

FRANCES K. SWEET ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Juanita Wright, 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: F.K. Sweet is a traditional academic magnet school that maintains excellence by establishing positive partnerships between school, home and community. We take pride in providing all students with opportunities for success.

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: Frances K. Sweet Magnet School believes in involving parents in all aspects of its Title 1 programs. The School Advisory Council has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent Involvement Plan (PIP). The School Advisory Council (SAC) is composed of the principal and an appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the community served by the school. More than 50 percent of the members of the SAC are parent (non-employee) representatives. In addition, all parents are given the opportunity to review the plan and offer their input prior to approval. Notifications of SAC meetings are sent out via e-mail, monthly newsletters, and School Messenger. Documents including sign-in sheets, agendas, minutes, and any other additional information will be available through the school office. Parents who are unable to attend SAC can e-mail or speak with administration regarding any feedback and/ or questions they may have.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	VPK	The Kindergarten teachers will work together to coordinate transition into the public school program. The Kindergarten teachers will discuss the specific learning needs of students, joint parent meetings to discuss transitioning.
2	ESOL Parent Nights	School staff will collaborate with district ESOL personnel to coordinate ESOL parent nights.
3	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the students IEP.
4	Curriculum Nights	Administration and teacher leaders coordinate curriculum nights that assist parents with how to help their child at home.

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 1 Annual Parent Meeting:	Administration	September 3, 2015	Copies of agendas. PowerPoint presentation and handouts
2	Develop and disseminate invitations	Parent Liaison	September	Flyer with date of dissemination posting on school Web site

3	Advertise/publicize event	Ms. Adrian	September	Posting on school Web site and Newsletter
4	School Messenger	Administration	September	School Messenger Report
5	Marquee Message	Maintenance	September	Parent Participation
6	Maintain documentation	Administration	September	Title 1 documentation box housed in Principal's office. Documentation will be shared with LEA Title 1 office for monitoring purposes.

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: The leadership and staff of Frances K. Sweet have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our first annual meeting for parents of participating children will be offered twice during the second month of school. The meeting will be held during the day and at night. Our School Advisory Council meetings will be during the morning and our Parent Teacher Organization meeting will be held after school. This will ensure that all parents have an opportunity to be involved.

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	Open House- Teacher provides expectations of student achievement; what students need to know and be able to do.	Frances K. Sweet Staff	Provide information to parents on expectations and how parents can help their children	August 13, 2015	Sign-in sheets, invitations, presentation materials
2	K-5th Grade Curriculum Common Core State Standards	K-5 grade teachers	Provide information to parents on expectations and how they can help their child.	September 3, 2015	Sign-in sheets, invitation, agenda, presentation materials.
3	Title 1 Parent Involvement Meeting/Curriculum Night	Principal/Assistant Principal, Teachers	Provide information to parents on Title 1 and content specific sessions that will include grade level proficiency, strategies parents can use at home, and assessment methods	September 3, 2015	Sign-in Sheets, handouts, agendas, and presentation materials.

4	Assessments discussed during individual conferences	Classroom Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectation, and goals for the school year.	October Conferences	Conference logs
5	Curriculum Night - Writing	Fourth Grade Teachers	Teachers will provide parents with specific strategies they can use to help their child at home with writing.	November	Sign-in Sheets, handouts, agendas, and presentation materials.
6	Curriculum Night - Science	Teachers	Teachers will provide parents with specific strategies they can use to help their child at home with Science.	Once a Year	Sign-in Sheets, handouts, agendas, and presentation materials.
7	Curriculum Night- Reading	Teachers	Teachers will provide a make and take workshop to provide parents materials and strategies they can use to help their child at home with reading.	Yearly	Sign-in Sheets, Handouts, agendas and presentation materials.
8	Curriculum Night - Math	Teachers	Teachers will provide a make and take workshop to provide parents materials and strategies they can use to help their child at home.	Yearly	Sign-in sheets, handouts, agendas, and presentation materials.
9	Curriculum Night - Technology	Teachers	Teachers will provide help to parents in how to log-in and access the Parent Portal	Yearly	Sign-in Sheet, handouts, agendas, and presentation materials.
10	PTO Monthly Meetings	Parent Liaison	Tips will be presented on how parents can work with their child at home to build student achievement. Students whose parents are actively involved in their child's education demonstrate improved student performance.	September – June Monthly	Sign-in sheets, presentation materials, parental feedback
11	School Advisory Meetings	Principal/Assistant Principal	Provide information to stakeholders of student achievement.	September - May Monthly meetings	Sign-in sheets, presentations.

