

SHALIMAR ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Jon Williams, 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)].



Date Signed

Signature of Principal or Designee

Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

Involvement of Parents

Changes made No changes made

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: Parents will be included in the development and implementation of Shalimar Elementary's Title 1 Parent Involvement Plan by attending monthly SAC meetings, as needed PMP Conferences and responding to Title 1 surveys. Procedures for selecting members of SAC are by school wide requests for parents to serve on the SAC committee; ballots sent to each parent in the school by way of backpack for parents to vote. SAC tallies votes and releases names with majority votes. Letters are sent home for the parents to know the names of SAC members.

At the abovementioned meetings and on the parent survey, parents are given opportunities to make revisions and or suggestions regarding how funds will be used, as well as programs to offer for more parental involvement. Parent input of changes to be made to the Title 1 plan and/or activities therein are documented in the SAC minutes, then sent to Title 1 contact.

Shalimar has an open door policy, encouraging parents to visit the school so they will be better informed of how funds should be spent for parental involvement.

All parents are encouraged to become a member on the School Advisory council (SAC) via flyer sent by backpack with each child at the beginning of the school year. Procedures for selecting SAC members are by school wide requests for parents to serve on the committee by completing the flyer. Ballots are then sent to each parent in the school via backpack. SAC members tally the votes of offices available, and names with majority votes are released to all parents. Letters are sent home so all parents know the outcome of voting, as well as all new members. Parents are included in the development and implementation of Shalimar Elementary's Title 1 Parent Involvement Plan and SIP through SAC meetings, PMP conferences, Title 1 survey/climate survey, newsletters and school website and emails. During SAC meetings and through the parent survey, parents are given opportunities to make revisions and or suggestions regarding the SIP, PIP, Compact as well as how funds are spent and how to increase parental involvement. Parent input of changes to be made to the Title 1 plan and/or activities therein are documented in the SAC minutes and/or survey. The minutes are sent to each SAC member and a copy on file in the compliance bin is kept by Debbie Maksymyk. Shalimar has an open door policy, encouraging all parents to visit the school so they will be better informed of how funds should be spent and how to increase parental involvement.

Coordination and Integration

Changes made No changes made

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	Title 1 School Improvement	Supplemental instructional support will be provided after school for all at risk children as defined by FCAT, SAT 10, and/or DEA in math and reading.
2	Individuals with Disabilities Education Act (IDEA)	Supplemental Instructional Support provided by Title 1 will be discussed with parents during the development of the student's IEP
3	Title X	All entrance packet includes residency forms. Title X provides support and outreach as needed
4	Head Start	Communication between school and Head Start center before students

		transfer.
5	Preschools	Contact is made with local PreK schools and future students invited in spring. K orientation is offered in the fall with a Kinder parent breakfast.
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Annual Parent Meeting

Changes made No changes made

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, ppt., handouts, and presentation materials that address the required components	Debbie Maksymyk and Chris Galloway	September 23, 2014	Hard copies of agenda, invitation, power point presentation, sign-in sheet in ecompliance bin.
2	Develop and disseminate invitations	Debbie Maksymyk/Chris Galloway	Sept. 26, 2014	Hard copies and ecompliance bin-Invitation in English and Spanish with date of dissemination
3	Advertise Annual Meeting in school newsletters	Lisa Cahill	September 2014	Hard copy of newsletters and ecompliance bin
4	Develop sign-in sheets for meeting night	Debbie Maksymyk/Chris Galloway	Sept.30, 2014	Hard copy of sign-in sheet and ecompliance bin
5	Maintain Documentation	Debbie Maksymyk/Chris Galloway	Year long	Hard Copy and Electronic Compliance bin on D. Maksymyk's computer. All documentation will be shared with LEA Title I off
6	Presentation of Power Point for Title 1 Meeting	Debbie Maksymyk/Chris Galloway	October 2, 2014	Power Point Handout hard copy and e-compliance bin.
7	Pizza served by PTO during meeting	PTO members	October 2, 2014	Sign in sheets

Flexible Parent Meetings

Changes made No changes made

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: For IEP and PMP conferences, parents are given the opportunity to meet with teachers before, during or after school to discuss student achievement and or deficits. This option reinforces the ability of staff to work effectively with parents to meet the needs of all of the children.

Home visits may be necessary as requested by our guidance committee to explain testing results or collect screening and evaluation permission. Home visits will take place at times that accommodate the parent schedule. Debbie Miller will make home visits as needed.

Open House will be scheduled after the normal working hour of 5:00 p.m. to accommodate the working parent schedule.

Math Night and Science Fair will be scheduled after normal working hours to accommodate the working parent schedule.

Our parents are offered times to meet with teachers and the principal between the hours of 6:30 a.m. and 3:00 p.m. five days per week.

Kindergarten, first and second grade students are given "Take-Home" folders to enhance parent communication between school and home and keep parents up to date on all school meetings and functions, as well as, noting parent meetings requested by parent or teacher. Third, fourth and fifth grade children are given student planners for teachers to communicate with parents on a daily basis if needed.

