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

I, Carla Ball , 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:** Avon Elementary School focuses on providing students with the tools to be successful leaders. . .now and in the future. We believe in the development of the whole child; socially, emotionally, academically, and ethically. In order to do this, a cooperative relationship must be built with parents so that we all work together to nurture in each child the characteristics of responsibility, kindness, and good judgment. |

**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:** Avon Elementary School seeks input from a variety of resources, including parents, as we make preparations in the spring and summer for the next school year. This is done through parent meetings (both formal and informal). Documentation of evidence can be found in the parent surveys sent out each Spring. Parents are given the opportunity to review, discuss and make corrections, and then vote on the Parent Involvement Plan and the Home/School Compact. The parents also participate and give input in a review of Title I funds available to the school. The parents are involved in the following ways; 1)Input is given for consideration for the new (2015-2016) school year. 2) Annual Title I/Parent Involvement meeting was held on May 4, 2015 and in September to review data and to plan and approve the Title I plan and budget for the current school year. The Home School compact was discussed and approved also. 3) Meetings are held in conjunction with the School Advisory Council (SAC) meetings 5 times during the school year. At each meeting a review of current school data is shared and updates are given. Any questions or concerns are addressed as well. Parents are encouraged and invited to all Title 1 and SAC meetings. All parents are notified of SAC committee meeting dates and the purpose of the SAC committee. The assistant principal then contacts parents to find out who is willing to serve on the committee. Guidelines for the makeup of the SAC committee are adhered to in the selection process according to our school student demographics. It is important that each demographic is represented appropriately. Minutes of each meeting are available in the school office.  |

