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

I, Wendy Borowski , 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)].

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| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** Building leaders of learning through parental connections. Manatee Elementary School believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** The beginning of the year "Meet your Teacher" day also includes two different Title I parent meetings to keep parents informed. The formation of a Parent/Teacher Organization has and will continue to be a viable means of communication between school and home. These meetings will provide opportunities to present information on standards and provide exhibits of student work that demonstrates proficiency, as well as, engage parents and students in mathematics and reading activities/games and explain students‘ skill level. In addition we will communicate school level test results with parents via school newsletters and provide information on what students are doing to meet higher standards. Through our monthly SAC meetings we will focus conversations with parents on the school‘s strengths and weaknesses to make improvements.  |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Head Start Family/Parent Meetings | Head Start Family liaison facilitates parent meetings on a quarterly basis, agendas built on an “as needs basis” |
| 2 | Parental Digital Learning Nights | Specific curriculum being drafted to assist parents in helping their students' academic success with digital learning.  |
| 3 | Monthly PTO Nights  | After school event supported by Classroom Teachers, Reading Coach, Math Coach, Science Coach, ELL/ESE Teachers, Guidance Counselor and Administration. These meetings will coordinate with specific areas of the school improvement plan to involve parents in their child's education. |
| 4 | Title 1 Annual Parents Leader Meeting  | After school event supported by Administration. This meeting is held the Friday before school starts to provide parents with important information about Title I as well as, to prepare them for partnering with the school.  |
| 5 | iReady | Our new iReady program includes a component that can be used to send home academic interventions for students and parents to work together on.  |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I Meeting | Principal | August 14, 2015 | This meeting will take place at the Annual Title I/Parent Leader Meeting held during the Meet the Teacher event. A phone message was sent to every parent advising them of the event as well as posting it on our website and marquee. Parents are required to sign in an attendance form, verifying their presence.  |
| 2 | SAC Meeting | Principal | September 15, 2015 | Discussion will be held on FSA results if they are available along with this year's goals and how they fit into the SIP. The School Improvement Plan will be the instrument used to set future goals and objectives for further improvement. |

**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)].

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| **Response:** Technology classes may be offered to parents in the evening hours. Inviting parents to learn how to utilize technology such as, iPods, iPads, computers, internet services, e-mail communications, Edmodo, and how to monitor their child's use of technology. Monthly evening events may be held on various subject specific topics, giving parents useful tools and resources to help their children at home with reading, math, writing and other subject areas. Workshops may be provided to guide parents in becoming parent volunteers in the school setting, instructions to be given with regard to procedures, policies and logistics of attaining that role. Student led Parent/Teacher conferences will be provided during evening hours or during Early Release Days. In providing such parent involvement opportunities, parents will play an even larger role in student achievement and development. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Training of parents to become Parent Volunteers | Parent Volunteer Coordinator | Parent volunteers will have a positive impact on student achievement and development | September 2015 (ongoing as necessary) | Students will make academic, social and emotional gains |
| 2 | Parental involvement events such as FSA Reading Night, FSA Math Night, FCAT Science Night, and FSA Writing Night. | Reading Coach, Math Coach, Science Coach  | Parents will receive training and information to support their child as he/she prepares for the FCAT | On-going September - April | Increase in student achievement as evidenced by benchmark testing and state testing results. |
| 3 | The school will provide on-going support in the understanding of Standards Based Progress Reports through the PTO meetings held monthly or as needed.  | Reading coach, Math Coach, Science Coach, Administration  | Parents will learn and understand how to support their child’s on-going progress. | Quarterly | Increase in student achievement  |
| 4 | Administration will develop and send home Parent Leader Guides quarterly to help parents understand how they can help their child succeed as a leader of learning each and every day.  | Reading coach, Math Coach, Science Coach, Administration | Parents will be aware of specific events, trainings, and strategies to help them communicate and build their children as leaders of their own learning. | Quaterly | Increase in student achievement  |
| 5 | Technology classes offered in the evening | Teacher Leader | Parents will learn how to utilize technology such as, iPods, iPads, computers, internet services, e-mail communications, edmodo, and how to monitor their child’s use of technology. | Two Tuesdays per month in Oct.& Nov. | Increase in student achievement |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Staff PI Training with Parent Input | Principal | Parent involvement will positively impact student achievement and development | September 2015 and on-going as needed | Students will make academic, social and emotional gains |
| 2 | Staff Development on Student Led Conferencing | Administration & Coaches | Parent supporting their children in learning will positively impact student achievement  | Ongoing during team meetings and faculty meetings.  | Students will make academic, social and emotional gains |

**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)].

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| **Response:** Our Bi-Lingual Parent Involvement library will be available to parents every day during school hours. Parents will have access to resources and technology to be able to assist their child academically. Parent Involvement Coordinator (.5) position added to assist parents as needed. Our school hosts Winterfest, book fairs, parent/teacher conferences, Read Across America Day, and many other opportunities for parents to be involved and support their child's education. Invite parents to our Camp Manatee Saturday camp to celebrate student growth and preparation prior to the FCAT.Family Literacy Nights"Fun" hands-on activities and strategies will be provided to parents as effective home extensions in furthering development of reading, math and writing skills. Parent Volunteer ProgramParents will be processed and trained as parent volunteers |

