

INTERLACHEN ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Beth Nelson, 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)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: With the success of our students in mind, Interlachen Elementary School personnel join in agreement between our students and their families with a commitment to support every aspect of the child's learning experience. At IES our mission is "On a Quest to be the BEST".

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: Parent Involvement Team meetings are held monthly. PI Team plans grade-level Family Nights and the designated expectation for the event. All Parent Involvement meetings are advertised and documented with an agenda, minutes and sign-in sheets.

We will hold a School Compact-Review and/or edit the compact with parents. We will also refer back to it during parent conferences and sign-off that the components of the contract have been revisited.

Title I PIDAC meetings are held as needed to disperse district information about the Audit Box procedures and new resources available to parents and schools. Books are donated by Title I to be used in our Lending Library program and to involve parents in one on one reading with their child.

School Improvement meetings are held quarterly for resolving concerns brought out by community business partners, parents and school personnel.

PTO meetings are held monthly to plan for upcoming events and to disperse fund requests for technology, student rewards, field trips, fundraisers, and other items brought to the table. We also discuss how we plan to spend our Title I parent Involvement dollars.

Parent conferences are held to communicate areas of concern and to discuss the Positive Behavior Systems to be used by teachers. Teachers and parents also discuss how the parent can support the school by helping their children with homework. Teachers contact the caregivers of each student within the first two weeks of school to create a positive working environment. Teachers contact the parents of students who have in place or need PMPs to arrange a conference to discuss the Progress Monitoring Plan.

Teacher generated weekly or monthly newsletters are sent home to keep parents informed of events going on in the classroom as well as in the school.

Phone calls, text messages, and emails are sent out to parents using our district system with specific reminders or pertinent information about events taking place at school- the communication program is Omnilert. Parents can either opt in or opt out of this line of communication.

An IES monthly newsletter goes home with notes, i.e. fundraisers, dress code, volunteering, messages from administration, dates of importance and events taking place during the month at IES.

The Title I bifold is distributed to all students with information regarding Title I programs, parent involvement, right to know information, parent self-assessment and general district accessibility information.

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	Project Praise	The McKinney Vento Act works with guidance and the data clerk to ensure students who are homeless get equitable services to allow them to succeed in school. (Transportation and advocate for school meetings)
2	Title III ELL	Translation/tutors are available for ELL students as well as ESOL certified staff.
3	Migrant/Title 1 PC	Transportation and services for migrant children with specific needs (ex. medical).
4	Promoting Voluntary Kindergarten Roundup	IES coordinates and advertises with area Daycares to promote the Kindergarten Roundup. Kindergarten teachers came to the school each Wednesday in July from 9:00 a.m. to 2:00 p.m. to administer K screenings for registration.
5	CDS Family and Behavioral Health Services, Inc.	Our contact, Latina McCullough, assists parents who have no transportation in getting them to the doctor and pharmacy when needed. She is also able to counsel parents on other available services.
6	Stuart Marchman Act Behavioral Healthcare	Not a federal program, but important to our parents and community: Counselors from Stuart Marchman, a local mental/behavioral health service provider, are available for students who meet the criteria for counseling services. This service is available with parent consent at low or not cost to the family. SMA offers in-home service when 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	Title One Annual Meeting and Open House grades K-2	Administrator/Teachers	9/15/2014 5:30 to 6:00 p.m. and 6:00 to 6:30 p.m. respectively	Introduction to Parents/ Title I information/Bifold (Parents will sign in when they visit classrooms and parents will participate in an annual survey.)
2	Title One Annual Meeting and Open House grades 3-5	Administrators/Teachers	9/17/2014 5:30 to 6:00 p.m. and 6:00-6:30 p.m. respectively	Introduction to Parents/Title I Information/Bifold (Parents will sign in when they visit classrooms and parents will participate in an annual survey.)

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: PTO meetings are scheduled in the afternoon at 3:30. Family Nights are in the evening after most parents are home; when possible, food and child care is provided. MTSS, IEP, 504 meetings and parent conferences are scheduled at the parent's convenience. Home visits or phone conferences are conducted when parents are unavailable to attend otherwise. Transportation is provided when needed to facilitate parental attendance at meetings.

