## DR. CARLOS J. FINLAY ELEM. Title I, Part A Parental Involvement Plan

I, Cecilia C. Sanchez , 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:** Dr. Carlos J. Finlay Elementary School believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations. In this spirit and in collaboration with parents, Dr. Carlos J. Finlay Elementary has created a Parental Involvement Policy with the goal of strengthening the partnership among parent/guardians, staff, school, the community, the superintendent, and the District in order to create and implement activities that help parents support their children at home, thus promoting the academic, emotional, and social growth of its students. |

**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:** |

**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 | Bilingual Outreach Programs | Transition to Elementary, Middle School. General Information on Parent Portal, Graduation requirements for MDCPS students, Grading System, and to inform parents about school and community resources |
| 2 | Parent Academy | Monthly Parent Workshops |
| 3 | Parent Resource Center | Community Involvement Specialist provides pertaining school information |
| 4 | In-House Parent Workshops | In-House Workshops led by our staff addressing general school information, standard achievement tests, community resources, and student educational services |

**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 | Florida Kid Care and Other Medical Resources/ Florida Kid Care y otros recursos medicos. | Assistant Principal/Counselor | September, 2015 | Parent Survey |
| 2 | School of Choice | Principal | August 2015 - June 2016 | Parent Survey |
| 3 | The Rights of Parents | Title 1 School Coordinator | August 2015 - June 2016 | Parent Survey |
| 4 | In-House Tutorial Program | Assistant Principal | August 2015 - June 2016 | School Assessments |
| 5 | PAC / DAC | Community Involvement Specialist | August 2015 - June 2016 | Climate Survey |
| 6 | EESAC | EESAC Chairperson | August 2015 - June 2016 | Climate Survey |
| 7 | General Information on Parent Portal, Graduation requirements for MDCPS Students, Grading System, et | Assistant Principal/Counselor | August 27, 2015 | Climate Survey |

**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:** Dr. Carlos J. Finlay Elementary School will hold specific meetings to address academic, extracurricular and community events that will enhance the educational experience of our students. Our annual Title-I orientation was held on September 9, 2015. At this annual meeting parents were provided with timely information about Title-I, educational programs, the forms of academic assessment used to measure student progress and prophecy levels students are expected to meet. In addition, members from the community held a Community Resource Fair to inform our parents of community projects and activities to enhance their child's educational experience.   Dr. Carlos J. Finlay Elementary will provide flexible scheduling in order for parents to attend parent conferences and workshops.  Dr. Carlos J. Finlay Elementary will build the parent's capacity for involvement by offering the following workshops and meetings: monthly EESAC meetings, Advisory Title-I Council Meetings, PTA Meetings, Pre-Kg. Orientation, Head Start Orientation, Volunteer Orientation, Monthly Parent Academy Workshops, Semi-Annual Book Fair and Town Hall Meetings. |

**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 | New Parent Orientation - New families attend an information night to learn about policies and procedures and build relationships | Principal | Information given supports Family Engagement; increase parent partnerships | August 2015 | Sign in rosters |
| 2 | Annual Title 1 Parent Meeting and Curriculum Night - Title 1 requirements along with Curriculum and classroom procedures. | Principal | Parents are better informed to support their students in the area of curriculum. | September 9, 2015 | Sign in rosters |
| 3 | Accessing and Understanding the Parent Portal | Assistant Principal/Counselor | Parents are better informed to support their students in the area of curriculum. | September 2015 | Sign in rosters |
| 4 | FSA Information Meetings - Family orientation on FCAT | Assistant Principal | Improve achievment scores | October, 2015 | Sign in rosters |
| 5 | Bilingual Outreach Program - Parents learn techniques for positive parenting | Counselor | Building strong positive connections with the school, families, and community. | August 2015- May 2016 | Sign in rosters |
| 6 | Awards Celebration - Celebration of student success in academics, citizenship, and attendance. | Principal | Capacity building to create a supportive environment and improve student self esteem. | October 2015 - May 2016 | Sign in rosters |
| 7 | Fifth Grade Graduation Ceremony - Recognize fifth graders and their accomplishments | Principal | Recognizing academic and other accomplishments as well as relaying the importance of continued parental involvement | June 2016 | Sign in rosters |
| 8 | 5th Grade Meeting: Transitioning to Middle School | Assistant Principal/5th Grade Teachers | Improve Parental Awareness for Middle School Transition | October 28, 2015 | Sign in rosters |
| 9 | Middle School Magnet Fair | Assistant Principal/5th Grade Teachers | Improve parent awareness of MIddle School Programs that are available | October 28, 2015 | Sign in rosters |
| 10 | Culture Night at the Frost Museum | Art Teacher | Increasing Parent Knowledge of the arts and academic achievement | February 2016 | Sign in rosters |
| 11 | Dr. Marta Perez Educational Town Hall Meetings | Principal/Assistant Principal | Celebrating schools' achievements through awarding students' success | September 2015 - May 2016 | Sign in rosters |
| 12 | FIU Academic Mentors | Assistant Principal | Role models for our students to emulate | September 2015 - May 2016 | Sign in rosters |

