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

I, Ashley LaMar , 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:** |

**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:**  At the first SAC meeting the principal will explain to parents Parent Involvement fund; where the money comes from and what purposes it can be used. Then parents can discuss on how they would like to see the money used. At scheduled SAC meetings throughout the year, the principal will review how the plan is being implemented, how the money has been spent, or intends to be spent. Agendas, sign-in sheets and minutes of SAC meetings will be maintained in the Title I toolkit throughout the year. The plan will be reviewed by the members of SAC as well as the administration on an ongoing basis to make sure that the plan is being followed; the activities are being implemented, and discuss ways to improve the activities or plan. Members of SAC will represent the population of Manatee and include representatives from the parent base, teachers, administrators and community members including volunteers and other appropriate stakeholders. Parents will be encouraged and invited to participate through the Parent Guide, school newsletters, ParentLink, Twitter, OnCourse teacher websites, parent letters and personal invitations. Student planners will be used as daily communication with parents. In order to encourage parent involvement, transportation will be provided by the Parent Involvement Specialist as requested and child care will be provided at all school Parent Involvement events. |

**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 | Title 1 | We offer weekly English classes, taught by the Literacy Council to parents. Our Parent Involvement Specialist will coordinate and teach these classes once a week at the school. |
| 2 | Title II | Professional Development funding will be used to train teachers about the importance of Parent Involvement in school wide initiatives |
| 3 | Title III | ESOL funding will be used to support parent and student needs for ESOL students |

**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 / Curriculum Night (5:30 – 7) | Principal, teachers, SAC Chair, Parent Involvement Specialist | September | Agenda, Minutes, Sign-in Sheets, Flyers, Newsletters |
| 2 | Open House | Principal, Teachers | August | Post cards, parentlink message, website information, sign in sheets |

**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:** Manatee Elementary will hold monthly SAC meetings throughout the year beginning in September. These meetings will be offered in order to accommodate higher levels of parent participation by being made adjacent to the Food Pantry Friday evenings at 4:00 pm. Morning meetings in the form of English Classes are offered twice per week Wednesdays and Fridays at 9:00am. Meetings will be advertised at parent pickup, in the school newsletter, and through the use of Parent Link. In addition, the parent involvement specialist will be available throughout the year to help answer or help parents as issues may arise. |

**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 | Open House/ Academic Fair | Administration, teachers | Provide information to parents on setting high academic expectations and how parents can help their children. | August | Agenda, sign in sheets, handouts, flyers, newsletters |
| 2 | Annual Title I SAC Meeting | Administration, teachers | Provide information to parents on expectations and how parents can help their children. | September | Agenda, sign in sheets, flyer, meeting minutes, newsletter. |
| 3 | Book Fair | Media specialist | Teachers will provide parents strategies on how to get the most out of reading books with their children such as how to read with their child, types of questions to ask, and predicting what will happen | September | Flyers, handouts |
| 4 | Math Night | District math specialist, administration, teachers | Teach parents and children how math can be incoorporated at home through easy activities | November | Flyer, Parentlink, invitations, sign in sheets, handouts, workshop feedback PPT |
| 5 | FCAT & STAR Literacy Workshop | Teachers | Teachers will explain to parents what will be required of students to be successful as well as show them examples and how they can help their child at home. | February | Agenda, PowerPoint, parent evaluation, sign in sheets, flyer, newsletter |
| 6 | Dr. Seuss Night | PTO | PTO, with the help of faculty and staff, will put on a night of the importance of reading using Dr. Seuss materials | February | Sign in sheets, handouts, flyer, parent feedback |
| 7 | Teaching English Class | Parent Involvement Specialist | Parents will be able to help their child with homework when they get home | Year round | Sign in sheets, flyer, handouts, meeting minutes, agendas, workshop feedback. |
| 8 | Parenting Partners workshop | Parent involvement specialist, teachers | Teach parents tips to help their children develop cooperation skills at home | Once a quarter | Sign in sheets, flyer, handouts, meeting minutes, agendas, workshop feedback |
| 9 | STEM Night | Science teacher | Students and parents will work through hands-on science activities that relate to the standards. | November | Flyer, Sign in sheet, handouts, parent feedback form. |
| 10 | Florida Standards Assessments Workshop | Teachers | Teachers will explain the FL standards to parents. | February during SAC | Flyer, agenda, powerpoint, parent eval., handouts, sign in sheet |
| 11 | Volunteer Orientation | Volunteer Coordinator, Parent Involvement Specialist, Principal, Assistant Principal | We will explain the importance of having volunteers at our school in order to help our students achieve | September | Invitation, sign in sheet, newsletter, meeting minutes, flyers, workshop feedback form. |
| 12 | Curriculum Night | Teachers, administration | Teacher will explain the grade level curriculum to parents in order for them to understand what their children will be responsible for learning during this school year. | September | Sign in sheets, flyer, handouts, meeting minutes, agendas, workshop feedback |

**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 | PD/ Teacher Training in ParentLink-engage teachers is using system to contact parents regarding child's progress within the classroom. Hands-on technology training showing teachers how to use the system to send out notices and reminders. | administration | increase student achievement | year round | sign in sheet |
| 2 | Expectation that teachers read school newsletter with research based articles on parent involvement and implement those activities in their classroom once a month | administration | researched based articles on parent involvement | August-May | newsletters |

**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 Parent Involvement Specialist will enhance Parent Resource Center by resources that meet the needs of our parents (i.e. Spanish to English books, resume writing resources, etc.).   The administrative team will continue to create a family friendly school by hosting activities for the school and community (i.e. English classes, food bank, Good News Club).  Teacher will update websites to keep parents and family members aware of classroom and school events.   Media Special will update the school website to create a source of information for our parents to refer to when necessary.   The administration team will update Twitter to spotlight special events at school.   Parentlink will be used by teachers and administration to keep parents informed about their child’s progress, changes in transportation, school events, etc. |

**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:** During the schools open house and Title I meetings (parents are notified through the newsletter and Parentlink), parents will be informed that Manatee Elementary is a Title I school followed by an explanation of why. During these meetings and at curriculum night, parents will be informed by classroom teachers how their students will be assessed in the classroom throughout the year as well as the necessary requirements needed to be successful on the FCAT and in K-2. These will be mentioned in the documents and/or flyers that teachers create to give to parents. Parents will also be informed as to how and when to contact teachers if they have any concerns. If parents have comments about the school's Title I plan, those comments will be given to the Title I office. Communications regarding all parental involvement events will have fliers sent home in the home language of the child/ children and Parentlink phone calls, texts and emails will be sent out as well. If parents have a complaint about the Parent Involvement Plan or find it unsatisfactory, they will be directed to the District Office's Title I Office. |

**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:** All parents at Manatee are important. In order to get all parents involved, whenever meetings are held the school will provide appropriate translators so that parents are informed of the information. Newsletters sent from school will also be handled in this manner. Any presentation given to parents will be available with a translator. In addition, Parentlink is available and parents can choose an appropriate language to help them understand how their child is doing. The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs.      Any presentation given to parents will be available with a translator. In addition, Parentlink will be used in English and Spanish for event invitations as well as teacher and school communications regarding parent involvement opportunities, volunteer needs, fundraising opportunities and student achievement. The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs. Transportation will be provided for parents in need and relayed via our Parent Involvement Specialist. |

**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:

X Not Applicable

**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:\Users\monicalg\Downloads\fileUploads\360763_2016-2017_uploadEvidenceParentInput.pdf) |

**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** |

**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** |

**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** |

**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** |