**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)].

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| **Response:** Parents will be invited to a Parent Leader meeting on August 14, 2015 where they will receive information regarding Title I programs and funding as well as information to help them create a successful environment at home for their child. This information is presented over two different meetings on our "Meet your Teacher" Day, giving parents opportunities to share concerns as well as ask questions and receive additional information. Parents will be encouraged to provide input and to keep an open line of communication with their child's teacher and other school personnel who may play a key role in ensuring the students' success. Teachers will also hold parent teacher conferences to inform parents of students' ongoing progress. In addition, Student Led Conferences will continue to allow students to communicate their strengths and weaknesses in regards to achievement. Manatee Elementary strives for 100% participation in Student Led Conferences with our families. Manatee Elementary will hold a Science Expo night to highlight their child's progress and understanding of STEM activities/projects. All communication with regard to invitations to these events will be made in three languages (English, Spanish and Creole), on-site translators will be made available at the events themselves. Parents of students with IEP's and EP's will be invited and encouraged to attend all such meetings, assessing students' attainment of current instructional and behavioral objectives and setting forth future attainable goals as well. Parental involvement will continue to be strongly encouraged as we build Parent Leaders in our community.All PTO events will be communicated to parents in all three languages through flyers and dial out services. Parents will be encouraged to attend and become actively involved in the school environment providing feedback, suggestions, and support, in decisions related to the education of the students at Manatee Elementary School.  |

**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)].

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| **Response:** Parents are invited to the Annual Title 1/Parent Leader Meeting (August 2015) where they are informed of student expectations, Title I information, school-wide programs, data, recommendations for parental involvement, and upcoming events, the meeting is conducted in all three languages by the administration and is presented two separate times. Parents will be encouraged to provide input and to keep an open line of communication with their child's teacher and other school personnel who may play a key role in ensuring the students' success. Teachers will also hold parent teacher conferences to inform parents of students' ongoing progress, translators are always available. Parents will receive quarterly Parent Leader Guides to help build their children into Leaders of Learning.All communication with regard to invitations to these events will be made in three languages (English, Spanish and Creole), on-site translators will be made available at the events themselves. Parents of students with IEP's and EP's will be invited and encouraged to attend all such meetings, assessing students' attainment of current instructional and behavioral objectives and setting forth future attainable goals as well.  |

**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:

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| **count** | **Activity**  | **Description of Implementation Strategy** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | 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 | Literacy training may be provided to parents prior to the onset of the school day, enabling parents to acquire proficiency in the acquisition of the English language Access to technology, practice of language skills and additional guidance may be offered from 7:40-8:15 am in the school computer lab or Parent Resource Room | ELL personnel | Parents will be better prepared to assist their children at home with academic assignments and tasks, furthering the potential for student gains | Throughout the course of the 2015-2016 school year |
| 2 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | Parent Teacher Organization | Parents/Administration | A strong partnership between parents/school personnel will foster an environment conducive to furthering student achievement and development | Throughout the course of the 2015-2016 school year |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Inviting Community Partners to a Collegial Forum in the Spring at the local High School to highlight and celebrate the connection between home, school, and the community. In addition, the school will target community partnerships, organizations, and volunteers and involve them in relevant real-world learning opportunities through all content areas. | Administration | A strong partnership between parents, school personnel, and community organizations/partnerships will foster an environment conducive to furthering student achievement and development | Throughout the course of the 2015-2016 school year |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C%3A%5CUsers%5Chansonre%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CIBKCJZSV%5CfileUploads%5C110421_2015-2016_uploadEvidenceParentInput.docx) |

**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.

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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.

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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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Training of parents to become parent volunteers | 7 | 20 | Parent volunteers will have a positive impact on student achievement and development.  |
| 2 | PTO parent literacy evening sponsored by reading coach. | 1 | 400 | Parents received training and info to support child as they prepare for FSA and SAT10. |
| 3 | Administration sent home a parent leader guide to help parents support their child. | 4 | 800 | Parents will be aware of strategies to help them communicate and build up their children as leaders of their own learning. |
| 4 | Technology and English classes provided in evenings and offered throughout school year | 16 | 30 | Parents learned how to utilize technology and Enlgish to support the needs of their children at home. |
| 5 | 2014-15 Title I Parent Meeting | 1 | 551 | Parents learn the importance of participating in school events and how to help their child succeed as well as learn Title I basic information. |
| 6 | Student Led Conferencing/STEM Activities | 2 | 1000 | Parents participated in academic conference with their child as well as had the opportunity to participate in STEM activities in the cafeteria.  |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Staff PI training with parent input | 1 | 100 | Parent involvement will positively impact student achievement and development. |
| 2 | Staff development on student led conferencing. | 3 | 70 | Parents supporting their children and learning will positively impact student achievement. |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Hispanic and Haitian parents intimidated by school setting because of the language barrier | Provide translators at all school events. |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |
| 1 | Musical Performances | Included musical performances by grade level on parent training evenings and geared the information specifically toward each grade level to increase parent education. |
| 2 | Meet Your Teacher  | We present parents with the homeroom teacher information on the night of the Title I meeting which increases the parent participation drastically. |