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	Title I Information provided at the annual Title I Open House	Administration/Teachers	Increase parent understanding of resources and materials available to assist all aspects of student growth, as well as to educate parents on Florida's standards and modes of progress monitoring and testing	Pre-K-2nd grade Title 1 Open House 09/15/2015 and 3rd-5th grade Title 1 Open House 09/17/2015	Knowledgeable and engaged parents: students with good attendance, positive behavior and successful academic scores/Parents can monitor progress through quarterly progress reports and report cards, as well as through Skyward./Sign-in sheets and agendas will demonstrate completion of the activity.
2	1st Grade Thanksgiving Story Family Night	Administration/Parent Involvement Team/1st Grade teachers	Encouraging family and school ties/engaged parents/modeling and teaching of good reading practices at home/communication	11/29/2015	Knowledgeable parents of reading practices at home will produce student success/AR test reports will indicate rates and scores of book quizzes/Parents can monitor progress through quarterly

					progress reports and report cards, as well as through Skyward/Sign-in sheets and agendas will demonstrate completion of the activity.
3	5th Grade Science Night	Administration/Parent Involvement Team/5th Grade teachers	5th grade projects demonstrate science and math skills, parents work with their child on the project building family ties, parent awareness of 5th grade FCAT Science Assessment and science standards	2/11/2016	Knowledgeable parents and students will result in student success / District Science progress monitoring will indicate rates of student growth on standardsParents can monitor progress through quarterly progress reports and report cards, as well as through Skyward/Sign-in sheets and agendas will demonstrate completion of the activity.
4	2nd Grade Animal Habitats Family Night	Administration/Parent Involvement Team/2nd grade teachers	Demonstrate student work of 2nd grade science and ELA standards to parents/engaged parents and students/communication/increase parental awareness of Florida Standards	3/10/2016	Knowledgeable parents and students will result in student success/Parents can monitor progress through quarterly progress reports and report cards, as well as through Skyward/Sign-in sheets and agendas will demonstrate completion of the activity.

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	Staff Bullying Training	Administrators/Behavior Intervention Teacher	Staff awareness and knowledge on bullying helps to provide safe and respectful learning and school environment/Information on topics to be included in teachers' agenda/presentations for our Title I Open House night	9/2/2015	Sign-in sheets and agendas/Decrease in number of student referrals and behavior interventions/decrease in number of bullying reports/engaged and positive student behaviors/improved academics/Teachers will share Powerpoint slides with parents explaining the definition of bullying/Parents will be made aware of signs their child is being bullied or that their child is bullying others/Staff and parents will be taught proper reporting procedures/Parents and staff can work together to reduce or eliminate bullying
2	Class Dojo PLC	Administrators/Chelsea Gilmore 4th grade teacher	Provides resource for teachers to connect parents to student performance and behaviors while at school. Parents can log in online to see their child's behavior report for the day and provide proper support between home and school. Parents can reinforce positive behaviors and help the school to correct behaviors that will impede student achievement.	10/2/2015	Sign-in sheets and agendas/Program generated student progress reports/parent and teacher interaction through program available online/engaged and informed parents
3	iReady Training	Administrators/iReady Trainer	Staff trained on interacting with data produced by student performance in computer program/staff training on producing parent reports/staff trained on using the data to inform effective instruction/discussion of further parent interaction with student progress on program	10/2/2015, but also ongoing throughout the year during weekly PLC's	Sign-in sheets and agendas/Knowledgeable, engaged, informed parents/data driven instruction by teachers, share performance data with parents: iReady parents reports, parent conferences, IEP or 504 meetings/ It will be explained to parents how the Math and Reading data correlate to their child's academic success in relation to Florida Standards through iReady reports and/or

					conferences.
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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: Pre-K parent and grandparent activities, Parent Conferences, Accelerated Reader (parents are able to accompany their child to the media center to facilitate AR Tests), parent volunteers approved through a CIS background check, field trips, Title I PIDAC meetings, supplemental materials provided by Title I for parents of 2nd grade Cambridge classes, Fall Festival and Auction, PTO, School Improvement Team, 1st Grade Mother's Day program, Pre-Kindergarten graduation, Title One Parent Nights, Math & Science Fair, Scripps Spelling Bee, and Math Superstars all promote parent involvement in their child's education. Omnilert and/or notes home will be used to notify parents of school wide events.

Person(s) responsible: In all cases, Administration will oversee the activities. The Parent Involvement Committee and grade levels responsible for their night plan and run the event with help from staff members and at times, high school students getting community service hours. Teachers are responsible for all other activities.