**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 | K Parent Night-August 28, 2014 | Each classroom teacher will meet with parents to explain grade level expectations and introduce Commom Core Standards. Teachers will demonstrate and give suggestions on specific ways that parents may help at home. |
| 2 | 1st-5th Parent Nights-September & October 2014 | 1st through 5th grade will hold individual parent events to brief parents of expectations of the grade level (to include Common Core standards) and have hands-on activities for parents to do with their children. |
| 3 | May 2016 | 5th grade chorus students will perform at the school board meeting  |
| 4 | Harvest Festival @ Avon Park High School-October 18, 2014 | Parent groups from both Park Elementary and Avon Elementary will come together to sponsor a community wide event for elementary students in our town. |
| 5 | PTO Meetings Scheduled Throughout The Year | Avon has an active group of parents who participate in meetings, fundraisers, and celebrations throughout the school year. |
| 6 | School Chorus Concert-October 30, 2015 | The school chorus will perform in a fall concert. Parents and guests are invited to attend the evening event. |
| 7 | Volunteer Coffee Club | Parents meet each Thursday morning to do "hands on" work in helping teachers prepare activities for students in the classrooms. |
| 8 | Monthly/Weekly Newsletters | Provides information and strategies to parents on specific skills and strategies being taught in the classroom. |
| 9 | School and Teacher Web Sites | Provides information and helps parents stay up to date on events in the classroom and at school as well as keeping them informed of expectations and ways they can help. |
| 10 | Parent Contacts Via Automated Phone System | Notifies parents of absences as well as school functions and special events. |
| 11 | Crafty Christmas-TBA-first or second week in December 2014 | School wide event where parents and children do hands on activites together and the importance of family time is stressed. |
| 12 | Winter Chorus Concerts | The school chorus performs at school and in 2-3 other community events during the month of December. |
| 13 | Family Fitness Night-TBA March 2016 | Children and parents will come together to work at various stations to practice fitness and have fun. |
| 14 | Parent-Teacher Conferences | Conference evenings at the end of the 1st and 3rd nine weeks. Parents must schedule a time to meet with teacher regarding academic progress. Additional conferences are held throughout the year as needed. |
| 15 | The Arts At Avon-May 8, 2016 | Art work of all students is on display for guests to see.  |
| 16 | Title 1 Part A | Will provide funds to all district elementary schools to target academic assistance to all students, professional development for teachers and parent involvement activities. This grant also is the funding source for implementing the requirements for NCLB. |
| 17 | Title 1 Part C | Provides services to migrant students (PreK-12th graders) and their families. Parent involvement and education is an integral part of the migrant program. |
| 18 | Title II | Title II, Part A provides for teacher professional development and supports all teachers and paraprofessionals to be highly qualified. |
| 19 | Title III | Title III support activites to assist students to become proficient in English. It also supports teacher professional development in ELL strategies, parent invovlement, and education. |
| 20 | SAI | SAI funds will be coordinated with Title 1 funds to provide summer school for level 1 readers. |
| 21 | Nutrition Programs | Avon Elementary participates in the federal free/reduced lunch and breakfast programs as well as receiving a USDA grant to provide extended opportunities for students, parents, and staff in the areas of nutrition and wellness. |
| 22 | 5th Grade Science Events | Parents will be invited to participate with students on science experiments. |
| 23 | Jingle Bell Run-December 2015 | Students from the Avon Park community will be invited and encouraged to participate along with their families. This is an extension of the PE program and The Leader In Me at our school. |
| 24 | Avon Elementary Walk-a-thon-January 2016 | PTO will be sponsoring this event with the culmination being the Fun Run here at school. |
| 25 | 5th Grade Student/Parent Night-May 2015 | Administrators and counselors from Avon Park Middle School also attend. This evening is part of the transition support from elementary school to middle school. |
| 26 | IDEA | Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP. |
| 27 | ELL Parent Advisory Council | The ELL Parent Advisory Council is actively involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I Part C and the Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FCAT standards, graduation requirements and post secondary career opportunities.  |
| 28 | Homeless | Student Services coordinates with Title 1 Part A and Title X to provide resources (school supplies, social services referrals) for students identified as homless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title X also funds a homeless advocate for homeless students. |
| 29 | Exceptional Student Education | The District Advisory Council is actively involved in reviewing parent educational activities and strategies, Parents are invited to attend.  |
| 30 | Quarterly Academic Awards | In an effort to promote student success and parent involvement, we will be inviting parents to attend a classroom awards ceremony at Avon Elementary to celebrate their student's success. |
| 31 | AVID Parent Nights | Parents will be invited four times throughouth the school year to learn ways to help their student be successful in the AVID college preparation program.  |
| 32 | Grade Level Field Trips | Each grade level will be participating in two field trips throughout the year. (1 local, 1 out of county) |

**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 | Advertise Title I Annual Meeting | Judy Klosterman | Week of 8-31-2015 | Meeting Sign In Sheet |
| 2 | Meeting Agenda/Plan September 5, 2015 | Jon Spencer | September 14, 2015 | Agenda |
| 3 | Annual Title I Meeting | Carla Ball | September 21, 2015 | Agenda/Sign In Sheet/Minutes |
| 4 | Planning | Carla Ball | May 2016 | Title 1 Budget |

**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:** Avon Elementary uses a variety of ways/resources to encourage parents to attend school wide meetings, functions and conferences. Each year we begin with a Back To School Orientation evening. This event allows parents to meet teachers, become acquainted with the school facility, enroll in our after school day care, complete a hard copy or an on line application for free and reduced lunch, find out bus stops and schedules, visit the PTO and volunteer booth, and have help in completing any needed paperwork that is required for enrollment including having specified paperwork notarized if required. Translators are available to assist as needed. A parent conference evening is held at the end of the 1st nine weeks and the 3rd nine weeks. Parents must attend in order to pick up their child's report card. Meetings are scheduled both after school and in the evenings to allow flexible times for parents to attend. Also, the social worker and migrant recruiter, assigned to the school, visit the homes when requested. At the first SAC meeting of each school year, dates and times of meetings are reviewed, feedback is given, and any needed changes are made based on parent input. |