Building Capacity

Changes made No changes made

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	Compact Letter	Debbie Maksymyk(Title 1 teacher) to prepare and distribute Compacts to teachers	FSA, Class grades, DEA increase. Research shows that parents who are actively involved in their children's learning are more successful learners (Riley). Having read, discussed and signed the Compact, the parents will be more actively involved with their child's learning	August 2014	Signed Compacts

			and assist s		
2	Open House-All classes 1st-5th will rotate through classes. Teachers share grade level expectations, CCSS, grades online, and effective research based strategies	Classroom teachers	Teachers share their expectations of each child's achievement with the parents. Math and reading make and takes will be presented during this time to show parents how to help their children at home.	October 2, 2014	Sign-In sheets, Evidence from make and take presentation
3	Bi-Weekly School Newsletter	PIP parent, Lisa Cahill	Provide info. about upcoming SAC meets, school events, required Title 1 info. to assist in further communication between home & school.	Year long; on-going	Hard copy of each newsletter
4	Miler Club	Coach Oliver	Encouraging parent/child communication	Year long open invitation	Sign in sheet from Coach
5	School Website with links to: Grades Online, staff email, volunteer info., SAC meetings/minutes, newsletter, PIP, SIP	Lara Gill, parents of committees turning in min.	School grade, DEA, EOY exams Increase the level of communication with parents to become more active in the decisions made at school, increase awareness of performance & progress of their child.	Year long site	On line site
6	Connect ED (automatic phone system) to notify parents of school concerns	Principal, Mr. Jon Williams	FCAT, DEA. Increase communication with parents and provide updates on school functions in multiple languages	August 2014-May2015 as needed	Automated system details
7	SAC & PTO: formed from elected and/or volunteer parents to involve parents in school decisions	SAC members, PTO members, Principal and staff.	Provides parent training and leadership roles. Families participate in decision-making school governance issues to increase the level of parents to be active participants from home to school.	Year long monthly meetings	Minutes from meetings
8	Mentor Program from community serve as mentors to students in need of a mentor	Guidance counselor, Mrs. Burt	Utilizes Joyce Epstein's parental model- collaborating with the community to coordinate resources for our families.	Year long, on going	Mentor applications, volunteer sign in sheets
9	Business partner program	Principal, Guidance	To collaborate with the community for coordinating resources for the families of students through local businesses and agencies	Year long, on going	Records of donations
10	Math/Science/Basket auction night	Title 1 math teacher, Chris Galloway and paraprofessionals. CRTs, Volunteers, PTO	Family activities will be provided as age appropriate to foster parent involvement to build ties and deepen communication between	TBA	Parent sign in sheet, Survey

			parent/school/child. Science fair per classrm. displayed to foster student achievement.		
11	Electronic Sign in front of school	Mr. Jon Williams, principal/Karen Cook	Increase the level of communication with parents and provide updates on school functions	Year long, on-going	Electronic Sign hard copy notes
12	Email and text messaging services-- Parents can sign up to receive automatic messages from Grades Online	CRT, Mr. Jon Williams	Increase the level of communication with parents to become more active and increase the level of awareness of child's performance and special school functions	Year long, on-going	Electronic emails
13	Edmodo	CRT	CCSS, Next Generations, FCAT, DEA. To improve school/home communication	Year long	Edmodo pages
14	Renaissance Home Connect, a computer based reading program accessible at school and home to allow parents to get a snapshot of student progress in AR reading	CRT	Increase the level of communication with parents to become more active and increase the level of awareness of child's performance	Year long	AR points
15	Faculty Variety Show: Teachers will be on stage to entertain the parents and students with singing, dancing, presenting various skits while parents and students eat dinner	Mrs. Goodhart/Tom Latenser as organizer and faculty as entertainers	To improve the ability of all faculty to work effectively with parents	October 2, 2014	Sign-in sheets of Title Meeting, pictures in compliance bin
16	Orientation for all parents	Mr. Jon Williams and classroom teachers	FCC, FSA	August 2014	Classroom sign in sheets
17	Kindergarten and New Parent Breakfast	PTO, Mr. Jon Williams	FCC., FSA	August 2014	Head count
18	Field Days	Coach Oliver	FSS, FSA to improve parent/child/school relationships	TBA	Sign in sheets
19	Remind 101; a text messaging service parents sign up for to receive texts from CRT	CRT	FCC, FSA, DEA	Year long	sign up sheets

Staff Training

Changes made No changes made

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	Person	Anticipated Impact	Timeline	Evidence of
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	of Activity	Responsible	on Student Achievement		Effectiveness
1	School/Teacher communication	Kim McSparren/Jon Williams	FSS, FSA	Year-long through faculty meetings	Agenda/Teacher newsletters

Other Activities

Changes made No changes made

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: Book Bags are available for parental checkout to help children at home in math and are in English and Spanish and are kept in the media center. Media aide, Robin Hyatt is the person responsible and a record of visitors kept on file for evidence. This is an ongoing activity, year-long.