Timeline: Parent nights are held quarterly, parent conferences are held as requested by parents offering flexible times, PIDAC meetings are scheduled through the Title I office, Omnilert notifications and school notes are sent on an as needed basis, teacher newsletters are sent home either weekly or monthly, and IES newsletters are sent home in backpacks monthly.

All activities are on our Google calendar available for staff. Important dates are sent home via newsletters and/or Omnilert call outs. Omnilert reports can be printed with dates and times of calls including a description of the call. Parent nights and other parent activities have agendas and sign-in sheets for documentation.

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: To keep parents informed, we offer: weekly and monthly newsletters, callouts to homes, text messages and emails by Onmilert, messages on the outside marquee, an interpreter is available for Spanish speaking parents, a signer is on campus for deaf parents and students, parent notifications from the district or notes from the teacher may be sent home in Spanish for Spanish speaking parents, progress reports, parent surveys, report cards, Parent-Teacher Compacts, ESE meeting notifications, 45-day retention letters when necessary, home visits and parent conferences. Parent conferences are scheduled at the request of both the teacher and the parent to learn ways to help their child/children become successful students. Parents receive the Title 1 information flyer at the Title 1 Open House on September 15th for Pre-K-2nd grade, and September 17th for grades 3-6. Explanations of Florida Standards and types of academic assessment used to measure progress, including district and state testing is given to parents. Title I funding information is included such as the additional staff and the hiring of tutors to supplement the educational services provided to our students. Parents are included on the PTO board and on the School Improvement Committee. Each student has a Nicky Communicator folder and students in grade 4 and 5 have a student agenda to transport information daily from school to home and back again. The Title I Parent Survey asked for comments from parents and these are addressed at parent involvement meetings. To document this process, we keep copies of newsletters (both teacher and school), reports from Omniler, parent night agendas and sign-in sheets and copies of meeting notifications.

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: To keep parents informed we offer weekly and monthly Newsletters, an interpreter is available for Spanish speaking parents, an ASL signer is on campus for deaf parents and student, progress reports, parent surveys, report cards, Parent-Teacher Compacts, meeting notifications, 45-day and retention letters are sent when necessary, home visits, parent conferences, and meetings include an interpreter as needed. Parent conferences are scheduled at the request of both the teacher and the parents. Parents are included on the PTO board and on the School Advisory Committee. Project Praise provides tutoring and other resources to the families that qualify under the McKinney Vento Act.

Donations are made to the school from outside agencies that are given to families of children with disabilities and to migratory children in need.

There is accessibility to all school functions and facilities for the physically handicapped.

Family Nights offer a meal or snack and when possible, child care in addition to the planned activity which encourages families to more readily participate. We have Nicky Communicator folders and student agendas for grades 4 and 5 that go home daily carrying information between home and school. We have a school website at <http://www.ies@putnamschools.org> and Skyward's parent portal so parents can learn of activities taking place at school and keep up with their child's academics. The Omniler phone call, text, and email computer program tells parents of events taking place at IES or at the district level.

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

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	Title I Information/Open House (K-2 and 3-5)	1	362	Increase parent understanding of resources and materials available to assist all aspects of student growth
2	Bingo for Books Family Night	1	276	Knowledgeable and engaged parent/child behavior modeling and carry over to classroom behavior resulting in higher student achievement
3	Math/Science Family Night	1	313	Knowledgeable students and parents result in increased student achievement
4	1st Grade Cambridge "Meet the President" Family Night	1	105	Knowledgeable students and parents result in increased student achievement

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	Team Leader meetings	4	11	Team Leaders collaborated with their teams including information on how to reach out to parents and to communicate effectively with them, which gets parents more involved in their child's education/ Parent contact logs were discussed/Teachers were made aware of the use of classroom websites
2	Staff Development (during Quarterly Data Reviews)	2	44	Teachers were trained in the use of and how to monitor PMP's, which included a parent conference

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	Transportation	We transport parents and/or students when needed. We also make parents

		aware of Ride Solutions as a cheap and alternate transportation route
2	Economy	We will bring more books into the home for reading, we will provide shoes and clothing to those in need, we will provide low cost lice treatments to those who cannot afford it and food items through our Food Backpack Program in collaboration with local churches.
3	Parents level of education	We will continue to educate parents as to the importance of an education including keeping them informed of new curriculum and state and local assessments, as well as how to support their children with homework.
4	Work schedule conflicts	We offer flexible meeting times for parents.

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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