

LAWTEY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Jennifer Vaughan, 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)].

Jennifer Vaughan

Oct. 7, 2016

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Lawtey Elementary School is committed to timely, ongoing communication with parents. It is our desire to partnership with parents in order to provide the most effective learning atmosphere 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: Lawtey Elementary School parents serve as members of our School Advisory Committee and participate in our Parent Teacher Organization. Membership is voluntary. We have many parents who volunteer to plan and implement the Fall Festival, Book Bingo, Student Council, chaperone/ plan field trips, and chorus activities. We seek parent input on Title I initiatives, including the School Improvement and Parent Involvement Plan, in meetings and through informal discussion. This information is documented through minutes and sign-in sheets from meetings. These meetings, as well as our school's newsletter provide information to parents. Parents are able to give valuable input to the planning, review, and improvements of Title I programs, as well as how parent involvement funds are used. For example, we are currently planning tutoring opportunities for at-risk students as a response to parent input.

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 1 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 learning needs of students, joint parent meetings to discuss transitioning, etc.
2	Individuals with Disabilities Education Act	Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the students IEP.
3	Title 2	Professional development modules will be provided to schools to support the professional development needs of the staff related to parental involvement. The parent liasons will be trained by LEA staff in methods to effectively use the models. LEA staff will provide support and monitor the implementation to ensure that training is provided as required.
4	Parent Newsletters	These newsletters are sent home on a monthly basis and include information on how parents can teach key concepts to their children at home that will assist their child's learning at school.
5	FOCUS	FOCUS is an online site where parents can check their child's grades and attendance.
6	Remind	Remind is an App that is free that teachers use to help remind students and parents about school tests and activities taking place.
7	Facebook	The Facebook page for Lawtey Elementary is updated regularly to keep parents posted on the school activities to encourage parent participation.

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	Develop agenda, handouts, and/or presentation materials that address the required components.	Principal	September	Copies of Agendas, powerpoint presentations and handouts. Parent survey with positive comments.
2	Develop sign in sheets	Principal	September	Sign - in sheets for meeting and individual classrooms
3	Maintain documentation	Principal and Title I Teacher	September	Title 1 documentation in dedicated filing cabinet

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: At all of our meetings we encourage students and their younger siblings to participate. We encourage parents to attend meetings and give information about whom they may contact if they are unable to attend. We offer activities to parents at varying times to accommodate work schedules. Teachers meet with parents before and after school and arrange to stay later when needed. Our Fall Festival is on a Friday night. We hold evening meetings and activities at varying times, such as at 5:30 or 6:00 so that if parents cannot attend one activity they might be able to attend one at an alternative time. On our parent survey we have a question for parents regarding times when they are most interested in attending school functions.

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	FOCUS	CRT and individual teachers	Maintaining communication to parents regarding Progress Monitoring, class assignment/activities, student grades and schoolwide information.	On-going throughout the school year	Parent Survey in Spring
2	Parent resource Materials Check-out	Curriculum Resource Teacher	Materials are available for check-out These materials provide parents with hands-on resources to enhance student academic success.	On-going throughout the school year.	Parent Survey in Spring
3	Parent Newsletters: Example is the Home/ School Connection	Principal	Newsletters are packed full of information on how to teach your child skills at home that will assist in your child's success at school.	Monthly, beginning in August and through June	Parent Survey in Spring
4	Parent/ Teacher	Classroom	Parents are invited to regular	On-going	Parent

	Conferences	Teachers	schedule a teacher conference to discuss the Progress Monitoring assessments, report card grades to understand their child's academic progress	throughout the school year according to the Progress monitoring schedule.	Compacts & Conference Notes
5	Parent Nights	Principal, CRT, Faculty and Staff	Materials are provided for parents to use at home with their child/children	On-going throughout the school year	Parent Survey in Spring

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	FOCUS Training	Curriculum Resource Teacher	FOCUS communications provides the parent/student with immediate access to academic progress/grades	Ongoing throughout the school year	Parents being trained on the FOCUS tool and Parent Survey positive results on title 1 end of year survey.
2	I-Ready Training	Curriculum Resource Teacher	Increased number of students making at least one years growth	August - May	I-Ready scores to parents. Survey data
3	Achieve 3000 Training	Curriculum Resource Teacher	Increased number of students making proficiency of FSA	August - May	Achieve 3000 scores and FSA - parent survey showing parents received info related to students progress.

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: Increased Communication - Our school is working to communicate more effectively with parents via hard copies of newsletters. The newsletter will be published at the beginning of each month through hard copy. Copies will also be kept in the front office for easy access. The effectiveness will be determined through participation numbers at activities and the end of the year survey.

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: At the Annual meeting of parents in the August Open House and the September Annual Title One meeting, Lawtey Elementary will provide information about the Title 1 programs, the curriculum, and academic assessments. 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. Parents will also be provided an opportunity at this meeting to visit their child's classrooms and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, how parents can help at home, Code of Conduct and Parent/Student handbook. The same information, upon request, will be provided in an informational packet available to parents unable to attend. Teachers will maintain sign-in sheets and provide a copy to the principal who will also maintain documentation on the dissemination of information, distribution methods, and timeliness. Parent comments, either at the Annual meeting or the parent survey, regarding possible improvements to the Parent Involvement Plan or the Annual meeting will be documented and shared with the Title 1 Committee, faculty and staff and our District LEA.

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: Lawtey will provide full opportunities for participation in activities for all parents including parents will ELL, Students With Disabilities and migratory children. For ELL, written communication will be provided for parents in English, and Spanish. If other languages are needed, schools will send the material to the Title 1 office where local companies will be contracted to provide the translations. The English Survey results will be used to determine the number of specific needs for translations into a language other than English. LEA and school personnel will review the Language Survey report quarterly to determine any changes based on the student populations. As students register, their records will be reviewed and information/programs relative to their child's needs will be offered in the appropriate language recognized/requested. A part time ELL translator is available to participate in activities and provide support to students and parents. For SWD, the ESE department at the district office to make sure the needs of ESE students and parents are identified and met. The ESE office provides support personnel as needed for activities. Currently, there are no migratory students, but if that changes Title I part C and the office out of Gainesville will meet the needs.

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	Any student who is	Teachers	More parental	August

	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)];	making a C,D or F on their progress report/report card the teacher will have a conference.		involvement at home with homework and classwork.	2016-May 2017
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	We are reaching out to our local businesses with the message that we want to collaborate with them. We want to involve them in our activities without only asking for monetary donations.	Leadership Team, SAC and PTO Chairs	Involving the community provides greater resource opportunities for our parents and students.	On-going throughout the school year

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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

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

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

[Uploaded Document](#)

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

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

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Combined PTO and SAC meetings	8	10	Parent Communication
2	Book Bingo	2	75	Books for students to take home
3	Math Game Night	1	50	Parents and students learned how to play math games and then took them 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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Training on Teacher/Parent Communication	2	20	Better communication with parents is conducive to increased 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 upcoming 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	work schedule	plan activities for parents at multiple times of day
2	lack of information	increase the number of notes home about activities

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
1	Effective Communication	Newsletters home regularly