

Palm Cove Elementary
2010-2011 School Parent Involvement Plan

GENERAL PRINCIPLES

Palm Cove Elementary agrees to:

- Be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--

(A) that parents play an integral role in assisting their child's learning

(B) that parents are encouraged to be actively involved in their children's education at school

(C) that parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children

(D) the carrying out of other activities, such as those described in section 1118 of the 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.
- 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
- Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy
- Use the findings of the parental involvement policy evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF)
- 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

- 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
- 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 section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)
- Provide each parent timely notice information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

Palm Cove Elementary School's Mission Statement

The mission of Palm Cove Elementary is to develop each student's intrinsic ability to learn, think, communicate, and act responsibly in a changing world by providing a comprehensive and balanced instructional program that emphasizes necessary skills and strategies needed for academic success in a safe and secure learning environment.

At Palm Cove Elementary we believe:

- All students will learn when their individual needs are met.
- We must prepare all students for a knowledge-based, technologically rich, and culturally diverse 21st century.
- Partnerships, which include parents, community and businesses, enhance student achievement with stakeholder involvement.
- We must provide a safe and secure environment, which is essential for teaching and learning.
- Professional staff development enhances a quality school.

1. **Palm Cove Elementary will take the following actions 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 education services, and the rights of parents. Include timeline, person responsible, documentation to be maintained, and the steps to ensure that all parents invited and encouraged to attend [Section 1118(c)(1)].**

Activity/Task	Person Responsible	Timeline	Documentation/Evaluations
Public Meeting Flyer	Title I Liaison	By fourth week of August	Flyer Newsletter School website
Post announcement on marquee Parent Link call out	Head custodian Office Manager	By second week of September	Email/request form Parent Link report

Develop agenda and sign-in sheets	Principal/Administrator Title I Liaison	By second week of September	Agenda Sign-in sheets
Annual Public Title I meeting	Principal/Administrator Title I Liaison Teachers/Support Staff	By end of September	Flyer Agenda Sign-in sheets

2. **Palm Cove Elementary will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare, or home visits, as such services related to parental involvement [Section 1118(c)(2)].**

Palm Cove Elementary will schedule meetings to be held at various times during the day or evening to better accommodate parents. Our school will hold an Open House/Title I Public meeting for parents at the primary and intermediate levels to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan. Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the students test scores and an explanation of the interventions that teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. The school will offer parents a workshop each year to provide an explanation of statewide assessment systems, standards, and other accountability measures. Also, the school will host several academic literacy training events where childcare will be provided.

3. **Palm Cove Elementary 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 [Section 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].**

Parents will be invited and encouraged to become active members of the School Advisory Council (SAC). At the SAC meetings parents will be provided information regarding the school's Title I allocation (inclusive of professional development and parent involvement allotments). Parents will be allowed to provide input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents and staff. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program.

4. **Palm Cove Elementary 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
- Note: If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parent of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

Palm Cove Elementary will provide information about Title I programs will be provided in a timely manner, using various methods of communication (newsletter, website, Parent Link calls, meetings). Information about Title I programs, academic programs, Next Generation Sunshine State Standards, Grade Level Expectations, and forms of academic assessment will be shared with parents during Open House/Title I Information Meeting, parent conferences, and any other time a parent requests such information. Classroom teachers will explain and discuss the school's curriculum, the NGSSS, GLE's and types of assessments used to measure student progress during Open House. Title I teachers and administration will explain Title I programs and opportunities at the Title I Public Meeting. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at the annual Title I Public Meeting. Parents who qualify will be notified of school choice options and Supplemental Educational Services (SES) tutoring options during Open House. FCAT/Assessment data will be shared along with status of AYP through the school newsletter and on the school website.

5. **Palm Cove Elementary will implement activities, which 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 children to improve their children academic achievement [Section 1118(e)(2)].**

Content	Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Documentation /Evaluation
Next Generation Standards, FCAT, Benchmark Assessments, etc.	Individual Conferences	Teachers Instructional Coaches Guidance Counselor	Teachers will conduct individual conferences to discuss each child's assessment results,	September - October	Conference Forms

			expectations, and goals for the school year.		
Curriculum & Instruction	Parent Training Standards & Assessment	Administration Support Staff Lead Teachers	Parents will be provided with grade specific information outlining and identifying the NGSSS.	September	Flyer Agenda Sign-in Sheets Evaluation Forms
Writing	Parent Training	Administration Reading Coach Support Staff Lead Teachers	Parents will be trained in using grade specific writing instructional strategies and resources that can be used at home to support the increase of student achievement.	November	Flyer Agenda Sign-in Sheets Evaluation Forms
Reading/ Literacy	Parent Training	Administration Support Staff Lead Teachers	Parents will be trained in using grade specific reading instructional strategies and resources that can be used at home to support the increase of student achievement.	January	Flyer Agenda Sign-in Sheets Evaluation Forms
Math/Science	Parent Training	Administration Support Staff Lead Teachers	Parents will be trained in using grade specific math and science instructional strategies and resources that	February	Flyer Agenda Sign-in Sheets Evaluation Forms

			can be used at home to support the increase of student achievement.		
Parental Involvement	Parent Seminar	Title I Liaison Parents	Parents will attend district informational seminar regarding parental involvement	January	Flyer Registration forms

6. **Palm Cove Elementary** will offer the following training to staff that will provide to educate its 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 school [Section 1118(1)(3)].

Content of the Session	Person Responsible	Timeline	Correlation to Student Achievement	Documentation/ Evaluation
Communicating with Parents Effectively (a series of workshops)	Administration Title I Liaison	August-October	Improve the ability of staff to effectively communicate with parents	Agendas Sign-in Sheets Evaluation/Feedback Forms

7. **Palm Cove Elementary** 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, 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)].

Program	Coordination
Individuals with Disabilities Education Act (IDEA)	Supplemental instruction support provided by the school will be discussed with parents during the development of the students IEP.
VPK	The school will work with the VPK Office to coordinate transition programs for students entering the

	regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc.
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8. **Palm Cove Elementary will offer other activities, such as parent resource centers, the school will conduct these activities to encourage and support parents in more fully participating in the education of their children [Section 1118(e)(4)].**

Activity	Specific Steps	Person Responsible	Timeline	Documentation /Evaluation
Title I Mobile Unit Visits	Request District's Title I Mobile	Title I Liaison	September, November, January, February	Mobile Unit Request Forms
Title I Parent Resource Center	Inform Parents of the available service	Title I Liaison	Monthly and/or Quarterly	Newsletter School website

9. **Palm Cove Elementary will provide full opportunities for participation in parental involvement activities for all parents (including parents of children 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)].**

Palm Cove Elementary will provide translation of the School Parent Involvement Plan as requested by parents. Parents will be sent notification that the plan is available in the front office of the school via the school's newsletter and website. Correspondence regarding parent meetings will be translated as requested and distributed to parents to increase participation. Translations will be provided on request at parent meetings as needed.

School-Parent Compact:

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

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

This School Parental Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs. as evidenced by agendas, minutes, and sign-in sheets of SAC meetings.

This policy was adopted by the school on 5/17/2010 and will be in effect during the 2010-2011 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before 8/31/2010.

Morothy Cain
(Signature of Principal)

5/17/10
(Date)

Luille del Buncio
(SAC Chairperson)

5/17/10
(Date)