

## 2015-2016 Name of School Title I, Part A Parental Involvement Plan

I, Mark Griffith, 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 school wide 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)].

*Mark Griffith*

*9/9/15*

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** The Parental Involvement Mission at Moton Elementary School is to create an environment that will increase student achievement by increasing opportunities for significant parent participation.

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## 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Moton Elementary School will meet monthly with Title I Committee members. Dates and times were decided on at the first meeting of 2015-2016 school year which was held within the first nine weeks of school. Parents were also informed of meetings at Open House and the beginning of the year Title I Annual Meeting. In addition, notification of upcoming meetings will be sent home with students and followed up with an automatic calling system notifying parents of upcoming meetings. Membership enrollment will be ongoing throughout the school year and members will be selected from the turnout of interested parents and staff members. Monthly meeting agenda topics will include, but are not limited to school improvement, and topics which are recommended and required in accordance with Title I parent involvement committees. The Title I Facilitator and School Based Leadership Support Team will be responsible for the implementation of this task. The Title I committee is made up of staff and parents who receive updates on all aspects of the school wide Title I programs at Moton Elementary School. They are responsible for planning, reviewing, and revising parent involvement practices. At each meeting, the Title I staff person will have a printed agenda and sign in sheet. Minutes will be taken by a designated member to document topics covered, parental input, and attendance.

Moton Elementary School will use the one percent of the total Title I allocation that is set aside for parental involvement to print the Title I School-Parent Compact and Parent Involvement Summary. These funds will also be used to continuously communicate, collaborate, and plan with parents onsite workshops, resources, activities and services as needed and required by Title I.

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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 [Section 1118(e)(4)].

Count	Program	Coordination
1	Florida Diagnostic and Learning Resource Systems	Moton Elementary School hosts FDLRS screening days which are free screenings for families of any child ages 3 through 5 who are not enrolled in school and a disability is suspected.
2	Kindergarten Round-Up	The kindergarten team leader, Title I Facilitator and school administration will coordinate to provide school tours, expectations, and screenings for incoming kindergartners.
3	Kindergarten Orientation	The kindergarten team leader, Title I Facilitator and school administration will coordinate to provide a separate orientation for incoming kindergartners that will address topics such as school-wide and kindergarten academic and behavioral expectations, procedures, standards, and assessments,
4	Exceptional Student Education (ESE)	The Title I Facilitator will work with district and school-based ESE and assessment staff to provide parent training on Florida's

		Alternative Assessment. This is supplemental to the literature parents would receive in an annual staffing conducted through ESE. The ESE department provides technical assistance and Title I staff plan, advertise, and host the parent workshop.
5	Hernando County Boys & Girls Club	Moton Elementary coordinates with Boys & Girls Club to provide before and after school care for students as well as childcare for parents and staff to attend school based functions.
6	DOVE	The Title I Facilitator, Administration, and school staff will meet with 4 <sup>th</sup> grade girls and mothers to encourage them to develop a positive image of themselves inside and out using healthy dialogue and self esteem techniques.

## 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. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I Annual Meeting informs parents of Title I Program, School Grade, Extended Learning opportunities	Title I staff and Administration	Within the first nine weeks of school	Evidence of effectiveness will be measured through parent sign in sheets and response forms.
2	Planning and collaboration with school staff	Title I staff	Within the first nine weeks of school	Evidence of effectiveness will be measured through parent sign in sheets and response forms.
3	Print all required documents	Title I staff	Within the first nine weeks of school	Evidence of effectiveness will be measured through parent sign in sheets and response forms.
4	Create video presentation for parents and staff on Title I requirements	Title I and TIS staff	Within the first nine weeks of school	Evidence of effectiveness will be measured through parent sign in sheets and response forms.
5	Provide follow-up for parents that were not in attendance	Title I staff	Within two weeks post the event	Evidence of effectiveness will be measured by returned "Sorry we missed you" signed notices.

## 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:** Title I Committee meetings will be held approximately six times throughout the school year. The first meeting will be held in October at which time committee members will vote on meeting dates and times for the upcoming school year. Child care will be provided by Boys and Girls Club for parents to attend per need or committee request.

Workshops will be coordinated to address the needs of the students and parents at Moton Elementary School as outlined in the School Improvement Plan. Additional needs will be identified from the input collected at the Annual Meeting, parent survey results, School Advisory Council, Family Engagement Team meetings, Title I Committee meetings, completed event response forms, and parent suggestion box located in the front office. Topics recommended to address at the meetings include curriculum, assessment programs, strategies to help your child at home, technology support, and how to monitor your child's progress. The workshops will be offered within the school year and scheduled to fit the needs of the parents. Content to be covered at the workshops will be decided by the committee, parents, and school based leadership team.