**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 | Back To School Orientation | Carla Ball | Provide information to parents and establish a teacher-parent relationship. | August 18, 2014 | Sign In Sheets In Each Class |
| 2 | Grade Level Curriculm Nights | Grade Level Teams | Provides parents with information and activities for working with students at home. Teachers also address state standards and expectations. | September, October and November 2014 | Parent Sign In Sheets |
| 3 | PTO and SAC Meetings | Nicole Barben, Jon Spencer | Share opportunities and ways that parents can become active in events and decisions being made at the school. | Ongoing for school year 2014-15 | Agenda and Sign In Sheets |
| 4 | Automated Phone System | Carla Ball and Beverley Peavy | Notify parents of absences and tardies as well as special events the school is having. | Ongoing throughout the the school year 2014-15 | Increase in daily attendance as well as at school functions. |
| 5 | Monthly School Newsletters, Class Newsletters, School Web Site, Individual Teacher Web Pages | Judy Klosterman, Classroom Teachers, Rachelle Murphy, Trish Best | Increase the parental level of involvement and participation in school events that support their child. | 2014-15 School Year | Hard Copies Of Newsletters On File |
| 6 | RtI meeting participation-weekly | Martie Brooker | Involve parent in making a plan to meet academic/behavior concerns | 2014-15 As Needed | RtI Meeting Agendas, Notes and Sign In Sheets |
| 7 | Grade Level Specific Meetings | Grade Level Teachers | The state's academic content standards and student academic achievement standards, state and local assessments including alternative assessments are reviewed. At grade level parent events, teachers review academic expectations for that grade level. Third, fourth, and fifth grades include FCAT/FSA as part of their reviews. | 2014-15 School Year  | Grade Level Minutes and Notes |
| 8 | Leadership Family Training | Administration and Families | Train families on the 7 Habits of Highly Effective People. These parents will then bring this new learning back to the school to do professional developments for our parents.  | November 15 and 17, 2014 | Parent Professional Development, Sign in Sheets |
| 9 | Leader in Me Leadership Day | Lighthouse Team | Community will be invited to a school-wide event led by student leaders. Community members will visit classrooms and learn about the 7 Habits of Highly Effective People.  | May 2014 | Sign In Sheets/Community Feedback |
| 10 | AVID Parent Meetings | 5th grade team | Parents will be equipped with information to help their child be more college/career ready. | Quarterly | Sign in Sheets |

**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 | Leader in Me Lighthouse Team Training | Paula Farnsworth and Erin Welch | Lead and support the development of leadership in our school in both students, staff and increase parent involvment. | 2015-16 School Years | Discipline Attendance, and Academic Data/Staff sign in sheets |
| 2 | Avid Training | Carla Ball and Jon Spencer | Teachers will learn WICOR strategies and ways that AVID can help prepare students and their families to support college readiness. | Monthly | Lesson plans, parent surveys, student surveys |
| 3 | Curriculum Leadership Meeting in July, 2014 | Carla Ball and Jon Spencer | Review school wide data and develop strategies for academic improvement. | This began in the summer and will continue throughout the school year. | FCAT, FSA, Performance Matters, SAT 10, iReady, and Promotion Retention Rate at the end of this school year |
| 4 | Early Release Staff Development Days | District Office and Administration | Increased growth in student's academic achievement. | 2015-16 School Year | Progress Monitoring of students and staff throughout the school year toward academic goals. |
| 5 | iReady Training | District Staff/Consultant | Instruct teachers on new iReady software for reading and math. This training will also share how this program can be used at home with parent support. | August 17, 2014 | Reports, diagonostics, and data |

**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:** A curriculum resource room contains materials available to parents providing them with additional materials and resources to work with students at home. This room will be open throughout the year, and a parent sign in sheet will be housed in the room to record parent involvement in the resource room. The curriculum resource teacher is available to work with parents to help them understand the content, purpose, and directions for these materials. These resources can be made available to parents through contact with the school reading coach. |

