

Appendix D

## **School Parent Involvement Plan**

### **2006/2007**

Attach a parent involvement plan that has been developed jointly with and agreed upon with parents of participating children. The plan should include a description of the following:

- (1) The expectations for parent involvement activities and how these activities will be implemented and evaluated.
  - Parents will learn ways to assist children at home to improve student academic performance and increase self-esteem. Parents will have opportunities to provide input into planning and evaluation their child's education and activities provided by the Title I Program through beginning and end-of-the-year surveys. Title I teachers will develop strategies/activities and opportunities for involvement in their child's education. Parents will be sent invitations and notices and articles will appear in the school's monthly newsletters.
- (2) How parents will participate in the development of strategies.
  - Parents will be asked to complete a survey at the beginning of the school year. Title I teachers will develop strategies/activities for a parent participation plan using data from the survey. The parent participation plan will provide a list and time-line of activities and opportunities for involvement in their child's education. Copies of the plan will be shared with parents at the beginning of the school year.
- (3) How parents will participate in an annual evaluation of the content and effectiveness of the parent involvement program.
  - Parents will be asked to complete an end-of-the-year survey.
  - During parent conferences, feedback/input will be encouraged.
  - A comment sheet will be provided in the Parent Resource Room.
  - A minimum of one phone call or conference with each parent will include the discussion of the effectiveness of the Title I program's Parent Involvement Plan.

(4) How timely responses to parents' suggestions will be addressed.

- Conferences
- Phone calls/phone conferences
- Parent/faculty activities
- Notes sent home
- Open House
- School Advisory Committee Meetings

(5) Shared responsibility of parents and educators for high student performance. This is to be implemented through a school-parent compact for each child served by Title I, under which the two parties agree on how they will work together to help the child achieve the state's standards (include a copy of the actual compact).

- Parents, Teachers, and Students will sign a compact describing how they will work together to achieve state standards. Conferences will be scheduled with parents to discuss and sign the compact.

(6) Provisions for an annual school meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and their right to be involved.

- Open House will be scheduled during the first nine weeks of school at Doctors Inlet Elementary.
- A district-wide meeting for Title 1 parents will be scheduled in May. All parents of participating children shall be invited and encouraged to attend.
- During the Open House and district-wide meeting, parents will be informed about the school's participation in Title 1 and their right to be involved.

(7) Provisions for a flexible number of meetings, such as meeting in the morning or evening, and how funds provided under this part, transportation, child care, or home visits as such relate to parental involvement.

- In the survey at the beginning of the year, parents will be asked to indicate a day and time that would be most convenient for them to participate in events. Meetings will be scheduled to meet parents' needs based on the results of the survey. Home visits will be considered when necessary and will involve the social/health workers assigned to Doctors Inlet Elementary. If necessary local law enforcement personnel may be called for assistance.

**(8) How parents will be provided timely information about parent involvement activities.**

- Parents will be provided timely information about parent involvement activities through the monthly school newsletter, Title 1 notices, Title 1 invitations and reminders, Title 1 phone calls and through the yearly parent involvement plan and timeline.

**(9) How parents will be provided with school performance profiles and their child's individual student assessment results, including an interpretation of those results.**

- Parents will be provided with reports of student progress at mid-term and every nine weeks. Individual conferences will be scheduled as needed. A parent conference night will be held during the first nine weeks of school to facilitate needs of working parents. School performances profiles including an interpretation of the results will be shared with parents in the annual school report. At the end of the year, a written report will be sent to parents indicating the individual child's student assessment results along with an interpretation of those results. Child study results and the results of any additional testing will be shared in personal conferences. Guidance counselors are readily available to assist parents through the year.

**(10) How parents will be provided a description and explanation of the curriculum used at the school, the National Educational Goals, the State's content standards and student performance standards, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.**

- A description and explanation of the curriculum used at the school, the National Education Goals, the State's content standards, and performance standards students are expected to meet is made available to parents in grade level pamphlets and the school improvement plan. Parents are provided annually with a student handbook, which contains information regarding the school's philosophy and mission statement along with ideas and methods for obtaining additional information about the school and its progress.