## 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)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Annual Parent Academy: Curriculum, FSA content, and academic achievement standards and assessment requirements.	Coordinator of Family Involvement district and Title I staff	Parenting classes with an academic focus.	Annual	Evidence of effectiveness will be measured by parent sign-in sheet, completed event response forms, and impact of parental involvement by participants.
2	Family Engagement Team Meeting (FET), Informational meeting for parents and educators.	Coordinator of Family Involvement/Title I staff	Increase parents' knowledge of school accountability, data, and their ability to support and enhance their child's academic progress.	Bi-monthly	Evidence of effectiveness will be measured by event response forms/representation by all subgroups.
3	Parent Involvement Breakfast	Title I Facilitator and Administration	Recognize National Parent Involvement Day, promote parental involvement in education, and increase parent's knowledge of the resources available to enhance the achievement of their child.	November	Evidence of effectiveness will be measured by event response forms/representation by all subgroups.
4	Writing: School-wide event	Administration, School & Title I Staff	Increase parent's knowledge of writing curriculum, assessments, and how to monitor their child's progress and improve the academic achievement of their child.	December	Evidence of effectiveness will be measured by attendance and completed event response forms.
5	Dr. Seuss-a-Bration	Title I staff, School Staff & Administration	Increase the percentage of parents and students who like to read for fun and inform parents how they can assist and improve the academic achievement of their child.	Winter	Evidence of effectiveness will be measured by attendance and completed event response forms.
6	Grade Level Activity Meetings (GLAM Nights)	Grade level teams, Administration, and Title I Staff	Increase parent's knowledge of various areas of the curriculum, assessments, how to monitor their child's progress and their ability to support and enhance the academic achievement of their child.	Ongoing throughout the year	Evidence of effectiveness will be measured by attendance and completed event response forms.
7	Dove Night	Title I Facilitator,	Increase the social and	February	Evidence of

		Administration, and School Staff	emotional skills of 4 <sup>th</sup> grade girls needed to succeed academically and assist mothers on how to encourage them to develop a positive image of themselves.		effectiveness will be measured by attendance and completed event response forms.
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## 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)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Data Den & Professional Learning Community (PLC's) are held to develop faculty's ability to interpret and graph data in a parent friendly format to share information effectively with parents.	Title I Staff & School Based Leadership Team	Training will provide educators with data on individual students and offer effective ways to individualize student needs and suggestions on how to disseminate information when conferencing with parents to maximize student achievement	Quarterly	Evidence of effectiveness will be measured by District Electronic Registration Online (ERO) system.
2	Engaging Parents in Education	Coordinator of Family Involvement	Increased parent involvement should produce increased student achievement	Annual	Evidence of effectiveness will be measured by sign in sheets and percentage of parental participation in academic focused events.
3	Title I Mini-Conference	Title I Facilitator	Training will inform staff of Title I requirements and mandates, on campus Title I staff and resources, the purpose of the Title I School-Parent Compact and effective ways to use it as an ongoing learning agreement between school and home to increase student success.	Pre-School	Evidence of effectiveness will be measured by sign in sheets and percentage of parent-teacher conferences and completed Title I compacts.

## 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:** The Title I Family and Staff Drop Box will act as a referral station for Moton Elementary School staff and families and will be used to coordinate parent and staff workshops and activities, The box will be located in the front office and will be the information base for planning all Title I sponsored parent involvement activities and staff trainings for the school.

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## 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 school wide 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:** Parents will be informed of Title I programs at the Title I Annual Meeting and throughout the year at the Title I Committee Meetings. Parents were notified of these meetings at the Kindergarten Orientation, Pre-School Open House for grades 1-5, and will be continuously notified through Edline, school marquee, automated phone system, and invitations and information sent home. At the first Title I Committee meeting a schedule was determined by stakeholders in attendance and set for the year. These meetings will occur at least six times throughout the year. Additional parent trainings and workshops will be offered by grade level no more than once a quarter. These trainings will be held at a convenient time for parents and offer modeling of methods for parents to assist in completion of homework and offer support in the current academic curriculum. Workshops will demonstrate knowledge of the various forms of required assessments at each grade level, and the proficiency level expectations of their child in comparison with their peers. Parents may obtain information on a student's academic achievement upon request at the school. School grade information may be found on the school, district, and Florida Department of Education websites. Additional topics will be determined from suggestions offered by parents appropriate to the needs of their children. Parent conferences will be scheduled with individual teachers and all data will be available for discussion at such conferences. Data will be provided in accordance with the requirements of the school, district, and state. Parents will be notified of events through such means as mail, sticky labels in student agenda, automatic calling system, school marquee, invitations, school website, and parent phone calls. The individuality of each event will dictate the means necessary to disseminate information. This will include items such as handouts, presentations, and "Sorry We Missed You" packets with a sign and return for those that warrant it. The school will monitor how parents were provided information by items such as but not limited to sign in sheets, agendas, completed event response forms, and meeting minutes. Parents are encouraged to provide input and feedback on times, content, and presentation of services and workshops offered by Moton Elementary using the event response forms in order for the school improve services.

