## OCOEE ELEMENTARY Title I, Part A Parental Involvement Plan

I, Sarah Concepcion , 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)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** The mission of Ocoee Elementary school is to lead our students to success with the support and involvement of families and the community. We strive to help parents and children understand that all appropriate social and academic behaviors are tied to an aspect of the "Cardinal Code: Safe, Responsible, Respectful and Kind." Following the Cardinal Code results in all students being "Focused on Learning and Achieving Success...Everybody, Every Day." Parental involvement is key in achieving this success. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Ocoee Elementary School believes in involving parents in all aspects of its Title 1 programs. The SAC provides assistance in implementing, and evaluating the various school level plans. More than 50 percent of the members of the SAC are parent (non-employee) representatives. The PTA Board is made up of parents with the addition of a teacher liaison. Monthly board meetings are held to discuss parent involvement. PTA and PLC meetings are scheduled with parent needs in mind, selecting topics relevant to parents. Input/feedback is requested/gathered in the form of surveys and/or question and  answer session at meetings. Parents are given the opportunity to review the parent involvement plan and offer their input prior to approval. Parents are given an extensive survey in the Spring of each school year which seeks their input on activities, training,  and materials 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 assists in the decision-making, along with the input from parents on how the parental involvement funds will be used. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Title I | Funding to provide staff development on how to help parents understand the content and assessments as well as how to support their child’s learning. Funding to provide additional Media Center hours so that parents can check out books and read with their children. Funds to provide Family Night activities that are focused on teaching parents about the standards, assessments and curriculum and strategies for helping their children at home. |
| 2 | Title X - Homeless | Our homeless liaison works closely with the district department to ensure that we are aware of and are able to offer resources to our qualifying families. We have established a collaborative relationship with a local church to provide food items on a weekly basis to families in need. |
| 3 | Supplemental Academic Instruction (SAI) | Funds allotted to this area are being used for teachers to provide before, during and after school small group intervention with both computer and text based materials (Reading A-Z, iReady, Fountas and Pinnel guided reading, level Literacy Instruction). Reading material and activities are sent home with students so that parents can help their children at home. |
| 4 | Nutrition Program | The cafeteria personnel promote healthy eating by providing information to families about how to form healthy, life-long eating habits. |
| 5 | Migrant Ed. | District liaison provides support for migrant students and 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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Plan the Meeting | Title I Coordinator | September 10, 2014 | Invitation, agenda, PowerPoint |
| 2 | Advertise the meeting | Principal / Title I Coordinator | September 18, 2014 | School marquee, invitation, website calendar |
| 3 | Conducting the Annual Meeting | Principal/AP/Title I Coordinator | September 18, 2014 | Copy of agenda, sign in sheet, PowerPoint presentation |

**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)].

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| **Response:** Meetings will be held afterschool or in the evening based on parent feedback from the needs assessment survey. A variety of activities will be held before school, afterschool, evenings or on weekends to accommodate parent work schedules. Parent conferences will be held before, during and after the school day. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Meet Your Teacher | Kiran Singh, Classroom teachers | Increase parent awareness | August 2014 | Sign-in sheets, Script from Connect Orange |
| 2 | Open House | Kiran Singh, Classroom teachers | Increase parent understanding of academics, increase parental understanding of grade level expectations | September 2014 | sign in sheets, and grade level handouts, School Marquee |
| 3 | Literacy Night | Cheryl Johnson | Increase in reading achievement | October 2014 | Sign in sheets, feedback forms, and session handouts, School Marquee |
| 4 | Assessment Information Night | Tammy Lundman | Increase awareness of expectations and assessment | January 2015 | Sign in sheets, feedback forms, and session handouts |
| 5 | Mathematics and Science Night | Kiran Singh, Jennifer Sabat | Increase student achievement in math and science, increase parental understanding of grade level expectations | February 2015 | Sign-in sheets, photos, handouts, School Marquee |
| 6 | Storytelling Night | Tammy Lundman, Cheryl Johnson | Increased parent participation in reading | December 2014 | Sign in sheets, photos |
| 7 | Mornings and Evenings at the Book Fair | Isabel Chipungu | Building Community, increased literacy | October 2015, March 2015 | Sign in sheets, School Marquee |
| 8 | Multicultural Showcase | Yvonne Martin, Classroom Teachers | Building community, increase awareness | May 2015 | Sign in sheets, photos, School Marquee |
| 9 | STEM District Expo | Jennifer Sabat | Increase student achievement in Science, Technology, Engineering, and Mathematics. | Spring 2015 | Sign in sheets, Photos |
| 10 | Parent Conference Nights | Sarah Concepcion, Deborah Coffie, classroom teachers | Impact on student achievement, increase parental understanding of standards and student progress, increase parental understanding of grade level expectations | November 2014 | Conference notes |
| 11 | Parenting Classes | Yvonne Martin | Increased parenting skills | October, December 2014, January, May 2015 | Sign in sheets, handouts |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | ThinkCentral(home access) and ProgressBook (Parent Access) Training | Tammy Lundman | Parents and students will login online resources and use for home access | Aug/Sept/Oct/Nov 2014 | Sign in sheets, usage logs |
| 2 | Building School and Home Connections training/activities for families | Tammy Lundman | Increased student achievement in all subject areas | Ongoing | Completion of Connection activities |
| 3 | Parental Training Modules (1, 2, 3, 4) | Kiran Singh | Raise awareness why parental involvement is important and how classroom activities can support the PIP | Oct, Dec 2014, Feb, April 2015 | Exit Slips |

