

## PURCELL ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Beth Nave, 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:** Parent and Family Engagement means the participation of parents/families in regular, two-way meaningful communication with the school and staff involving student academic learning and other school activities. This will be accomplished through support from home, attending meetings, and/or signing agendas, and other school activities.

**School Mission Statement:** The mission of Purcell Elementary School is to provide engaging, rigorous, curriculum using consistent school-wide strategies for all students. We have high expectations for academic and social achievement in order for students to become life-long learners and world scholars.

**PCSB Mission Statement:** The Mission of Polk County Public Schools is to provide high quality education for all students. Every child, every possibility.

**Polk County Family Involvement Mission Statement:** District and School-based Title I Parent and Family Engagement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

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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:** Involvement of parents will be documented through sign-in sheets and minutes of SAC meetings. Decisions involving the use of Title I funds reserved for parental involvement at the school level will be made during the development of the Parent Involvement Plan and School Improvement Plan by the School Advisory Council (SAC) in March 2017 and at other Parent Leadership meetings. The LEA will monitor SAC memberships to ensure that parents are involved in the process. All schools receive training and information on ways to include parents in the school improvement process and the life of the school through the Office of School Improvement and the Office of Parent/Family and Community Involvement. In addition, through District websites, SAC membership, letters sent home and invitations from administrators and parent involvement contact persons.

Parental input regarding plans is documented through the annual Title I Parent Survey Report in the spring and direct comments from parents regarding the effectiveness of the plans.

School planning teams include parents, SAC members, administrators, and members of the staff including the Parent Involvement Contact Person. Sign in sheets, agenda, and minutes of these meetings are kept. Team members review the school's Needs Assessment survey, parent surveys, student achievement information and demographics to provide information used in the development of the Parent Involvement Plan, School-Parent Compact, and School Improvement Plan.

The District Parent Involvement Specialist provides training for all of the Parent Involvement Contact Persons at each Title I school in all levels of parent involvement. The contact person will provide a PowerPoint with parents regarding their important role as their child's first and most important teacher. This presentation takes place during the annual meeting in September 2016. An agenda and sign in sheets will document this event.

Funds are set aside for parent involvement activities and to purchase a variety of resources including materials on literacy, math, and parent training as well as parent communication. Parents at D-PAT meetings were surveyed for input as to how the set aside funds should be most wisely spent. The school council also discusses how the expenditures of the 1% of the Title I funding should be spent.

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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	Pre-school Transition	Early identification of kindergarten readiness skills is begun by establishing a link with the local pre-school programs and the Pre-K programs located on the campus. Site visits are made by pre-schoolers during the school year to assist in orienting the students to kindergarten. Classroom visits are made and lunch is eaten with the kindergarten students. Kindergarten Round-Up is used to orient students and parents of the expectations for the upcoming school year and summer packets are provided
2	Nutrition Programs	Community Eligibility Option (CEO) pilot program for 2016-2017. This school is a location for a summer feeding program for the community.
3	Violence Prevention Program	Title IV provides violence and drug prevention programs in schools in order to promote a safe school environment. Examples of violence prevention programs include anti-bullying, gang awareness, gun awareness, etc.
4	Title X, Homeless	The Hearth program, funded through Title X, provides support for identified homeless students. Title I provides support for this program, and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
5	Title III	Title III provides supplemental resources for English Language Learners (ELL) and their teachers in Title I schools, as well as professional learning opportunities for school staff.
6	Title II	Professional development resources are available to Title I schools through Title II funds. In addition, School Technology Services provide technical support, technology training, and licenses for software programs and web-based access via Title II-D funds. Funds available to Purcell Elementary are used to purchase materials from the Professional Development Department for Professional Learning Communities and Lesson Studies workshops.
7	Title I, Part C-Migrant	Migrant students enrolled in Purcell Elementary will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates, assigned to schools with high percentages of migrant students, monitor the progress of these high need students and provide or coordinate supplemental academic support.
8	Title I, Part A	Title I funds provide school-wide services to Purcell Elementary. The Title I funds provide supplemental instructional resources and interventions for students with academic achievement needs. Title I, Part A, support provides after-school and summer instructional programs, supplemental instructional materials, resource

		teachers, technology for students, professional development for the staff, and resources for parents.
9	ESE	ESE Funds provide services to Purcell Elementary with supplemental instructional supplies and resources.

