

# Florida Department of Education

## Parent Involvement Plan Online Submission

Welcome SOUTH LAKE ELEMENTARY SCHOOL

### SOUTH LAKE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. Nancy Nichols , 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section

1118(g)];

- 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**

## **Mission Statement**

Parental Involvement Mission Statement (Optional)

**Response:** Our mission is to serve every student with excellence as the standard. We believe that family involvement is essential to fulfilling this mission.

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## **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:** The School Advisory Council (SAC) is composed of parents, school staff, and community members. This committee provides input into the development, implementation, and evaluation of the school's Title I Plan, Title 1 Parent Involvement Plan (PIP), and how funds reserved for parental involvement will be used. Members of the SAC will serve as liaisons between SAC and other parents. SAC will use the following information and feedback to evaluate the PIP: BPS client survey results, Title I school survey results, and needs/recommendations gathered at family involvement activities.

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## **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	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, the VPK teachers and the Kindergarten teachers to discuss the specific learning needs of the students and joint parent meetings to discuss transitioning.
2	Individuals with Disabilities Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students' IEP.
3	Title II Part A	Professional development will be provided to the schools to support the professional development needs of the staff related to parent involvement. The parent liason will be trained by LEA staff in methods to ensure that training is provided as required.
4	Title I	Parents are invited to an annual meeting in which they have the opportunity to ask questions and provide input. Title 1 parent activities are scheduled on a monthly basis.
5	Title II, Part D	South Lake teachers and the District Office of Education Technology work together to address the needs of students and families. We collaborate to plan and implement appropriate programs, services and training opportunities for school staff and families, including opportunities to access and utilize Edline as a communication tool between school and home. Technology integrator maintains website with information needed for parent communication and involvement with school activities.
6	School Age Child Care (SACC)	SACC staff provide before and after school child care for parents who need this service. SACC staff members communicate with parents to best meet the children's needs.
7	Exceptional Student Education (ESE)	Joint professional development opportunities are provided for staff and training opportunities are offered to parents by the Office of Exceptional Education and Title I. Parents are informed of Title I services their child receives during conferences and/or meetings.
8	Title III (ESOL)	South Lake's ESOL contact works directly with the district ESOL staff to address the needs of English Language Learners. Training opportunities are offered to saff and families of ELL students without duplicating services.

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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	Title I Annual Schoolwide Presentation using PowerPoint to discuss AYP, Title I funds, SES, services	Title I Coordinator	September	Sign-in sheet; Parent evaluations; Parent involvement
2	Develop agenda and presentation materials that address the required components	Title I Coordinator	September	Copies of agendas and PP presentation
3	Develop and disseminate invitations	Title I Coordinator	September	Flyer with date of dissemination and posting on website
4	Advertise event	Title I Coordinator	September	Posting on school website
5	Develop sign-in sheets	Title I Coordinator	September	Sign-in sheets
6	Maintain documentation	Title I Coordinator	September	Maintain Title I Documentation File housed in Title I Coordinator'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:** The leadership and staff have a strong belief in the importance of parent involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents for participating children will be offered two times during the first month of school, once during the school day and once during the evening. In addition, guidance will be offering parenting classes at varying times to include morning, afternoon, and evening sessions. The schedule will be modified as needed based on parent participation.

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## 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 LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1	Sunshine State Standards/Next Generation Standards.	Director of Curriculum and Instruction	Parents will be provided with grade specific brochures outlining and identifying SSS and strategies they can use to help their child at home. Information will also be posted on the districts website at <a href="http://www.brevard.k12.fl.us">www.brevard.k12.fl.us</a>	August	Notices in newsletters
2	Assessments discussed during individual conferences with parents	Classroom Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year.	August through October	Conference logs
3	Reading Night Activities; face-to-face meetings	Literacy Coach	Content specific session will provided for parents.	August through December	Sign-in sheets, handouts, and presentation materials
4	Conferences regarding technology and access to the parent portal	Technology Integrator	Technology integrator will provide help to parents to log in to the parent portal.	As needed basis	Sign-in sheets and handouts
5	Parent Leadership Team Meetings	Title I Parent Leader	Parents receive information and strategies to bring back to share with other parents at school. Information includes how to improve student	9/4, 10/8, 11/6, 2/5, 3/5, and 4/9	PLT survey results

6	Communicating/School Newsletter	Office Bookkeeper	achievement and increase parent involvement. Parents receive information about assisting their children in academic achievement and family involvement activities in which they may participate. Parents will be informed about ways to stay involved and help their children in increasing their academic achievement.	Monthly	Client surveys, Title I surveys and parent feedback
7	Communicating/Edline	Classroom Teachers	Parents will be kept informed about school information to assist them in promoting student academic achievement. Parents will be informed about curriculum and given suggestions about how they can help their children at home.	Ongoing	Surveys and parent/school feedback
8	Communicating/Synrevoice	Technology Specialist	Parents will learn strategies to help their children at home with writing. Parents will learn strategies to help their children with academic achievement.	Ongoing	Surveys and parent/school feedback
9	Meet and Greet	Classroom Teachers	Parents will be informed about school events and about ways to help their children with academics.	8/17/2010	Parent feedback
10	4th Grade Writing Night	Writing Specialist		1/11/2011	Parent feedback
11	Parent Conferences	Classroom Teachers		11/9/10 and 1/26/11	Parent feedback
12	Communicating/School Website	Technology Specialist		Ongoing	Parent feedback and usage statistics

