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

I, Laura Burgess , 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)].

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

**Parental Involvement Mission Statement**

|  |
| --- |
| **Response:** To work collaboratively with parents in providing high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards and effectively prepare them for middle school. |

**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)].

|  |
| --- |
| **Response:** Maplewood Elementary School believes in involving parents in all aspects of its Title I programs. The School Advisory Council (SAC) has the responsibility for developing, implementing, and evaluating the various school level plans, including the Continuous Improvement and Parent Involvement plans. Involvement of parents will be documented through sign-in sheets and minutes of meetings. The PTO/SAC also reviews the results of an Annual Parent Survey to access parent needs/concerns. Decisions involving the use of the Title I funds reserved for parental involvement at the school level will be made during the development of Continuous Improvement Plan by the SAC. Maplewood Elementary will monitor SAC membership to ensure that parents are involved in the process. This is accomplished through information sent home to parents of the SAC's purpose and seeking representative membership on the SAC per the school's student demographics. There is an annual Title I meeting and the results of Title I Parent Involvement Activity evaluation are used in future planning. Maplewood will be participating in the TIP (Teachers Involving Parents) program throughout the year to increase parent's interactions with the school. |

**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)].

|  |  |
| --- | --- |
| **Program** | **Coordination** |
| VPK | Title I coordindates with the Early Learning Coalition , and schools in order to provideparents and caregivers helpful information and steps for enrolling their children in Florida's Voluntary Pre-Kindergarten programs. VPK and (ESE) VPK classrooms are established in schools based on school and community needs. |
| Individuals with Disabilities Act (IDEA) | Our schools coordinates with the ESE, Student services Department of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their childs IEP meetings. Teacher adn staff will follow the MTSS policeis and processses |
| Title X- Homeless | The administration will corredinate iwth our District Homeless Liason who will provide the students and families the resources and support they need. |
| Title I C ESOL | The administration will coordinate with Grants and Federal Programs, ESOL department to identify students. ESOL paraprofessionals are placed in our schools to provide studenst with the appropriate academic support that they need to progress in learning a second language. |
| Title III Migrant | The administration will contact the Migrant Department of Grants and Federal Programs Office. This office will provide academic support to the students and help the famlies with resources they may need. |
| HIPPY program | Home Instruction for Parents of preschool youngsters (HIPPY) is a parent involvement and school readiness program. HIPPY offers free home-based early childhood education for three, four and five year old children working with the parents as their first teacher. The parent is provided with a set of developmentally appropriate materials, curriculum, and books designed to strengthen their child’s cognitive skills, early literacy skills, social/emotional and physical development. Representatives from this program will hand out flyers at Open House and parent events and can be contacted by interested families in our schools. |
| Title I part A | Our schools receive Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provide supplemental instructional materials, equipment and/or personnel to help students meet the rigorous state stands expectations. Staff development as well as Parental involvement trainings and workshops will be coordinated with Title I, Part A. |
| Title II | Staff and faculty members participate in district professional development opportunities. |
| Federal Nutrition Program | Our Guidence department identifies families in need adn coordinates "food 4 Kids" - a weekend food program providing nutrition supplements. |

**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)].

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Develop agenda, handouts, and/or presentation materials that address the required components | Principal/Assistant Principal | September | Copies of agendas, PowerPoint presentation and handouts |
| Develop and disseminate invitations | Principal | August | Flyer with date of disseminate posting on school Website |
| Advertise/publicize event | Principal | Ongoing till meeting | Posting on school Website, Alertnow call to parents, and display on marquee |
| Develop sign-in sheets | Principal | September | Sign-in sheets for individual classrooms |
| Maintain documentation | Principal | Ongoing | Title I documentation box housed in Secretaries office |

**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)].

|  |
| --- |
| **Response:** Maplewood elementary teachers and administration will ensure that workshops and meetings are offered at flexible times for parents and families. Examples of flexible meetings and trainings at our school are:  The schools scheduled orientation, open house and the Annual Title 1 meeting are held in the evening. This allows many of our working parents to participate.  Training and workshop activities are presented in the evening and a meal/snack is provided. This allows busy parents to attend without missing work or having to prepare a meal for the family before coming to a school event.   Sac meetings are scheduled at a time convenient to the SAC members.   The media center is open after school hours for parents to participate in the book fair and use the schools computers when needed.   Parent- teacher conferences are scheduled at various times, convenient for parents and families as well as teachers. |

**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)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Title I District Parent Involvement Trainings | District-trained personnel | Parent involvement increases student achievement. Increased Learning checks for ELA and Math. | All year | Sign-in sheets, parent evaluations, AR reading program participation, student access from home their student desktops. |
| AR night | Media | Parent involvement will increase the usage of the program. | Once a year | Sign in sheets, AR points increase, |
| Skyward | Admin | By having parents understand how to use the program they can check their student’s grades, attendance. | Once a year | Pulling a report of skyward to see the number of times the program was used. |
|  |  |  |  |  |