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## 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:** Moton Elementary School in collaboration with the ESOL teacher on staff will provide a translated version of letters or documents used to communicate with parents when feasible and upon request. We will provide a translator for any phone conversations or conferences as needed. A



staff member is available to make home visits or provide transportation to parents upon request. We work closely with community support organizations, the Title X department, and Families in Transition Social Worker to identify and ensure contact with all parents including those without a telephone or traditional home settings. Our goal is to accommodate the needs of every parent in our student population. We will collaborate with ESE to provide accommodations for any parents with disabilities to effectively work together toward the academic success of their child. Moton Elementary School will provide a parent friendly version of its Parent Involvement Plan and any other documents requested. Parents requiring additional assistance may call the school at 797-7065 to make arrangements for individual tours and to obtain any additional information that they may need.

## 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
1	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Training parents to enhance the involvement of other parents.	Coordinator of Family Involvement and Title I staff	Increase parents' knowledge of school accountability, data, and their ability to support and enhance their child's academic progress.	Bi-monthly
2	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)];	Academic based workshops will be offered as determined by school needs as outlined in 2015-2016 School Improvement Plan	Title I Staff and School Based Leadership Team.	By providing academic workshops for parents we will increase the parents ability to support and enhance student academic progress	No more than one additional workshop per quarter per grade level.
3	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that	Moton Elementary coordinates with Boys & Girls Club to provide before and after school care for students, childcare for parents and staff	Title I Facilitator and Boys and Girls Club staff	Child care will be provided to enable parents to participate in school-related meetings and training sessions	Ongoing throughout the year

	training [Section 1118(e)(7)]; and	to attend school based functions.			
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## Upload Evidence of Input from Parents

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

[Upload Document](#)

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## 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.

[Uploaded Document](#)

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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.

[Upload Document](#)

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# **Evaluation of the 2014-2015 Parental Involvement Plan**

## **Building Capacity Summary**

Provide a summary of activities provided during the 2014-2015 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.

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Informational Open House	1	269	Improve academic achievement by providing information and expectations for students and families.
2	Title I Annual Meeting/Conference Night	1	270	Increase students' academic achievement through positive parental engagement
3	Informational Family Engagement Team (FET)	4	7	Enhance students' academic progress by increasing parents' ability to support their students.
4	Informational Title I Committee Meeting	5	27	Increase parent's knowledge of school accountability, data, and their ability to support their child's academic progress.
5	Writing in a Winter Wonderland	1	287	Improve students' academic achievement through increased knowledge of the writing curriculum by parents.
6	Reading Dr. Seuss-a-Bration	1	78	Improve student achievement by inspiring parents and children to read together.
7	Social/Emotional DOVE Night	1	10	Increase students' academic achievement by providing self-esteem building exercises.
8	Social Parent Involvement Breakfast	1	115	Recognize National Parent Involvement Day, promote parental involvement in education, and increase parent's knowledge of the resources available to enhance the achievement of their child.

## **Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the 2013-2014 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)].

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Informational Data Den	2 per grade level	47 each	Develop faculty's ability to interpret and graph data in a parent friendly format and provide effective ways to individualize student needs and suggestions on how to disseminate and effectively share information when conferencing with parents to maximize student achievement.
2	Engaging Parents in Education	1	0	Training will detail how increased parent involvement should produce increased student achievement

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## Barriers

Describe the barriers that hindered participation by parents during the 2014-2015 school year in parental involvement activities. Include the steps the school will take during the 2015-2016 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)].

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Strategies used to present information to parents lacked relevance and/or failed to address parents' specific needs.	Provide grade level workshops that will increase the appeal and relevance for parents by addressing specific strategies and resources needed for students to be successful at each grade level.

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## Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2013-2014 school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

Count	Content/Purpose	Description of the Activity
1		

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