**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:** The school publicizes and sends home written notification (English and Spanish) of all Title I, PTO, SAC, Parent Nights, Report Card Conference Times, Statewide Assessment Calendars, 504, and IEP meetings scheduled for individual students, parent invites to meetings involving their child, notification and signature on PMP's created for students below level academically and written notification of a possible retention. Our parent notification time lines are the following: school-wide monthly newsletter and calendar in English and Spanish, Connect Ed call out in English and Spanish, follow up reminders through backpack notices, individual notices sent one week prior to meeting and follow up phone calls as needed. The principal and assistant principal will monitor the documentation of notices sent and staff members keep notes on personal contact with parents. A Title I notebook with agendas, minutes and sign in sheets is available to review in the front office.The administration will work with the ELL para to monitor the numbers of various languages needed for communication. If percentages change significantly, another language will be added to communications.  |

**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:** The school provides written and phone notification to parents in English and Spanish about school events and activities. Transportation to Title I and SAC meetings is provided if requested, as well as any needed accommodations for those with disabilities or translations for parents. The school will monitor the various home languages through the ELL para and registration papers to make sure that another language be provided when feasible.  |

**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

## 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 | Back to School Orientation | 1 | 450 | Provide information to parents and establish a teacher-parent relationship |
| 2 | Grade Level Curriculum Nights | 6 | 300 | Provided parents with information and activities for working with students at home. Teachers also addressed state standards and expectations. Kindergarten and Fifth grade teachers also offered transitional nights for entering Kindergarteners and future middle schoolers.  |
| 3 | PTO and SAC Committee Meetings | 10 | 130 | Shared opportunites and ways that parents can become active in events and decisions being made at school. |
| 4 | Connect Ed Phone System | 12 | 568 | Used to notify parents of absences and tardies as well as special events or new school policies. |
| 5 | Monthly School Newsletters | 9 | 568 | Created to increase the parents knowledge of events at our school. Through this communication we hoped to see an increased level of involvement and participation in school events. |
| 6 | Grade Level Meetings | 65 | 40 | Teachers discussed the state's academic content standards and student academic achievement standards, state and local assessments including alternative assessments that are reviewed. At grade level parent events, teachers reviewed academic expectaions for that grade level. Third, fourth, and fifth grade teachers included FCAT information as part of their reviews.  |
| 7 | Leadership Day | 1 | 35 | Students demonstrated leadership skills that drive higher 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** |
| 1 | Curriculum Leadership Team Meeing in July 2014 | 1 | 11 | We reviewed school wide data and developed strategies for academic improvement. |
| 2 | Leader in Me Leadership Day | 1 | 35 | Implementation of the 7 Habits of Highly Effective People demonstrated by students and teachers during the implementation of this Leadership Day. |
| 3 | Lighthouse Team Meetings | 5 | 12 | Team met to discuss ways to increase academic/behavioral changes throughout the school in a positive, productive way. |
| 4 | Kagan Cooperative Learning Training | 1 | 5 | Led to an increase in student engagement in the classrooms. |
| 5 | ECET2 Convening | 1 | 12 | Teachers participated in this two day event to increase their capacity and ability to promote positive change in their schools. They were given the task to go back to their schools to participate and lead school-wide change.  |
| 6 | Teacher Orientation Week | 1 | 40 | Through professional development, the administration worked to educate staff on the value of parent contribution. We led discussions on the many parent involvement activities planned and how to best communicate and work with parents as equal partners. This helped to build ties between parents and the schools.  |

**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 | Parents did not attend events. | Provide a variety of times for events not just in the evenings. |
| 2 | Language Barrier | Provide translators at all events. |
| 3 | Student attendance and Tardies | Schedule meetings with parents to help them see and understand the importance of being at school and on time daily. |
| 4 | On-Going communication with parents about students' academic needs. | At the beginning of the school year, school staff will work to develop a relationship with parents so that parents feel comfortable coming to school and meeting with school staff. |