**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)].

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| **Response:** District ELL department will coordinate English Language classes for parents of ELL students on our campus. We will provide information sessions for parents. Childcare will be provided for evening activities. Free resource materials will be sent home to parents or made available in the school lobby. |

**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)].

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| **Response:** Newsletters and meetings to provide information such as the Annual Title 1 meeting, PTA, SAC and PLC meetings. Curriculum and Information Night swill be geared to provide parents with information on the academic assessments and curriculum implementation for the year as well as criteria for proficiency demonstration. Parents have expressed a preference for activities where they interact with their children while learning. Scheduling of conferences will take into consideration the work schedule of the parents and parents will be offered flexibility of appointment times - before, during or after the school day. Parents are offered various opportunities to provide feedback ask questions or voice their concerns. They can do this via meetings, phone calls, written notes or by scheduling a conference. Advertising will be sent two weeks prior to event via newsletters. Connect Orange messages will be sent out on the Sunday prior to the event. |

**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)].

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| **Response:** The school will provide translations for parents primarily for parents who speak Spanish or Creole. For other languages, we will seek outside assistance. Newsletters will be provided in parent home language whenever feasible. Notices will also be broadcast via the school marquee. Connect Orange messages will be used as a follow up to written notifications to access parents in English, Spanish and those parents who do not read at all. A report is generated following a Connect Orange which enables the school registrar to update parent phone numbers in SMS to ensure that all families are receiving the Connect Orange messages. The needs of parents with disabilities will be met by providing visual aids, utilizing audio enhancement systems, and adapting the physical environment, if necessary. An elevator is also available for individuals with mobility issues who need to attend events on the second floor. |

**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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Literacy Night | Literacy Coach, Select Teachers | increase reading proficiency | October 2014 |
| 2 | 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)]; | Conferences are held before, during and after school hours | teachers | increased motivation and attainment of goals | August 2014 through June 2015 |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | School supply backpacks, holiday food drive, weekly food packages for homeless families, shoes | guidance counselor | increased sense of security and preparedness | August 2014 through June 2015 |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\92711\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\TKY0ZOR4\fileUploads\481531_2014-2015_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\92711\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\TKY0ZOR4\fileUploads\481531_2014-2015_uploadCompact.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\92711\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\TKY0ZOR4\fileUploads\481531_2014-2015_uploadCompactEvidence.pdf) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title I Annual Meeting | 1 | 125 | Increased parent involvement |
| 2 | Kindergarten Orientation/Meet Your Teacher/Open house | 2 | 272 | Parents understand expectations and curriculum which will lead to improved homework completion and increased student test scores. |
| 3 | Family Nights-how to help your child in reading/writing/math/science/the arts | 4 | 278 | Parents learn practical and engaging ways to help their children learn which will lead to improved test scores. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Pre-Planning Staff Meeting | 1 | 70 | Expectations for teachers and parental involvement activities |
| 2 | Parental Involvement PD and feedback forms | 4 | 65 | Increase communication between home/school. Parent involvement is linked to 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Parents have limited English Proficiency and/or literacy. | Translators will be provided. |
| 2 | Parents are economically disadvantaged. | Childcare will be investigated. Many parents did not take advantage of it last year, so it may not be needed. Food may need to be offered to entice parents to attend. |
| 3 | Parents have limited time to attend functions due to work schedules. | Flexible meeting times will be offered. Activities will be interactive and involve the entire family. |

**Best Practices (Optional)**

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

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| **count** | **Content/Purpose** | **Description of the Activity** |
| 1 | Building Capacity of Parents | Interactive Family Nights to help children and families understand academic concepts through games and hands-on activities. |