


## SPESSARD I. HOLLAND ELEMENTARY Title I, Part A Parental Involvement Plan

I, Melody Butler, 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)(i)]; 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

  
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Date Signed

## Mission Statement

### Parental Involvement Mission Statement (Optional)

**Response:** At Spessard L. Holland Elementary the purpose of the parental involvement program is to build and foster a cooperative and collaborative relationship with all parents. Through ongoing parental involvement opportunities we will provide the parents with the knowledge, resources and support needed to encourage high academic achievement.

Polk's Family Involvement Mission Statement: District and School-Based Title 1 parent involvement programs in Polk County will strive to BUILD RELATIONSHIPS, to create real family engagement for every child, every family, every teacher, every day.

The vision of Spessard L. Holland Elementary is: Every Spessard L. Holland Elementary Gator will leave fifth grade ready to succeed in middle school with no remediation needed at the next level.

The mission of Polk County Schools is to provide a high quality education for all students.

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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:** Spessard L. Holland Elementary was given a Title I budget of \$181,954.50. The family and engagement mandatory spending occupies \$2,712.67 of the total budget. Our School Advisory Council (SAC), which is elected every October, will meet as needed to plan, review, and revise the Parent Involvement Policy (PIP), discuss how the 1% of parent and family engagement funds will be spent, review the PIP summary brochure, and School Improvement Plan (SIP). At these meetings input will be given and suggestions will be made for improvement of the Title I Compact and Parent Involvement Plan. We will distribute and review surveys given to families regarding feedback on Title I events and expenditures. Our faculty and staff will work together to plan parent workshops to assist parents in helping their students with English/language arts, math, and science. Documentation will be provided in the form of invitations, meeting minutes, agendas, and sign in sheets. Through the use of email, SchoolMessenger calls, and newsletters, the families of Spessard L. Holland Elementary will remain informed and involved in a timely fashion.

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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	Individuals with Disabilities Education Act	IDEA is a Federal program that supports all Exceptional Student Education (ESE) programs. Students are supported through three types of programs: resource, inclusion, and self-contained. Spessard L. Holland Elementary (SLHE) has eight ESE teachers, a Local Education Authority (LEA), a guidance counselor and a school psychologist to service our ESE population.
2	VPK	Information is distributed to all parents regarding opportunities for Voluntary Pre-School (VPK) and information regarding our three VPK units at SLHE.
3	Title I Part A	Title I funds school-wide services at SLHE. The Title I funds provide supplemental instructional resources and interventions for students with academic achievement needs. Title I, Part A, support provides supplemental instructional materials, academic coaches, paraprofessionals, professional development for the staff, and resources for parents.
4	ESOL	A translator will be provided for all parent involvement activities and all documents will be translated as needed.

## 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	Prepare PowerPoint agenda, handouts, sign in sheets and notification/invitation	Title I Contacts and Administration	August 2016	Copies of PowerPoint, agenda, handouts and notification in eTask
2	Send home invitation/reminders	Title I Contacts and Administration	September 2016	Copies of invitation, notification in eTask with date distributed
3	Presentation presented to our parents which explains Title 1 compact, curriculum, assessments	Title I Contacts and Administration	September 15, 2016 4:30pm	Sign in sheets and Parent Meeting evaluation copies in eTask
4	Spanish translator for presentation	Luis Rios	September 15, 2016 4:30pm	Parent Survey
5	Parent evaluation	Title I Contacts	September 15, 2016	Data collected from evaluations

## 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 held on different days and at flexible times throughout the year so that parents may pick the day/time that best fits their schedules. Conferences are held before, during and after school in person and/or by phone.