## 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	September Newsletter and FaceBook Page	Title I PI Contact and Principal	September 6, 2016	Copy of Newsletter & Picture of FaceBook Page
2	Marquee	Title I PI Contact	Aug. 15- Sept. 15, 2016	picture of marquee
3	Flyer Invitation Reminder	Title I PI Contact/Terminal Operator	September 14, 2016	Copy of Flyer Invitation Reminder
4	PowerPoint re. Title I	Title I PI Contact	September 15, 2016	Handout of PowerPoint
5	Annual Parent Meeting	Title I PI Contact, Principal, Assistant Principal	September 15, 2016	Agenda, sign-in sheets, parent input evaluations
6	Annual Parent Meeting/Compact	Title I PI Contact, Principal, Assistant Principal	September 15, 2016	Agenda, sign-in sheets
7	Annual Parent Meeting/State Standards	Title I PI Contact, Principal, Assistant Principal	September 15, 2016	Agenda, sign-in sheets
8	Annual Parent Meeting/ Child care provided and translators available	Title I PI Contact, Principal, Assistant Principal	September 15, 2016	Agenda, sign-in sheets
9	Annual Parent Meeting/Surveys/Input	Title I PI Contact	September 15, 2016	Surveys
10	Phone Messenger Notice	Title I PI Contact and Principal	September 14, 2016	Email

## 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:** Parents will have the opportunity to meet with each teacher and discuss grade level expectations and concerns on an as needed basis throughout the year. There will be Spanish translators, child care, and information about Title I available during the annual parent meeting and parent involvement meetings during the year. Portfolio conferences will take place twice per year at a time most convenient for the parents. The times for large scale parent activities varies. Some take place early in the morning starting at 7:30 am and others take place at night in an attempt to reach as

many parents as possible. Parents can call 863-701-1061 and make an appointment if they wish to see the Principal, Assistant Principal, or teacher. In addition, staff members may be contacted at <http://schools.polk-fl.net/purcell> via email, written notes in the agenda, or through the office staff.

## 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	Data Discussion Nights/Parent Portfolio Conferences	Principal/Title I PI Contact	Authentic assessments will be shared with parents. Individual student progress will be shared with each family.	Twice per year, October and May	Survey/Comments/Log Sheets
2	FSA Test Night/Student Portfolio Night	Principal/Title I PI Contact	Increased awareness and information on FSA Testing expectations	January	Survey/Comments/Log Sheets
3	Florida Standards Curriculum	Principal/Title I PI Contact	Increased awareness of Florida Standards and strategies with parents	January	Agenda/survey/sign-in sheets
4	Annual Title One Family Night/Open House	Principal/Title I PI Contact	Increased awareness of parental involvement in a student's education, role of the school and parent as a partnership to increasing student achievement	September	Survey/Comments/Log Sheets
5	Muffins for Mom/Donuts with Dad	Reading Coach/Principal/Title I PI Contact	Share the power of reading with your children at home	November & December	Survey/Comments/Log sheet
6	Spooky Tales & Treats	Title I PI Contact/Principal	Get students excited about reading with a Halloween theme	October	Survey/Comments/Log sheet
7	Art & Music Showcase	Art & Music Teachers	Get students excited about speaking and public performance	December	Survey/Comments/Log sheet
8	Art, Music, & Science Showcase	Art & Music Teachers with Science Contact	Get students excited about science experiments, artwork, and performing in front of parents	May	Survey/Comments/Log sheet

## 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	Public Relations Development	Principal	Increasing awareness of parental involvement in helping families succeed in study habits, reading, math, science strategies, and content knowledge	Quarterly	Agenda and Teacher Survey, program evaluations, and conversations with parents
2	School Messenger	Principal	Understanding of the utilization of School Messenger to increase parental involvement	Year Long	Parent Phone Statistics
3	E Safe	Principal	Internet safety program to create awareness of how to use the web with raising student achievement safely	October 2016	Teacher Survey/Student Survey
4	Office Communication	Principal	Making parents feel more welcome	September 2016	Parent End of the Year Survey
5	Parent Leadership Team Meeting	Principal/Parent Involvement Contact	Increase the level of involvement to become active in the decision making made at the school	Spring 2017	Parent End of the Year Survey
6	Data Discussion Nights/Portfolio Conferences	Principal	Increase level of communication between parents and teachers	Fall 2016	Parent End of the Year Survey
7	Social Media/Ethics	Principal	Maintaining professional relationships and ethics while living in a social media era. Adhering to the Code of Ethics and reviewing appropriate communications with parents and community members.	Pre-Planning and Quarterly	Agenda, minutes, sign-in sheet
8	Curriculum Planning Days	Principal	Provide opportunity for long range and short range planning for teachers to study Florida Standards.	3 times a year	Curriculum planning pre-approval form, TDA, Lesson plans

## 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:** FSA Test Night/Student Portfolio Night is designed for grades 3-5 in January in order to inform parents about upcoming state assessments, Florida Standards, and proficiency levels. Kindergarten Round-up to provide parents with ways in which they can prepare their child(ren) for kindergarten.

