, 2014 @ 5:45 and September 9, 2014 @ 8:00	Parent Surveys
8	Marquee	Custodian	September 3, 2014	Annual Meeting Attendance

## 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 annual meeting is offered at flexible times for our working parents. Morning, afternoon and evening parent conferences will be conducted in order to accommodate varying schedules for families. Grade level family nights will include opportunities for families to take home academic assistance packets and to give feedback concerning suggestions/successes. Lena Vista offers childcare for many of its evening events as well as language translators.

## 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	Newsletter	Title 1 Personnel, Classroom Teachers	Increased awareness of school events and involvement in school as a community.	Monthly	Increased Parent Involvement/Parent Evaluations
2	Florida Standards Family Night-Kindergarten	Title 1 Personnel, Classroom Teachers	Parents will have a better understanding of grade level expectations.	October 6, 2014	Parent Evaluations
3	Florida Standards Family Night-1st Grade	Grade Chair, Title 1 Personnel, Teachers	Parents will have a better understanding of grade level expectations.	September 29, 2014	Parent Evaluations
4	Florida Standards Family Night-2nd	Grade Chair, Title 1	Parents will have a better understanding of	October 2, 2014	Parent Evaluations

	Grade	Personnel, Teachers	grade level expectations.		
5	Florida Standards Family Night-3rd Grade	Grade Chair, Title 1 Personnel, Teachers	Parents will have a better understanding of grade level expectations.	October 13, 2014	Parent Evaluations
6	Florida Standards Family Night-4th Grade	Grade Chair, Title 1 Personnel, Teachers	Parents will have a better understanding of grade level expectations.	September 25, 2014	Parent Evaluations
7	Florida Standards Family Night-5th Grade	Grade Chair, Title 1 Personnel, Teachers	Parents will have a better understanding of grade level expectations.	October 27, 2014	Parent Evaluations
8	Literacy and Math-Take Home Activities	Reading Coach	Kindergarten parents will have a better understanding of how to support their child at home with academics.	October-November 2014	Increased Parent Involvement/Parent Evaluations
9	SchoolMessenger Calls	Principal	Increased awareness of school events and involvement in school as a community.	Prior to special events	Increased Parent Involvement/Parent Evaluations
10	Agenda labels/notes	Title 1 Personnel, Teachers	Increased awareness of school events and involvement in school as a community.	Prior to special events	Increased Parent Involvement/Parent Evaluations
11	Holiday Literacy Night	Title 1 Personnel, Reading Coach, Teachers	Parents will have a better understanding of incorporating reading into the home.	December 2014	Parent Evaluations

## 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	Faculty Meeting	Principal/Program Facilitator	Promotes Staff Awareness of the value of school home connection.	August 7, 11, 15, as needed	Conference Log/Sign In Sheets
2	SAC Meeting(s) that discuss home/school connection.	Principal/Title I Personnel	Actively involves parents with school based decision-making	Third Thursday of the month	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:** Lena Vista utilizes School Advisory Council meetings to incorporate parent involvement and to give another opportunity for parents to learn about all facets of their child's school. SAC meetings are held on the third Thursday of each month. Title 1 personnel and the principal are responsible for the SAC meetings. The effectiveness of SAC meetings are determined through evaluation and survey based methods. In addition to these functions, parents are invited to ceremonies recognizing student achievement. Parents are also provided with learning opportunities such as a fall literacy night, grade



level workshops all focused on providing parents tools to support student learning at home.

## 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:** Title I information is given to all families beginning in August. During the Title I Annual Meeting/Open House families are presented with a PowerPoint presentation describing all components of the Title 1 program and the additional resources and benefits it provides. Each grade level hosts a Parent Night, before November, where assessments, progress monitoring information, Florida Standards curriculum and information on how they can help students at home is provided for parents. All parents are sent announcements of monthly School Advisory Council meetings where they can submit questions. Title One information is disseminated monthly in the school-wide newsletter, as well. Parents are also given information about the Parent Information Centers as it is provided from the Title 1 office. Parents are updated monthly about individual grade level and school information as well as other district information through the school newsletter and through our school website. Our marquee is updated weekly to display current events and SchoolMessenger calls are made as events occur.

## 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:** Opportunities for parent meetings are given throughout the year with PTO and SAC invitations, as well as grade level hosted Parent Nights and other school wide events. All activities are advertised through the newsletter, forms home, the school marquee and SchoolMessenger calls. We provide translated materials and assistance for the hearing impaired when requested. All of Lena Vista's buildings are handicap accessible.

## 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	Offering meetings at various times	Administration/teacher	Bridging the home/school	Throughout the Year

	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)];			connection	
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## 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](#)

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### Review Rubric:

School-Parent Compact must include the following components:

- 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;
- 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
- 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
- Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

## 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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Kindergarten Family Night	5	191	Proficiency levels will increase due to parent support at home.
2	First Grade Family Night	5	211	Proficiency levels will increase due to parent support at home.
3	Second Grade Family Night	5	124	Proficiency levels will increase due to parent support at home.
4	Third Grade Family Night	5	164	Proficiency levels will increase due to parent support at home.
5	Fourth Grade Family Night	5	148	Proficiency levels will increase due to parent support at home.
6	Fifth Grade Family Night	5	123	Proficiency levels will increase due to parent support at home.
7	Season's Readings	10	444	Proficiency levels will increase due to parent at home.
8	Open House	1	289	Proficiency levels will increase due to parent support at home.
9	Orientation	1	637	Proficiency levels will increase due to parent at home.

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	SAC meeting(s)	9	13	Actively involves parents with school-based decision making
2	Volunteer meeting	1	10	Informs volunteers on how they can become involved in school-based volunteer opportunities
3	Parent Involvement Faculty Meeting	1	65	Promotes staff awareness of the value of the home/school connection.
4	Kindergarten Family Night	5	189	Proficiency levels will increase due to parent support at home.
5	First Grade Family Night	5	212	Proficiency levels will increase due to parent support at home.
6	Second Grade Family Night	5	135	Proficiency levels will increase due to parent support at home.
7	Third Grade Family Night	5	164	Proficiency levels will increase due to parent support at home.
8	Fourth Grade Family Night	5	154	Proficiency levels will increase due to parent support at home.
9	Fifth Grade Family Night	5	123	Proficiency levels will increase due to parent support at home.

## 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	Families have multiple children which makes it hard for them to concentrate on what is being said at meeting.	School will provide childcare.
2	Parents are uncomfortable going to classrooms.	By having grade level specific nights and having student in that grade go with parents to class we hope to make parents more comfortable.
3	Parents bring their misconceptions from their school experience with them.	We allow the students to accompany the parents into the classroom, thereby making them feel more at ease.
4	Parents are not fluent English speakers.	We provide Spanish translators.
5	Transportation hardship	Have events that combine multiple activities at one time, making the event a more valuable experience for the entire family - including offering childcare for younger children, many times including a chance to eat and meet multiple teachers.