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
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1	Building ties between home and school	Administration	Improve the ability of staff to work effectively with parents.	Quarterly	Handouts, agendas, and presentation materials
2	Value of Parental Involvement, monthly newsletters, home school communication via phone calls, notes home with suggestions for parental involvement	Administration	Improve the ability of faculty and staff to increase parental involvement	August 2014-2015	Parental feedback and surveys
3	Positive Behavior Support	PBIS Team	To improve the ability of the staff to work effectively with parents and students in the school environment. .	On-going	Surveys

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: Frances K. Sweet Magnet school has a very active Volunteer Program. Many volunteer hours are logged each year. We also provide Honor Roll Assemblies and Star Student Assemblies for our students to honor their accomplishments. Many family members and friends attend these ceremonies. We provide our parents with a Monthly Newsletter which keeps our parents involved in their child's education. Our teacher also provides their parents with a weekly calendar which let them know the curriculum standards that are being taught each week. Parents are informed of their child's progress through progress reports, report cards, and daily planner notes.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: At the annual meeting of parents, Frances K. Sweet will hold a general meeting where information will be presented about the Title 1 programs, the curriculum, and academic assessments. The school will also provide information regarding Title 1 programming utilizing various methods. Monthly Parent Newsletters, the school website, School Messenger, and daily planners and homework folders are some of the ways the school will communicate information to parents. Information concerning assessments and curriculum information and the way in which it is assessed will be discussed throughout the year. These times may include Meet Your Teacher, Title 1 Night, Curriculum Nights, School Advisory Meetings, Parent Conferences, IEP meetings and PST/Rtl meetings. Title 1 brochures and information regarding programs are available in

the front office. Progress monitoring, data, including but not limited to FCAT, and Progress Monitoring will be shared with parents during SAC meetings and parent conferences. Parents will be notified of Title 1 Meetings, Curriculum Nights, SAC and PTO meetings in the parent newsletters, marquee, and School Messenger. The parent newsletter is sent home with the students and is available on the school's website. Activities that will occur during the month will be on a calendar for parents. Follow-up School Messenger messages will be made prior to the events. Parental feedback and sign-in sheets will be used to monitor attendance.

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: The Parent Involvement Plan will be summarized in a brochure that will be printed in English, Spanish, and Haitian Creole and provided to all parents at the beginning of the year. The brochure will outline the major components of the plan and provide parents with pertinent information. The completed PIP will be posted on the school's website. Written communication will be provided for parents in English, Spanish, and Haitian Creole. Translators will be available at all parent meetings if needed. At Frances K. Sweet we will ensure that information is available to parents with student that have disabilities through the School Messenger, Monthly Newsletters, School's Website and during the annual Individual Education Planning meeting. We will use the School Messenger to notify all parents of the activities and services available at Frances K. Sweet. At Frances K. Sweet we have a very stable population. Students do not move from our school unless they are leaving the school district. Once a student has enrolled in our school they stay until they have finished fifth grade.

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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Seek parent input on how to better equip our families in all curriculum areas.	Administration	Improve student performance	On-going
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Plan meetings, presentations, and celebrations at varying times (mornings, afternoons, and evenings.).	Leadership Team	Improved student achievement via Home Support and Affirmations for Successes	On-going
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Encourage Parents to become involved in the PTO and SAC committees.	Parent Liaison	Parent Involvement	On-going

4	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)];	Parent Teacher Conferences	Administration, teachers	Progress monitoring	On-going
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Home school communication, positive phone calls, conferencing	Administration, faculty, and staff	Improved Academic and Behavioral Achievement	On-going
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	School supply donations, partnerships that include, but not limited to reading to and with students, sponsoring incentive activities	Administration	Improved Academic and Behavioral Achievement	On-going

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	Open House- Teacher provided expectation of student achievement .	1	570	Parents gain information on curriculum and requirements of each grade level.
2	Curriculum Florida State Standards	1	78	Provide information to parents for increased student achievement.
3	Title 1 Parent Involvement Meeting	1	78	Parent to have a understanding of Title 1.
4	Curriculum Night	1	85	Parents will understand expectations and be provided specific strategies that can be used to help their child succeed.
5	Parent Conferences	330	330	Teachers provided practical advice to parents about what they can do to help theri child.
6	Parent Teacher Organization	9	180	Parents were involved in their child's academic and social aspect of school.
7	School Advisory Council	9	180	Parents were an integral part of the development and evaluation of the school improvement plan.

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	Build ties between home and school	8	360	Educators will improve their communication with parents which will increase student achievement.
2	Positive Behavior Support	18	180	Improve the ability of staff to work effectively with parents and students in the school environment.
3	Family Involvement Meetings	9	90	Student participated in community involvement activities such as, Law Day, Martin Luther King, Jr Activities, Veteran Day, County Fair.

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	Communication (Limited English Speakers)	1. Provide translator during parent conferences. 2. Letter of notification of MTSS placement. 3. Flexible conference times to accommodate parent schedules.
2	Parents Work	1. Provide times that are before and after work hours.

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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