Donuts for Dad and Muffins for Mom will be held in November and December to focus on reading relationships at home.

We will also utilize the District Parent Involvement Resource Centers (PIRC) and the Parent Learning University for Growing (PLUG) to help encourage parental growth for them in various areas such as childcare, education, tutoring, and financial knowledge. Additionally, parents may bring their children to the centers to help with homework and find resources to help the family in general.

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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 be provided information about Title I programs through the School Parent Compact, Parent Involvement Plan, and at the Annual Meeting. Parents are also invited to monthly School Advisory Council meetings. In reading, math, writing, and science students are tested for progress monitoring using the state FAIR and IBTP Assessments. These "ongoing assessments" help teachers and school personnel meet the needs of the students and monitor their progress toward meeting grade level expectations. In turn, this is valuable information for parents during parent-teacher conferences and portfolio meetings to determine how their child/ren are progressing as the year unfolds. Formative assessments are given in the spring each year. Students in grades 3-5 are assessed in the spring with FSA assessments in reading, math, writing, and science in 5th. A monthly newsletter is sent home and provides specific information about current programs, upcoming events, and ways parents can assist their children with learning. We also take advantage of "School Messenger" a system to make sure parents have the very latest information delivered to them through telephone and email communication. Parents will also be notified through newsletters, school website, district website, and the marquee for communicating various opportunities and pertinent

information. The on-line parent portal system allows parents to view grades, attendance, and discipline data if they sign up for the program. Teacher websites also increase communication with our parents along with Class DoJo and Remind applications.

## 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:** Spanish translators are available for all parent nights and teacher conferences. All information that is sent to parents is translated in Spanish in order for the Spanish speaking parents to be able to understand. Event labels that are sent home in agendas are translated to the language of the parent or guardian. Purcell meets ADA requirements with ramps and alternate access to all buildings.

Newsletters, flyers, and other information are translated and provided in lieu of English versions as requested.

Accessibility is further developed through School Messenger, child care being provided, and flexible time frames for activities. Parental input is taken via parent surveys, evaluations, email responses, SAC, and or through a suggestion box. Parents are invited through Facebook, flyers and invitations to join SAC annually. Through newsletters and promotions they are also invited to offer feedback and/or suggestions. The parents also have access to staff members through the PCSB directory and/or the Purcell website.

## 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)];	Increasing the quantity and quality of parent teacher conferences by providing child care, interpreters, and flexible hours of availability	Beth Nave/Camille Wilson	Opening lines of communication for the explicit purpose of increasing student achievement through strengthening parent teacher relationships	ongoing August 2016-June 2017



## **Upload Evidence of Input from Parents**

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

Uploaded Document

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## **Upload Parent-School Compact**

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

Upload an electronic version of the Parent-School Compact.

Uploaded Document

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## **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
1	Title 1 Annual Parent Meeting	1	142	Information shared w/parents will help build partnerships and offer opportunities for parent engagement
2	Spooky Tales and Treats	1	139	Get students excited about Reading with a Halloween theme
3	Muffins for Mom	1	174	Share the power of Reading with your children at home
4	Donuts for Dad	1	148	Share the power of Reading with your children at home
5	Art & Music Showcase	1	300	Get students excited about speaking and public performance
6	Art, Music, & Science Showcase	1	267	Get students excited about required science experiments and performing in front of parents and having artwork displayed for every child
7	Parent Portfolio Conferences	2	473	Individual student progress will be shared with each family
8	Academic/Portfolio Night	1	252	Academic Portfolio Information shared with parents about their child and parents are taught strategies to use at home to help their child with their school work

### **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	PD with Staff on what to talk to parents about during Parent Conferences	1	39	Improve communication to parents regarding students' academic progress.

## 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	Child care	We will provide child care for meetings.
2	Spanish Translators	We will provide Spanish translators for those parents who have limited English Proficiency.

## 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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