**(11) Provisions for materials and training such as:**

**(a) coordinating necessary literacy training from other sources to help parents work with their children to improve their children's achievement**

- Training/information sessions
- Introductory Parent Packets with information on all available county/state agencies
- Individual conferences
- Seminars and workshops offered to parents through national or state conferences/companies

**(b) training to help parents work with their children to improve their children's achievement**

- Independent reading level books
- Quarterly parent training
- County Parent Advisory Committee Representatives
- Parenting books, videos, and pamphlets for checkout
- Readily available consumable materials
- Motivational reading program (Reading Counts/Million Word Club)
- SRA demonstration lessons
- Storytelling/read aloud literacy activities

**(12) Provisions for educating teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school.**

- Inservice for the faculty of Doctors Inlet Elementary may be provided by the County Office staff. The goals of the inservice will be to educate the faculty in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, and build ties between home and school.

(13) To the extent feasible and appropriate, provisions for coordinating and integrating parent involvement programs and activities with Head Start, Even Start, the Home Instructions program for Preschool Youngsters, the Parents as Teachers Program, public preschool programs and other programs.

- Distribute county brochures for kindergarten skills to local pre-school/daycare programs.
- Distribute "Little Learners" pamphlets developed by Doctors Inlet Elementary to local preschool/daycare programs.

(14) Plans for developing partnerships between elementary schools and local businesses that include a role for parents.

- Parent representatives on the School Advisory Committee support the development of partnerships between the school and local businesses. Parents whose businesses would like to become partners will be recruited. Recruitment will be through newsletters, parent-faculty association, school advisory committee, and curriculum council. Business partners are recognized with banners and signs to encourage other businesses to participate in the program.

(15) To the extent feasible and appropriate, provisions for parent resource centers.

- The school has a fully equipped Title 1 Parent Resource Center, which includes the Ellison Die Cut system, laminator, poster-maker, and badge maker, pad-it machine, and a T.V. with VCR. Books, videos, and materials for making learning games/activities are provided and demonstrated. Resource materials for parenting topics such as discipline, behavioral and psychological needs, and building self-esteem are also provided. Parent meetings will be held to discuss parent concerns relative to both academic and personal goals.

(16) To the extent possible, information relating to school and parent programs, meetings, and other activities is sent to the homes of participating children in the language used in the home.

- A district Title 1 booklet is provided to each student. It contains some information in two languages relating to the school and parent programs. Records of ESOL students who enter our school along with data gathered from individual parent-teacher conferences or home visits are examined to help determine the needs for materials printed in languages other than English and Spanish. The district Title 1 program provides copies of the monthly publication "The Early Years." These are sent home in English and where needed, in Spanish. Translators are secured to attend parent conferences and make telephone conferences as needed. If the need arises, dictionaries in other languages will be purchased to assist teachers in communicating with parents not fluent in English.

**PARENT INVOLVEMENT PLAN  
TIME LINE  
2006/2007**

**School: Doctors Inlet Elementary**

<u>Activity</u>	<u>Reference Plan #</u>	<u>Tentative Date</u>	<u>Completion Date</u>	<u>Documented Evidence</u>
In-Person Conferences	7,8	on-going		conference forms
Parent/Student Materials	8,9,12,13	on-going		check-out forms
Reading Counts	12,13,16	on-going		list of points
Million Word Club	12,13,16	on-going		list of books
Family Afternoon	2,8	02/22/07		sign-in sheets
Parent Surveys	8,9	03/06/07		returned form forms
Parent-Student-teacher Compacts	8,9	04/06/06		return slips
Invitation to Annual District Meeting	2,8	04/13/06		phone log
Phone Contact for Annual District Meeting	2,8	04/27/06		sample packet
Summer Activities	2,8	05/12/07		sample list
Recommended Reading List	2,8	08/07		Returned Surveys
Beginning Survey	2,7	08/08/06		signed forms
School Based Representative Request	2,14	08/08/06		signed forms
Rep./District Parent Advisory Comm.	2,14	08/08/06		signed forms
DIS Open House	2,8	08/14, 08/15/06		sign-in sheets
FCAT Night – 3 <sup>rd</sup> -6 <sup>th</sup> Grade	2,8	09/28/06		sign-in sheets
Volunteer Breakfast	2,8	09/29/06		signed forms
Parent Conference Night	7,8	10/05/06		
Family Literacy Festival	2,8	10/19/06		
Donuts for Dads – 2 <sup>nd</sup> Grade	2,8	10/13/06		
Muffins for Moms – 2 <sup>nd</sup> Grade	2,8	11/03/06		sign-in sheets
Teddy Bear Picnic – K	2,8	12/08/06		sign-in sheets
Volunteer Recognition	8,9	xx/27/06		sign forms
Thinking Maps with James Dean	2,8	TBD		sign-in sheet
Guest Author/Media	2,7,8,9	TBD		letter
Book Fair	2,8	TBD		