## 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	Donuts for Dad	Title I Contacts and Administration	Provide information and activities that train father-figures to become knowledgeable and able to help their children become stronger readers and mathematicians.	September 28, 2016	Parent meeting evaluation, sign in sheets, and invitations.
2	Literacy Night	Title I Contacts, Administration, Representatives from Grade Levels	Provide information and activities that will train parents how to help their students become stronger readers. We will provide them with resources and suggested at-home activities to strengthen their children's literacy skills.	October 13, 2016	Parent meeting evaluation, sign in sheets, and invitations.
3	FSA Night	Title I Contacts and Administration	Provide information on Florida Standards Assessment, Florida Standards and curriculum to raise student achievement.	February 9, 2016	Parent meeting evaluation, sign in sheets, and invitations.
4	Kindergarten Roundup	Title I Contacts, Kindergarten teachers, Administration	Provide information about kindergarten expectations to PreK students and parents to prepare them for the upcoming school year.	April/May 2017	Parent evaluation
5	Parent/Teacher Conferences	Classroom Teachers	Review student progress, social behavior and overall school performance to give parents insight and direction to help their student increase academic achievement.	Ongoing	Evaluations, agendas, progress monitoring

## 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	Effective Communication and Parent Conferences for Classroom Teachers	Title I Contact and Administration	Making parents feel more welcome will increase parent involvement and ultimately contribute to higher student achievement.	September 2016	Surveys and conversations with parents

2	Growth Mindset Training	Title I Contact, TLC Representative and Administration	Guiding teachers to changing their way of thinking from a fixed to a growth mindset. This outlook of continual development and betterment will result in higher, attainable expectations increased student achievement.	Ongoing 2016-2017	Staff evaluations/surveys
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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:** -The Parent Informational Resource Center at Mulberry Middle School will be promoted for parents to utilize for parenting and academic skills.

-Parents will be informed about and invited to attend Parent University. This is a partnership with community agencies and organizations to offer free courses, and family events and activities that will equip families with new or additional skills, knowledge, and resources. Workshops and classes will engage parents in innovative and meaningful partnerships for learning.

-Parents are encouraged to use Parent Portal to maintain current academic updates and knowledge of their child's progress. If computer access is unavailable, parents may request a printed progress report.

-Parents and stakeholders are invited to volunteer and assist in a wide variety of activities.

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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 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:** -Parents will receive Title I information at our annual meeting in September. At the annual meeting Title I contacts and administrators will walk parents through a presentation which describes the purpose of Title I and how it will affect their child. Also, throughout the course of the year parents will receive information through a variety of communication modes such as monthly newsletters and the district/school website.

-The Compact is discussed during parent/teacher conferences which are held at least once annually.

-Daily communication takes place between the school and family through the use of the student agendas.

-Home School Connection newsletters, that provide supplemental resources to be used outside of the classroom, are sent home monthly.

-Parents have access to teachers' email addresses through the school's website.

-Accelerated Reader Home Connect letters are sent home with log in information for parents. This enables them to track their child's AR progress.

-The school's calendar of events is available in the student agenda.

-Interim reports are sent home halfway through each grading period and report cards are sent home upon completion of a 9 week grading period.

-The school marquee is updated regularly with important events and information.

- Parents are given usernames and passwords to access accounts on Reflex Math to view student progress and fluency on math facts.

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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:** An invitation is sent out to all parents, welcoming them to become involved in our SAC and PTA in order to offer input and suggestions. Meetings are offered at flexible times so that parents may pick the time that best fits their schedules. We will also offer

childcare and translation services when appropriate. Additionally, we have elevators in each of our two-story buildings to accommodate wheelchairs and strollers.

Our staff directory is located on our school website along with school phone numbers so parents may contact any staff member with suggestions, concerns, or input. Student agendas are used for daily home/school communication. A voluntary email listserv is used in an effort to communicate events and information to parents and families. Our school's PTA utilizes a Facebook page to keep in touch with parents as they send out announcements for school functions.

Pertinent Title I and parent involvement information will be kept in a Parent Involvement Notebook on the counter in the front office of the school as a resource for parents needing information.

Parents of ESE students are invited to attend an annual IEP review meeting for their child and teachers use email and agendas to keep them updated throughout the year.

## Discretionary Activities

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

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's 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)];	Meetings will be scheduled during the day or evening to accommodate the schedule of our population.	Title I Contacts	Parents will be knowledgeable on the standards their children must achieve therefore they may better assist them at home, resulting in higher achievement for the children.	Ongoing
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Parent workshops will include best practices for how your child will succeed in academic areas.	Title I Contacts	Parents will be given the tools and knowledge to help their child succeed which will increase student achievement.	Ongoing

## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

## Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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## **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
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### 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
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### 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
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### 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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