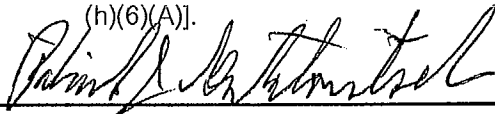


## LEESBURG ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Patrick Galatowitsch, 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 school-wide 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

11-7-14

Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** Leesburg Elementary School believes that the community can work with our school family to provide the best educational setting for our students' academic improvement.

### 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:**

Leesburg Elementary School will seek parent input through our School Advisory Council which is comprised of over 50% parents. Parents are voted on by other parents to comprise a group representative of the school demographics. The responsibilities of the SAC include evaluating and approving the School Improvement Plan and the Parent Involvement Plan/Budget. The parents will be involved in reviewing data that is gathered at the end of the year with regards to the District Climate Survey.

The Academic Nights Out inform the parents of the Title 1 Plan and input is solicited from them for any ideas that would improve our plan. Our ESOL Para Pro is in constant communication with our non-English speaking parents informing them of school activities and ensuring that their voice is heard and the understanding of their children's academic development.

Our Family/School Liaison operates the school parent resource center and solicits input from parents regarding resources that would serve them more effectively. Most school activity and functions are posted on community bulletin boards, the school Marquee, student newsletters and the school website. The PIP is visible to all parents in the main office and the School website.

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## Coordination and Integration

Describe how the school will coordinate and integrate parents, involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	VPK	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific
2	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.
3	Migrant/Homeless	Students are identified and the school Migrant/Homeless coordinator assist by providing needed available resources.
4	Television Program	Leesburg parents will have access to a television broadcast. The content will provide parents with strategies they can use to assist their child with academics.

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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
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1	Develop agenda, handouts, and/or	Family School Liaison	September	Copies of agendas, PowerPoint presentation and handouts
2	Develop and disseminate invitations	Family/School Liaison	September	Flyer with date of dissemination
3	Advertise/publicize event	Family/School Liaison	September	Posting on school Web site
4	Develop sign-in sheets	Family/School Liaison	September	Sign-in sheets for meeting and
5	Maintain documentation	Administration, CRT and Family/School Liaison	September	Title I documentation box housed in principal's office..
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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:

Meetings are scheduled before, during and after school. The Family/School Liaison works flexible hours in the Parent Resource Center to offer flexibility for parents. Transportation, childcare, food and a translator is provided through Title 1 funds. Home visits will be made to accommodate parents with disabilities or special needs about school related meetings and training sessions.

### 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	Planned sessions with parents involving literacy, technology, and building academic skills.	Family/School Liaison	Parents will become better informed and be able to assist their children in achieving their academic goals.	On-Going	Increased Parent Involvement; sign-in sheets, agendas

2	Academic Nights	Coaches/ Family/School Liaison/CRT	Modeling reading strategies for parents; parents then practiced what was modeled.	Monthly	Increase of students participating in the read at home program; sign-in sheets, agendas
3	Meet the Teacher Night	Administration, Faculty and Staff.	Parents can meet the teachers and see their child's progress.	1st nine weeks	Sign in sheets and handouts
4	Report Card Night Out	Administration, Faculty and Staff	Parents can discuss their child's progress with teachers in a one-on-one meeting and go over the Parent/School Compact.	1st nine weeks/3rd nine weeks	Sign in sheets and handouts
5	Scholastic Book Fair	Media Specialist	Strategies parents can use at home.	Annually	Increase of students participating in the read at home program. Reading logs
6	Title 1 Annual Parent Meeting	CRT	Parents will become better informed and be able to assist their children in achieving their academic goals.	September 29, 2014	Agenda, Sign in sheets

## 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	Training about resources available in the Parent Resource Center and how to reach out to and communicate with parents.	Family School Liaison	Common Core Standards Knowledge	On-going	Agenda, Sign in sheets

## 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:** Parent Center is housed in the TV Studio located in the Media Center and is the Family/School Liaison office. The hours are very flexible and the center is open to all of our parents. Parent visitation sign-in sheets will assist in tracking parent utilization of this resource. Materials are available for check out and instructions in the use of materials are given. This school utilizes a district call out system, School Messenger, to inform parents of activities. Teachers utilize newsletters to inform parents of weekly skills being taught, homework assignments, test criteria, and other pertinent homeroom information serving as an effective two-way communication between home and school. The school will post announcements on a Parent Marquee and billboards in the community.

The school will also provide parents with information and support on a local broadcast TV station.

A Science Fair will be held annually with a goal of bringing students, parents, and teachers together to create projects. The on-going Volunteer Mentoring Program focuses on addressing the individual academic needs of students.

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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 school-wide 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:** At the Annual Title 1 meeting of parents, Leesburg Elementary School will present information about the Title 1 programs, curriculum, and assessment. Parents will learn about the school-wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Invitations will be sent out thru classroom newsletters, tele-parent, marquee, email and community bulletin boards. A copy of the Flyer, Agenda and sign-in sheets will be documented electronically and placed in the Title 1 box in the Principal's office.

All School Advisory Council meetings are open to visits by parents. These are held every

month and are advertised in the weekly newsletters.

Parents will be notified as to the dates and times of our parent and family events in a timely manner through a variety of mediums such as monthly school newsletters, flyers, website, telephone calls, newspaper notices, parent-teacher conferences, and home visits.

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## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

**Response:** All invitations are sent in English, Spanish or any other language deemed necessary. A database will assist in the indicated language that a parent needs for understanding. Our ESOL para pro has on-going contact with our ESOL parents and keeps all of them informed. All parents with disabilities and migratory children are given full opportunities for participation in all parent involvement activities.

The parents of Leesburg Elementary School have input regardless of any accommodations needed.

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## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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 Training for parents will be conducted for students through Grade Level Nights Out	Family School Liaison, CRT, Literacy Coach	Literacy Training for parents will assist parents to work with their children at home.	September-December
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)];	Meeting times are varied to provide opportunities for parents to be involved in their child's education.	Teachers, and FSL	Parent Involvement assist in making a connection between school and home.	August-May

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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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### **Upload Parent-School Compact**

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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

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

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

[Uploaded Document](#)

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## Evaluation of the previous year's Parental Involvement Plan

### Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Grade Level Nights Out provide specific FCAT grade level information.	4	433	All information is correlated to FCAT achievement goals.
2	Planned sessions with parents involving literacy, technology, and building academic skills.	3	26	Parents will become better informed and be able to assist their children in achieving their academic goals.
3	Reading Night activities	1	11	Modeling reading strategies for parents; parents then practiced what was modeled.
4	Meet the Teacher Night	1	1067	Parents can meet the teachers and see their child's progress.
5	Report Card Night Out	2	1805	Parents can discuss their child's progress with teachers in a one-on-one meeting and go over the Parent/School Compact.
6	Scholastic Book Fair	1	11	Increase of students participating in the read at home program.
7	Science Fair	0	0	Parent Involvement- Youth, parents, and teacher become involved together to create projects.
8	Volunteer Mentoring Program	516	1032	Address the individual needs of students
9	Title 1 Annual Parent Meeting	1	6	Parents will become better informed and be able to assist their children in achieving their academic goals.

### 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	Common Core Information	0	0	Common Core Standards Knowledge
2	Early Warning Signs	0	0	Problem Solving and Collaborative Planning

### 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	Language Barriers	Translator provided
2	School Awareness	Community Outreach posting
3	Meeting Times	Flexible times offered
4	Supervising children	Childcare provided during meetings

### 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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