Parents without home computers are encouraged to use the media center's computers to access Grade Book Online and other websites that will assist them with their children's educational career. To be implemented by Robin Hyatt, media center aide and parent volunteer forms kept on file for evidence.

Shalimar Elementary will conduct two volunteer trainings per year to encourage parental involvement and awareness and involvement in the school's decision making process. To be implemented by Sharen Burt, guidance counselor. The parent volunteer forms and sign-in sheets will be kept on file for evidence.

Communication

Changes made No changes made

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: Title I information is shared through every school newsletter. On the back of each newsletter, a section is always reserved for Title 1 information. The newsletters are given to the CRT and he/she makes sure the children place them in their backpack to take home to the parents. If children are in need of the newsletters in a language other than English, our translator provides the translation.

During SAC meetings, Title 1 programs to include the PIP will be addressed, discussed and voted on if needed. The Title 1 contact will give all information to the council via the principal and/or emailed to SAC president. SAC president will disseminate all documents

and information to the council. All parents on this council will receive a hard copy of the PIP and the SPP to read and review, making changes if needed. During future meetings, SAC will revisit the PIP and SPP and work to resolve any issues that may arise.

The PIP will be available for any parent who requests a hard copy but will be added as a link on the school website. Additionally, Title 1 information will be added to the school newsletter on a bi-monthly basis as directed by federal and district guidelines. All newsletters will be created in English and Spanish to include any Title 1 information that should be communicated to all parents.

A translator is available at school every day to ensure ESOL parents are able to participate in all meetings and functions and to ensure communication between parent and teacher during conferences, as well as registration of children.

All 3-5 grade level students will receive a Student Handbook at the time the child enters our school. In the handbook, a section on standardized testing is addressed for all grade levels. Proficiency level expectations are discussed one-on-one by the classroom teacher with the parents of targeted children whose score is less than proficient, which is a different score for each assessment in K-5.

Common Formative Assessments used at Shalimar Elementary to assess student progress include, but are not limited to DEA, Stanford 10, Dibels, DRA2, Classroom assessments, ERDA, SESAT, SRI, AR, FSA Writes; latter two tests used each year at the beginning for information. The curriculum and forms of academic assessment are discussed at the Annual Parent Meeting, but also at Open House at the beginning of school by the teachers. When parent conferences are scheduled and kept by the parents, the curriculum and assessments are discussed one on one with the parent as well as the academic expectations of child.

Our SAC president will send email messages to all parent members concerning SAC meetings and Title I information. Notice of SAC meetings will be posted to the school website.

School-wide telephone system, Connect Ed will call all parents in a timely manner concerning school programs and/or concerns as needed.

If parents are not satisfied with the program at Shalimar, we will discuss the parents' concerns and try to rectify the problem; however, if we can not, we will address the issue by way of letter with the district office.

The district office prepares and sends a parent survey each year for our parents. The district office reviews the surveys to look at concerns at the school. The district office forwards our survey results to our school so we can modify the program to best suit the parents' needs if valid.

Tyner Intervention Curriculum will be used in grades K-2 with Shalimar's lowest quartile 30 minutes per day.

Fountas and Pinnell Intervention Curriculum will be used with grades 3-5 40 minutes per day.

Accessibility

Changes made No changes made

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 parents will be notified of school and parent functions in the bi-weekly School Newsletter and by a special flier sent home in the language that is documented on the AS400 for the majority of ESOL students in our school (Spanish). Our translator is available from the hours of 7:20 a.m. until 2:50p.m., Monday through Friday for parents.

All important information for parent participation in parental involvement activities may be sent via automated telephone system to all parents.

All parent meetings will be scheduled with parents via telephone and or letter from teacher or office staff in the language spoken at home. Sealed letters to parents requesting meetings with parent and teacher or school staff will be sent home via back pack. If parents with limited English proficiency are contacted by telephone, Shalimar Elementary will use our interpreter to make the arrangements/ schedule for conferences.

Links on our school website will contain information concerning school reports, links to Pinnacle so parents will be informed of their child's expectations and goals.

During parent-teacher conferences (which will occur at least annually for students scoring below recommended levels on DEA) teachers will explain assessments used by Shalimar Elementary for her/his students' progress monitoring. Most teachers offer weekly class newsletters or agendas or planners to communicate with parents on a daily or weekly basis.

Progress reports will be sent to all parents once per nine week grading period via backpacks.

All information concerning curriculum, parent involvement and assessments is given to students upon registration THROUGHOUT the year.

A flier is sent to each parent via backpack at the beginning of the year, encouraging and requesting all parents to be involved/join SAC and/or PTO.

At the beginning of the school year (during orientation) all parents are asked to be a volunteer partner via flier and/or parent interest survey by the CRT.

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

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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Upload Evidence of Input from Parents

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

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.

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.

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 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
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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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