**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)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Improving comprehension | Instructional Coach | District assessment scores and FSA scores will improve. | Quarterly Collaboration Meetings | TNL training records. Guided reading group lists, quality lesson plans with differentiation. |
| Communicating and working with parents | Principal | Increased scores in ELA, Math and Science from parent partnerships. | September | Attendance records, conference forms, Sign-in sheets, Improve the ability of staff to work effectively with parents. Increased parent portal registration and access. Increased parent calls, conferences and email communication. |
| Parent Skyward training | Principal, Assistant Principals, and Dean | Increased student assessment and grades. | September and as needed basis | The Parent Portal will increase parent involvement, enhance school to home communication, and give parents access to their child/s information. Sign-ins to the parent portals increased, increased registration for the portal through the school IPC. |
| Schedule our annual Very Special Arts Week | Dean | Parent volunteerism increased at the classroom and school level. Increased skill grades. | March or April of each school year | Teachers will plan classroom decorations according to the VSA theme, with parent volunteers to supply and help implement the classroom plan. Parents are scheduled to help with week-long activities, including a parade and booth activities. |
| Problem Solving and Response to Intervention | Synergy Team | Provide effective interventions to enhance and improve student academic and behavioral outcomes. Increased core (Tier 2 instruction), Differentiated Instruction groups, increased AIMSweb monitoring and scores, increased FSA data, and Learning Checks. | September | Sign-in sheets/schedules. Scheduled Tier talks; Quarterly. Weekly to monthly Progress Monitoring graphs. |
| Skyward Training | Principal/AP/Disctrict | Keeping accurate records for students academics and attendence | Year long as new trainings are available. | TNL reccords and students records |
| TIP ( Teachers Involving Parents) | Parent Liason/Assistant Principal | Increase knowlege of parent engagement | Quarterly Trainings | TNL training records/ increase on parent sign in sheets for school activities. |

**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)].

|  |
| --- |
| **Response:** Each parent will receive a calendar of events which provide important dates for parent involvement throughout the school year. A Parent -school Compact will also be given out at the beginning of the school year that will outline the expectations for parents, teachers and administrators. Teachers will use/review (revise if needed) this compact in discussions with parents concerning their child's progress.  Each child will receive a planner that allows for written communication between the teacher and parents. Planners will be updated daily with academic notifications and will require a signature.   The Title I Parent Resource Center on wheels will visits the school campus 4times during the school year. Notification of the dates of the visits of the Title I Resource Center on wheels will be sent out via newsletter, Sky messages, and will be noted on the Marquee/website for all parents and families.   Parents and families will be encouraged to visit the District Title I Parent resource center and our teachers will use the Teacher Check Out Program that the Centers offers.   Home School Connection newsletters will be sent home monthly and a link will be shared on the schools website.   Our school will hold Open House September 15, 2015 to increase parent awareness of the schools teachers, goals and expectations.   Monthly newsletters which serve as a way to keep parents informed of what's happening at school. Parents will be provided strategies to use at home in working with their children. The impact these resources will have with students is to increase students' scores in math and reading.   Focus Calendars to parents on websites, computers are availability for parents to use which allows parents to be aware of standards being addressed in eh classrooms when students are being assessed.   MWE in addition host a frosty festival annually as well as a safe Halloween. |

**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)].

|  |
| --- |
| **Response:** At the annual Parent night in September, Maplewood Elementary School will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the school wide programs, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Upon conclusion of the general meeting, parents will be invited to visit their child's classrooms and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers will maintain sign-in sheets and provide a copy to the Principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls in an attempt to reach parents who do not or cannot participate to seek input and increase involvement. Home visits are provided by Social Services. Schoolwide information will also be distributed to parents by Connect5 telephone system. Each year the SAC committee reviews parent feedback and establishes goals based on parent concern. All information is disseminated through the school's monthly newsletter, the schools Skylert system, as well as mass parent letter mailings. This is inclusive of those parents who did not attend planed events to ensure they receive all information.   Teachers contact parent and families regularly through personal emails and/or phone texts.The PIP will be summarized in English and Spanish and provided to all parents in the "Beginning of School Packet." In addition, hard copies will be available in the office and the complete PIP will be posted on the Marion County Public School website and linked from each Title I school's website.  Written Communication will be provided for parents in English and Spanish. Translators will be available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings. The Marion County Public Schools will ensure that an individual will be available to provide translation services in Spanish at each Title I school. If other languages are needed, schools will send materials to the Title I office where local companies will be contracted to provide the translations. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English.  All parent notifications are approved by the principal before dissemination. |

**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)].

|  |
| --- |
| **Response:** Our facility is ADA accessible.Parents with disabilities are regularly invited to all parental activities and if support is needed to accommodate a disability, appropriate measures will be made. |

**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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 2 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | District title I parent Involvement Meeting. A parent or staff member will attend and report to SAC the outcome of the district meeting. | Parent Volunteer | The Title I meeting outlines parent involvement strageies that will increase student achievement. | January |
| 3 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | parent conferences will be held after school as well as during the day if needed. The SAC and PTO are scheduled in the early evening to provide and opportunity for parents to attend the meetings. Social workers are available for home visits if parents are unable to attend a meeting. | Administration, Guidance Counselors, Social Worker and teachers | Increase communication of student's progress will improve academic performance | On-going. |
| 4 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | School will offer to local church the ability to utilize the media center on a weekly basis to teach faith based curriculum. All students are encouraged to attend | Good News Club | Reading in the content area | On-going |