**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 | Learning Communities Coaches Training | Principal | Prepare teachers to facilitate delivery of instruction | October 2015 - May 2016 | Test scores |
| 2 | Elementary Mathematics Learning Community Dialogues | Enrique Lopez- Math Liaison | Provides information and instructional stretegies correlated to the FCAT and New Generation Standards | September 2015 - May 2016 | Test scores |
| 3 | Elementary Science Leaders Professional Development | Suzanne Fernandez - Science Liaison | Provides information to teachers on how the new generation standards correlate to FCAT | September 2015 - May 2016 | Test scores |
| 4 | Reading Coaches Meetings | Reading Coach | Provides instructional tools to model best practices | September 2015 - May 2016 | Test scores |
| 5 | PLST Training | Assistant Principal | Provide teachers with additional training regarding professional learning | October 2015 | Teacher Follow-Up/Implementation of Practices |
| 6 | iReady Program | Assistant Principal | Provide information on the implementation on the new technology program | October 2015 - May 2016 | Sign in rosters |
| 7 | Reflex Program | Assistant Principal | Provide information on the iplementation of the new technology program | November, 2015 | Sign in rosters |

**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:** Dr. Carlos J. Finlay houses a parent resources center that enables families to access instructional resources within our school and community in order to enhance their child's academic, emotional, and social potential. |

**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:** Dr. Carlos J. Finlay Elementary provides brochures and flyers that include information about our Title I programs, descriptions and explanations of the curriculum at the school, forms of assessment used to measure student progress and the proficiency levels students are expected to meet. In addition to these flyers our school shares this information via our Title I Annual Meeting Curriculum. |

**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 uses flyers, parent links (automated telephone messages) the marquee and school website to advertise opportunities to participant in parental involvement activities. In addition, our bilingual staff translates documents in to families' native languages as needed to ensure that parents are able to understand the materials they receive. The translators are available during conferences and parent/family nights. Individual meetings are scheduled for students with disabilities to address student needs through the IEP. In addition, if a parent needs assistance it is provided upon request. |

**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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | 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)]; | There will be a flexible number of meetings including EESAC, Advisory Title 1 Council Meetings, PTA Meetings, Pre-K Orientation, Book Fair, Bilingual Educational Workshops, and Town Hall Meetings. | Principal | Will build students' capacity to maximize their education potential | August 2015 - May 2016 |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\231374\Downloads\fileUploads\135061_2015-2016_uploadEvidenceParentInput.docx) |

**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///C:\Users\231374\Downloads\fileUploads\135061_2015-2016_uploadCompact.pdf) |

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

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload evidence of parent input in the development of the compact.

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| [Uploaded Document](file:///C:\Users\231374\Downloads\fileUploads\135061_2015-2016_uploadCompactEvidence.docx) |

## 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 | Parent Academy Workshops | 8 | 115 | Increase in School, District & State student assessment scores |
| 2 | Grade Level Parent Meetings | 5 | 90 | Increase in School, District & State student assessment scores |
| 3 | EESAC | 5 | 120 | Increase in School, District & State student assessment scores |
| 4 | Parent Volunteer Program | 1 | 15 | Increase in School, District & State student assessment scores |

**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 | Opening of Schools Professional Development Meeting | 1 | 45 | Increased assessment scores as teachers and parents increase avenues of communication |

**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 | Parental Work Schedules(Hispanics) | Flexible parent meetings |
| 2 | Limited English Proficiency (ELL) | Provide all meetings/workshops in home language |
| 3 | Lack of technology (Hispanics) | Provide access to computer labs before and afterschool |
| 4 | Lack of transportation (Lowest 25%) | Access to private bus companies that will pick up students or bring parents to meetings |
| 5 | Lack of Education/Literacy(Hispanics) | Teacher/parent workshop and meetings and through Parent Academy sessions |
| 6 | Economic Challenges (ED) | Different community partners will provide school supplies and materials; can food and toy drives |
| 7 | Lack of child care to attend meetings (Hispanics) | Provide supervision during meetings at school site |

**Best Practices (Optional)**

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

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| **count** | **Content/Purpose** | **Description of the Activity** |