

I, Nigel D. Pillay, 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 8101 of 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 Parent and Family Engagement Plan and distribute to parents of participating children and make available to the local community;
- Involve parents, in an organized, ongoing, and timely way, in the joint development of planning, reviewing, and in making improvements to the school Parent and Family Engagement Plan;
- Use the findings of the Parent and Family Engagement Plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent and Family Engagement Plan;
- If the plan for Title I, Part A, developed under ESEA Section [1116], 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 individualized student report about the performance of their child(ren) on the state assessments [ESEA Section 1116];
- 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 out of field; 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.

  
Signature of Principal

Date

### Mission Statement

Parent and Family Engagement Mission Statement (Optional)

**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 [ESEA Section 1116].

**Response:** Parents are actively recruited by the SAC chair(s), classroom teachers, and PTO members to serve on the SAC and PTO committees. Announcements are communicated utilizing backpack letters, personal phone calls or interactions to/with parents from teachers and staff, publications such as the newsletter, and over the School Messenger phone notification system. Volunteers are welcomed. Parents serve on the SAC committee and assist in developing and implementing the PI Policy. Input is sought

through surveys and feedback. SAC and PTO meetings occur at least monthly and input is sought from parents in attendance. The PTO board is consulted on a regular basis. Implementation of strategies to inform, involve, and encourage participation of families in school activities, student academic endeavors, and increase home to school dialogue will be facilitated by school staff including administration, instructional and non-instructional staff and the volunteer coordinator.

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## 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 [ESEA 1116].

	Program	Coordination
1	Preschool Providers	We provide early childhood services through Exceptional Student Education, Head Start, and Voluntary Pre-Kindergarten. These programs provide opportunities for parental involvement via home visits, weekly family nights and monthly school meetings.
2	DCF and other agencies	Our guidance counselor makes and maintains contact with social services to assist families in need of social services and emergency assistance. This provides outreach and collaboration with agencies that will assist parents with health, psychological, and educational resources.
3	Mental Health Providers	We maintain open communication with providers of Mental Health Care. This provides a source for emergency mental health assistance for children and families, and ongoing collaboration to ensure continuity of service for students.
4	Title I Programs	The school utilizes funding provided by Title I to provide programs, tutoring, resources, and parental education to support families, ensuring appropriate support is given at school and at home.

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## 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 (school-wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents.

	Activity/Tasks
1	Advertise Parent Meeting
2	Hold Annual Title I Parent Meeting
3	Distribute Title I Materials

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## 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 parent and family engagement [ESEA Section 1116].

**Response:** Meetings will be scheduled to cover a range of topics. Meetings and events will be held at various times including mornings, afternoons, evenings, before and after school, during school and home site visits. Events often include families and may include child care. Parents are surveyed to determine convenient times. Based on the feedback from surveys, meetings will be held at various times and by phone depending on what is convenient for parents and able to be scheduled for teachers.

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## Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family 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. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116)].

	Content and Type of Activity	Anticipated Impact on Student Achievement
1	Curriculum Night	Increase parents' knowledge of instruction and reading techniques and participation in all subject areas, as well as testing information.
2	Title I Open House Activity	Provide an overview of the school, its programs (AVID, MTSS) and the purpose and impact of Title I.
3	Book Fair	Provide parents opportunity to practice reading with students and provide tips for parents to use to support student reading at home.
4	STEM Fair and Space Night	Fosters Involvement and provides training and exposure for parents who will be able to use the same strategies at home.
5	Volunteer Training	Fosters good home/school connections and provides training for parents that allows them to use appropriate techniques to assist their child(ren).
6	Informational Parent Conferences with All Families	Increases student achievement as a result of data sharing and parent/teacher communication.
7	Standardized Testing Night (FSA)	Increase parent awareness and at home support to increase student achievement.
8	All Pro Dad	Increases family involvement at school. Provides opportunities for fathers to spend quality time with their students.
9	Chorus(3-5) K-2 musical performances	Increases family involvement at school by providing parents opportunities to volunteer. Also allows parents to attend music concerts and spend time at school.
10	Proctoring	Provides parents with several opportunities to volunteer and expose themselves to standardized testing. (iReady & FSA).
11	AVID Multicultural Night	Provides parent opportunities to learn about how their students are incorporating AVID strategies into their state/grade level standards.

## Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners. Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 1116]

	Content and Type of Activity	Building Ties Between Parents/Families and the School
1	Tips for Conducting Parent Conferences Training	Trains teachers new to the district or as needed to provide important information, tips, and support for families regarding student progress and activities that will increase student achievement and school and community relationships.
2	Communicating with All Families	Fosters Positive Involvement by instructing teachers in techniques and strategies to communicate with parents from different cultures, communities, and economic environments.
3	Volunteering in Your Classroom	Supports teachers in recruiting and retaining class and school volunteers to support positive outcomes for students and build ties between parents/families and our school.

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## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [ESEA Section 1116].

**Response:** We are conducting a variety of activities to encourage parental involvement. These will be facilitated by our volunteer coordinator and other school staff. Parents are invited to school and class events, SAC meetings, and PTO activities. Our media center is open to both students and parents. Parents may obtain a library card and check out books from the library along with their child. We partner with the St. Johns County Library System to advertise literacy events and provide activities and programs in conjunction with our school. Additionally, the Blackboard Connect system is used to remind parents of school events and our newsletter outlines events and gives tips to parents.

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## Communication

Describe how the school will provide parents of participating children the following:

- Timely information about the Title I programs;
- 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 obtain;
- 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; and
- If the school-wide program plan is not satisfactory to the parents of participating children, how the parents will submit the parent/family comments [ESEA 1116].

**Response:** Information about the Otis A. Mason Parental Involvement Plan is given initially at our Title 1 Open House. Updates are given routinely at PTO and SAC meetings. Mason provides parent trainings and curriculum nights to assist parents with

understanding standards, expectations and assessments. Parent conferences are held bi-annually or more often as necessary. Information is distributed by newsletter, website, written notes, phone, and planner. Progress reports and report cards go home on a regular basis. Additional communication is provided via a **parent brochure** and Mason Programs pamphlet that explains the programs and supports that our school has in place to assist families and students.

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## Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement 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/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

**Response:** Interpreters are provided as needed for hearing impaired. Parents who speak other languages will be provided translators as feasible. Information sent home is translated into home languages when feasible. Assistance is given to parents when filling out forms if needed.

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## Discretionary Activities (optional)

Discretionary School Level Parental Involvement Policy Components: include any activities that are not required, but will be paid for through Title I, Part A funding (for example home visits, transportation for

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## Evaluation of the Previous Year's Parent and Family Engagement Plan

### 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/families that are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Many parents work and are unable to attend school activities due to work hours.	We provide opportunities at varying times during the day to accommodate parents' schedules.
2	Parents are unaware of the educational standards.	Provide materials and presentations that educate parents on the standards at each grade level.

## Building Capacity Summary from the Previous Year

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Book Fair	2	650+	Increases student interest in reading. Builds an opportunity for parents to actively participate with their child(ren) in reading activities.
2	STEM Fair	1	650+	Increases student achievement as a result of sharing projects with families, staff and students.
3	Florida Standards Information/Training (FSA Night)	1	300	Provides training and exposure for parents on FSA strategies to use at home.
4	AVID Information Sharing	1	300	Provides training on the purpose of AVID and how to increase student achievement.
5	Volunteer Training	Multiple	100	Instills positive home/school connections by providing parents with important information regarding AVID, iReady, and Florida Standards.
6	Informational Parent Conferences with All Families	1	600	Parents will have better understanding of content and an opportunity to see student learning and work examples.
7	Summer iReady Family Activities	1	100	Provide parents opportunity to practice reading with students in the months of May and June.
8	Open House/Grade Level Curriculum Nights to include exposing parents to student curriculum	Open House/Grade Level Curriculum Nights to include exposing parents to student curriculum	Open House/Grade Level Curriculum Nights to include exposing parents to student curriculum	Open House/Grade Level Curriculum Nights to include exposing parents to student curriculum
9	Night of the Arts (Chorus Showcase and Art Walk)	Night of the Arts (Chorus Showcase and Art Walk)	Night of the Arts (Chorus Showcase and Art Walk)	Night of the Arts (Chorus Showcase and Art Walk)

**Attach Evidence of Input from Parents**

**Attach Parent-School Compact**

**Attach Evidence of Parent Involvement in Development of Parent-School Compact**