13	PIRC Notifications/School Website	Title 1 Coordinator	Parents will be informed about resources available through PIRC.	Ongoing	Parent feedback and usage statistics
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## Staff Training

Describe the training the school will provide to educate its 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	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Title 1 Parent Involvement Meetings	Title I Coordinator	The Title I Coordinator will receive information and strategies to increase parental involvement and correlate activities to student achievement	Fall and Spring	Staff feedback
2	Learning at Home/BEST Training Module	BEST Team	Participants will learn effective strategies for building strong relationships and managing the learning environment to increase student achievement	2/21/2011	Evaluations and staff feedback
3	Volunteer Training	Title I Coordinator	The Title I Coordinator will keep teachers informed about what parents and other volunteers are allowed to do in the classrooms.	Ongoing	Staff feedback
4	Business Partner Training	Title I Coordinator	The Title I Coordinator will share with staff members what she learned at the Business Partner Training she attends.	Fall	Staff feedback
5	SIP Training	Principal, SAC Members	Participants will be trained how to promote parent involvement.	Fall	Staff feedback
6	Involving Parents/Faculty Meetings/PLC Meetings	Principal, Title I Coordinator	Participants will be trained in strategies for promoting parent involvement.	Ongoing	Staff feedback

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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:** At the annual meeting of parents in August, South Lake Elementary will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child.

In addition, parents are actively involved in the RtI process through conferences, meetings, and other forms of communication. South Lake offers events such as strings and chorus concerts, Fall Festival, Chilingo Nigh, Grandparent's Day, Patriotic Day, and grade level musical programs to encourage families to attend fun, non-academic activities.

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## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]: 1118(c)(4)(A);

- 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 also submit the parents'™ comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

**Response:** At the annual Title I meeting, parents will receive information about the Title I program, curriculum, academic assessments, and grade level expectations. Parents are encouraged to attend parent conference nights. Teachers are available before school, during planning, and after school for conferences, if requested. Edline is used as a communication tool between the school and home. Parents are kept informed of school-related information via Synrevoice, newsletters, Thursday folders, planners and the school website.

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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:** The PIP will be summarized into a brochure that will be printed in English, Spanish, and Haitian Creole and provided to all parents in the "Beginning of School Packet." The brochure will outline the major components of the policy and will offer to provide a hard copy upon request. In addition, hard copies will be available in the office and the parent resource room at each Title I school. The complete PIP will be posted on the LEA's website and linked from each Title I school's website.

Written communication will be provided for parents in English, Spanish, and Haitian Creole. Translators will be available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings. The LEA will ensure that an individual will be available to provide translation services in Spanish and Haitian Creole at each Title I school. If other languages are needed, schools send the material to the Title I office where local companies will be contracted to provide the translations. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. LEA and school personnel will run the Language Survey report at least monthly to determine any changes based on fluctuations in student populations.

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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:

Not Applicable

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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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## Building Capacity Summary

Provide a summary of activities provided which 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>Correlation to Student Achievement</b>
1	State's academic standards;Distribution of material	1	400	Provide information to parents on the content of standards
2	State and local assessments provide parental portal so parents can access information.	400	400	Provide information to parents on the progress of their child
3	State and local assessments: distribute hard copy documents related to FCAT	200	200	Provide correlation to parents on the state assessments
4	Parent Notification Requirements	10	400	Increase communication with parents; provide updates to parents on school functions.
5	Fourth Grade Writing Night	1	40	Parents will be able to support their children's writing skills.
6	Parent Teacher Conferences	2	200	Parents will learn how to help their children with academics at home.
7	Annual Title I Meeting	1	400	Parents will be provided with Title I information and school/academic information

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## **Staff Training Summary**

Provide a summary of the professional development activities provided by the school 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>Correlation to Student Achievement</b>
1	Communicating and working with parents	1	50	Provide training for teachers on value of contributions of parents. This will be conducted by the LEA.
2	Working with volunteers	1	50	Teachers will learn how to encourage parents to volunteer and how to use volunteers to work with students in the classroom.

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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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## Barriers

Describe the identified barriers which hindered participation by parents in parental involvement activities and the steps the school will take to overcome the identified 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	ELL	School will provide translators as needed for parent conferences.
2	Limited literacy	Hold annual meeting to gather suggestions from parents on how to provide support.
3	Teacher time constraints	Maintain website for parent communication and involvement in school activities.

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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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If you have questions contact Beth Windover at [windover.elizabeth@brevardschools.org](mailto:windover.elizabeth@brevardschools.org) or 321-633-1000, ext: 336.

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